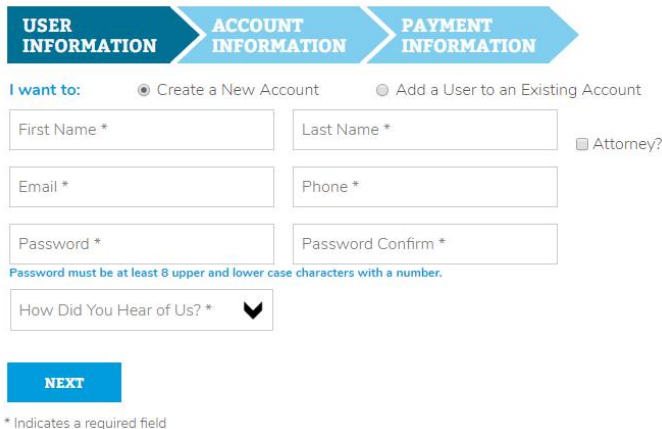


Please note: We recommend using any modern browser for the best experience.

On the provided login page, click the **Sign Up** button.

1 Verify that the **Sign-up** field is defaulted to **Create a new account**. Provide your First Name, Last Name, Email and Phone. Create a Password and indicate how you found us.

If you're an attorney, check the box marked **Attorney**, then type in your Bar ID number.



USER INFORMATION **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

I want to: Create a New Account Add a User to an Existing Account

First Name * Last Name * Attorney?

Email * Phone *

Password * Password Confirm *

Password must be at least 8 upper and lower case characters with a number.

How Did You Hear of Us? * ▼

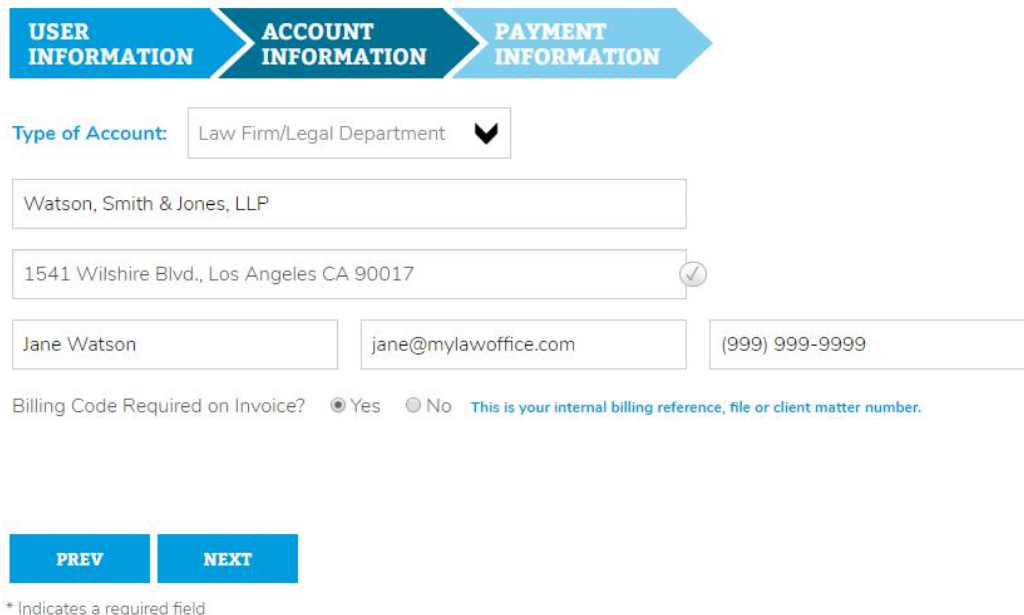
NEXT

* Indicates a required field

Click **Next**.

2 Indicate the **Type of Account** you're creating and enter the organization name and street address, the primary billing contact, and the secondary billing contact (if any).

Indicate if you'll want an internal billing code when placing an order. (You can change this at any time under **My Profile**.)



USER INFORMATION **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

Type of Account: Law Firm/Legal Department ▼

Watson, Smith & Jones, LLP

1541 Wilshire Blvd., Los Angeles CA 90017 ✓

Jane Watson jane@mylawoffice.com (999) 999-9999

Billing Code Required on Invoice? Yes No This is your internal billing reference, file or client matter number.

PREV **NEXT**

* Indicates a required field

Click **Next**.

- 3** If you choose **ACH/Debit** under **Payment Type**:
Select **Business Checking** and input your Tax ID number (do not add dashes or spaces between numbers), or **Personal Checking** and input your driver's license number and the state of issue.

Provide the Account Holder Name, Bank Name, Bank Account Number, and Bank Routing Number.
(Do not add dashes or spaces between the numbers.)

