

User Guide

Application for Admission as a Student-at-Law and Articling Agreement Step I

Visit <u>www.lawsociety.ab.ca</u>. Click on the Lawyer Portal link in the top of the website page.



Step 2

Click Apply for Admission to start your Application to the Law Society of Alberta.

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up 0 Enter your Light D Lawyer Porsal. Once logged in, you can create and submit any required applications as well as update your contact information.	
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Enter your Yesseord APPCLY FOR ADMISSION &	
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Step 3

Complete all field with an asterisk. Once completed, click submit. Note that if you have a middle name, you must include it in the given name field. Any ID or Criminal Record Check must also include your full legal name and match your application.



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8 SIGN IN → APPLY					
Apply					
Please enter your personal information to	create an account with the Law Society.				
Once submitted, you will then receive an e	email with information on how to log into the L	awyer Portal where you can create and submit any required application	ons as well as update your contact information.		
Already Applied?					
ENTER YOUR FULL LEGAL NAME					
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Given (First and Middle name(s)) *					
Last *					
Preferred First Name	First				
Preferred Last Name	Last				
Email *					
Gender +	Another gender not listed ~				
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City of birth -					
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Step 4

SUBMIT Ø

Address Line 2 (optional) Address Line 3 (optional) City * Prow/State

Zip/Postal * Country * Telephone * Alberta

Once you click submit, you will receive an email with instructions on how to log into the Lawyer Portal. Use the login ID and the temporary password on the Lawyer Portal.



LAW SOCIETY of ALBERTA 700,333 - 11:0. Avenue SW Phone 403. 229 4700 Calgery ART28 109 Tol Free 1.800.461 5003
Johnathan David Doe,
Thank you for creating your Lawyer Portal account. You have been assigned ID 24266 which is your personal membership number and also your login ID. This will allow you to access the features of the Lawyer Portal.
Website Lawyer Portal
Login ID 24266
Temporary Passworu (00/202021) Once you log in, navigate to the My Applications page to create or continue your application to the Law Society. Note that you have 7 days from receiving this email to submit an
application or your account will be automatically deleted and you will need to restart.
Best regards, Jaw Society of Alberta
Importers of Functions Important Confidential Information from the Law Society of Alionts: The sender intende that the electronic message is for exclusion as by the present to whom it is addressed. This message may contain information that is confidential or privileged and exempt from disclosure under splitable law. If the needer of this message is not as intended recipient, be save: that any disclosure, discrimination, distribution or coping of this communication, or the use of its contexts, is prohibited. If you have received this message is error, place immediately only the under of your insidentent receips and defets this message registers. That's you.
LWN SOCIETY ALEGTA

Apply for Admission
To apply for admission as a Student-at-Law in Alberta, you must first create a lawyer portal account. If you are not already a student or lawyer in Alberta, please dick Apply for Admission to create an account. Once
submitted, you will then receive an email with information on how to log into the Lawyer Portal. Once logged in, you can create and submit any required applications as well as update your contact information.
You cannot begin articles or hold yourself out as a Student-at-Law until you receive written approval and a confirmed start date from the Law Society.
APPLY FOR ADMISSION
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The temporary password provided in the email will expire after one use. Set a new password before you can log into the portal and access your account.



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& SIGN IN \rightarrow LOGIN	
(1401) Your existing password will expire after one use. A new password must Password Requirements Must be 7 or more characters Must include both numbers and letters New password cannot be the same as any of the last four passwords	be entered.
New Password	
Enter your Current Password New Password Enter your New Password	
Covern Passoord Retype your New Password SUBMIT	4
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Once you have logged into the portal, navigate to "My Applications" in the menu at the top righthand corner by clicking on your name.

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Welcome	
The Law Society of Alberta welcomes you to our secure web portal.	MESSAGE US
Through one easy access point, you can login, complete your application for admission, view select account details and receive notifications.	
Once you have successfully completed PREP and the required articling term, you may complete your enrolment application, submit your notification of call cer	
Please note that The Law Society of Alberta sends all important notices by email communication only so it is important to keep your email address up to date, ongoing competence and professionalism of lowyers in Alberta.	
We have a dedicated team available to answer any questions you may have. If you're unable to find what you are looking for in our Sudent Services section of o	
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From this page, you can review a checklist, preview the applications, and choose "Submit Application" when you are ready to create your applications.



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				<i>(i)</i>
 Applications 				
Please review the list below to confirm the application that is appr	opriate to your situation.			
Before you submit your application, review the checklist and prev	iew the application to understand the requirements.			
New Application		Checklist Preview Application Submit Application		
New Application Application for Admission Articling Agreement Application		Checklist Preview Application Submit Application Checklist Preview Application Submit Application		
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Under the Options menu to the left of your Application for Admission, click pay to be navigated to your invoice. You will then have to click "I Certify" and accept the terms and conditions.