- Verify that the billing address is correct and check **I Agree**, then click **Finish**.

USER INFORMATIONACCOUNT INFORMATIONPAYMENT INFORMATION

Payment Type: ACH/Debit Credit Card Request Open Credit (Check)

By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing Direct Legal Support Inc to debit your bank account for the total amount of fees charged by Direct Legal Support (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking ▼

Tax ID *

Watson, Smith & Jones, LLP

Bank Name *

Bank Account Number *

Bank Routing Number *

[View sample](#)

Uncheck this box if the address below is not the address that appears on your bank statement.

1541 Wilshire Blvd. Los Angeles CA 90017

I Agree to Direct Legal Support's [Terms of Service](#).

PREV

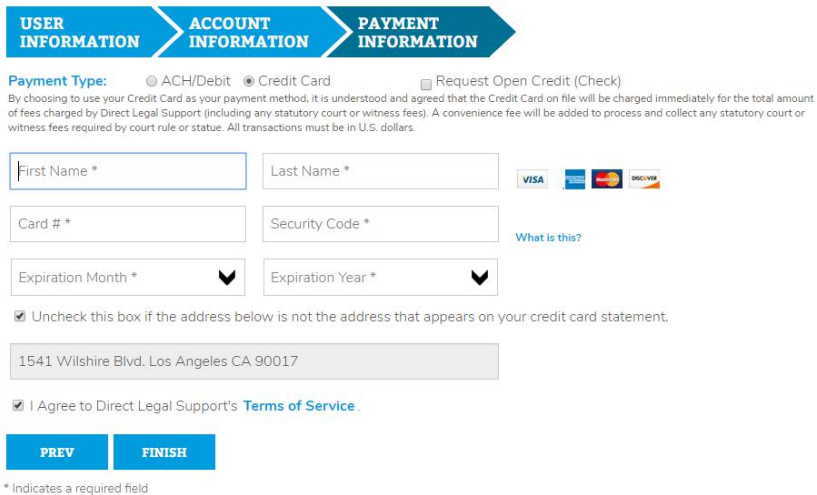
FINISH

* Indicates a required field

- 3** If you choose **Credit Card** under **Payment Type**:
Provide the First Name and Last Name, Card # (do not add dashes or spaces between numbers),
Expiration Date and Security Code (the security code is located on the back of your credit card).

Verify that the billing address is correct and check **I Agree**, then click **Finish**.

Verify that the Billing Address information is correct and click I Agree.



The screenshot shows a three-step navigation bar: USER INFORMATION, ACCOUNT INFORMATION, and PAYMENT INFORMATION. The PAYMENT INFORMATION step is active. Below the navigation bar, there are radio buttons for Payment Type: ACH/Debit, Credit Card (selected), and Request Open Credit (Check). A disclaimer states: "By choosing to use your Credit Card as your payment method, it is understood and agreed that the Credit Card on file will be charged immediately for the total amount of fees charged by Direct Legal Support (including any statutory court or witness fees). A convenience fee will be added to process and collect any statutory court or witness fees required by court rule or statute. All transactions must be in U.S. dollars." The form includes input fields for First Name *, Last Name *, Card # *, and Security Code *. There are also dropdown menus for Expiration Month * and Expiration Year *. A checkbox is checked with the text "Uncheck this box if the address below is not the address that appears on your credit card statement." Below this is a text box containing the address "1541 Wilshire Blvd. Los Angeles CA 90017". At the bottom, there is a checked checkbox for "I Agree to Direct Legal Support's Terms of Service." and two buttons: PREV and FINISH. A footnote at the bottom left states "* Indicates a required field".

- 4** A verification email will be sent to the email address provided.

We've sent an email to verify your account.

To verify that your contact email address is correct we've sent a verification email to jane@mylawoffice.com.

YOU MUST CLICK THE LINK IN THAT EMAIL TO VERIFY AND ACTIVATE YOUR ACCOUNT.

The verification email should arrive in your inbox with the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support at (800) 675-5376 during office hours of M-F 8 AM to 5:30 PM Pacific Pacific.

To re-send the verification email please click [here](#).

To go back to Direct Legal Support's home page, please click [here](#).

Once the email is verified, a new tab will open confirming that the account was created successfully. A Confirmation email will also be sent.

To immediately start placing an order, log in with your Email Address and Password.

Thank you for creating an account with us.

Your email address is verified and your account is active! A welcome email has been sent to jane@mylawoffice.com and should arrive in your inbox within the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support at (800) 675-5376 during office hours of M-F 8 AM to 5:30 PM Pacific.

Log in below to start placing orders. To return to Direct Legal Support's home page click [here](#).

Secure Login

Email Address:

Password:

Remember me

[Forgot password?](#) or [New user?](#)

Need assistance 