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<i>(i)</i>	1453) Your record has been successfully added below. Please click on "Options" dropdown to complete the Application.	×				
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Curi	rent Applications					
Cu	mment Show History					
O	xtions Application Submitted Status Status Date Principal/Supervisor Principal/Supervisor Status Days Completed					
1	Application for Admission In Progress Nov-04-2022					
	Articling Agreement Application In Progress Nov-04-2022					
* with DBAW a most up to date status of your application. Please keep checking the lawyer portal for updates on the status of your application rather than contacting Customer Service as they do not have more information that what is available in the portal. Below is a list of the common processing statuses and what they mean.						
Processing Status (click to show the definition) Processing Time						
In	Progress					
Su	bmitted This can take several weeks.	*				



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8. MY PROFILE → MY ACCOUNT	<i>(i)</i>
(i) Account	
To display a history of all invoices, click Show History. If a balance remains unpaid, click Pay to review the invoice. Only one invoice can be reviewed at a time.	
Current Show History since 2015 Payment Description Date Invoice Description Amount Due O Pay Outstanding Nov-04-2022 706975 Student Application Fee 693.00 693.00 O Print	
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LAW SOCIETY CALEERTA		
Invoice Date Payee 706975 Nov-04-2022 Law Society of Alberta	Account Number 24266	
Qty Description Amount 1 Student Application Fee 210.0 1 Student Articling Admission Fee 450.0	Total 210.00 450.00 660.00 33.00	
CAD Tota PAY BY ELECTRONIC BILL PAYMENT (EBP) Allow 3-5 business days from the date of payment	693.00	
Certification By clicking I certify, I have or I will, remit payment I	the Law Society of Alberta immediately and I acknowledge that my failure to do so may result in further action being taken by the Law Society as deemed necessary.	Î
CANCEL X	@2022 Law Society of Alberta, All rights reserved. Filming/	etatement .



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1 Student Application Fee	210.00	210.00
1 Student Articling Admission Fee	450.00	450.00
	Sub Total	660.00
		33.00
	CAD Total	693.00
lawyers. Its authority comes from Alberta's Legal / Completing the web payment form and dicking on a binding agreement to pay. The Law Society of Al receipt of payment.	Profession Act. I Accept repre Iberta shall con	sents firm
ACCEPTANCE OF TERMS		
By clicking I Accept, I agree to all the term	ns and condi	tions.
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After you have certified payment for the Application and Admission fees, navigate back to "My Applications" in the menu at the top right-hand corner by clicking on your name and update your Application for Admission.

You must answer ALL questions that have an asterisk on pages 1-3. To confirm the page is complete, the page number will be highlighted in blue.

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* WELCOME * WELCOME	* WELCOME
Welcome	
The Law Society of Alberta welcomes you to our secure web portal.	MESSAGE US
Through one easy access point, you can login, complete your application for admission, view select account details and receive instituations.	🛃 LOG OUT
Once you have successfully completed PREP and the required articling term, you may complete your enrolment application, submit your notification of call cert	
Please note that The Law Society of Alberta sends all important notices by email communication only so it is important to keep your email address up to date, ongoing competence and professionalism of lowyers in Alberta.	
We have a dedicated team available to answer any questions you may have. If you're unable to find what you are looking for in our Student Services section of o	
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In Progress					
Submitted				This can take several weeks.	
Under Review				This can take several weeks.	
Complete Applicat	tion			For transfer applicants, this will take approximately two weeks.	1
				For all other applicants, the Law Society requires a minimum of 30 days to process your application once everything has been received.	4
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B MY APPLICATIONS →	APPLICATIONS				
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Form ID	2760484				
Received					
Statue	Incomplete Nov 04, 2022				
Last Indexed	Nov 04 2022 12:40				
Last updated	NOV 04, 2022 12:40				
Personal Address	333 11 Ave SW, Calgary, AB , T2R 1P3				
Email	donotreply@lawsociety.ab.ca				
Call Dates					
PAGE	1				
0					4

Navigate back to "My Applications" in the menu at the top right-hand corner by clicking on your name and then update your Articling Agreement Application.

Once this has been submitted, your principal will be required to accept the Articling Agreement in their Lawyer Portal.



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Resources and your base and your any questions you may have. If you're unable to find what you are looking for in our student services section of e

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Before you submit your applie	ation, review the checklist and preview the application to u	understand the require	ements.				
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Powered by Member/Profit for	tenterannan 14				©2022 Law Sc	ociety of Alberta. All rights reserved.	way atomnant

Step 10

Confirm that your applications have the status of "Submitted". You can monitor the status of your application within your Lawyer Portal. Status definitions can be found below your Current Applications.

Note that Customer Service will not have more information than what is available to yourself in the portal.



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LAW SOCIETY ALBERTA						
						(i)
③ Applications						
Please review the list below to confirm the application that is appropriate to your situation.						
Before you submit your application, review the checklist and preview the application to unders	tand the requirer	nents.				
New Application			Checklist Preview Applicatio Submit Application	n		
Current Applications	1					
Current Show History						
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Application for Admission	Submitted	Nov-04-2022				
Articling Agreement Application	Submitted	Nov-04-2022				_
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If you need to make any changes or upload any documents to your applications, you may Update your applications. Note that when you choose to update your application, you must resubmit. Confirm that the status of the application is "Submitted".

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SOCIETY										
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Step 12

Once Membership Services has reviewed your submitted applications, the status will be updated and all communications regarding your application will be sent by email. Please ensure that your contact information is up to date.