

User Guide

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

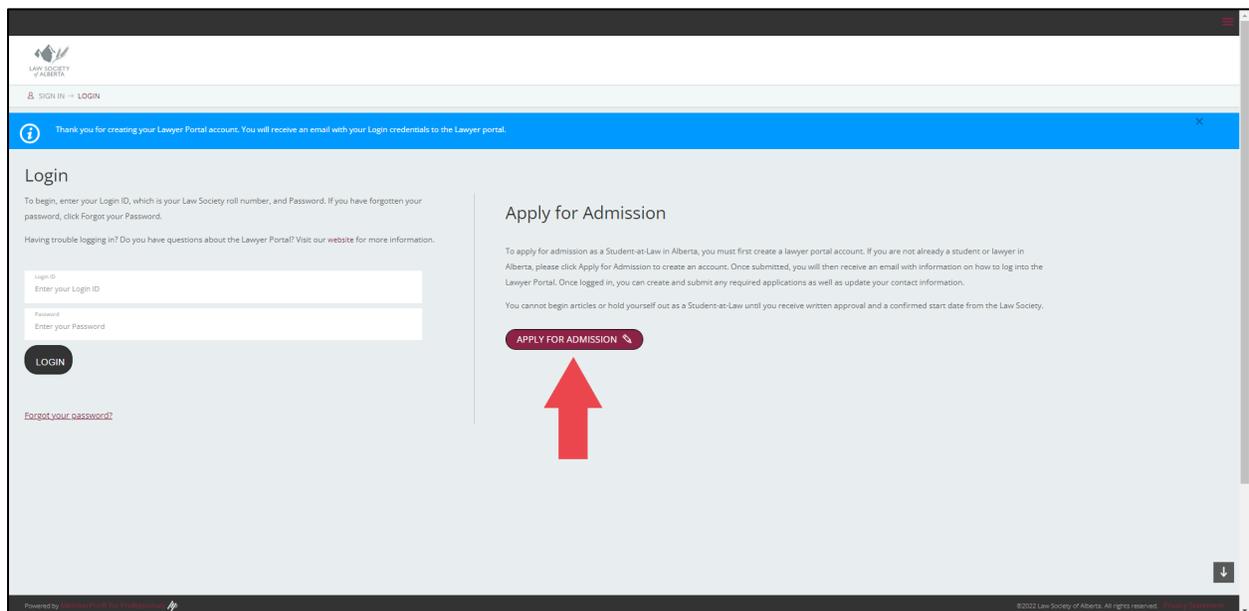
Step 1

Visit www.lawsociety.ab.ca. 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.



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.



Apply

Please enter your personal information to create an account with the Law Society.
Once submitted, you will then receive an email with information on how to log into the Lawyer Portal where you can create and submit any required applications as well as update your contact information.

[Already Applied?](#)

ENTER YOUR FULL LEGAL NAME

Title

Given (First and Middle names) *

Last *

Preferred First Name

Preferred Last Name

Email *

Gender *

Birthdate *

City of Birth *

Province of Birth

Country of Birth *

ENTER YOUR PERSONAL ADDRESS

Street Address Line 1 *

Address Line 2 (optional)

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Preferred First Name

Preferred Last Name

Email *

Gender *

Birthdate *

City of Birth *

Province of Birth

Country of Birth *

ENTER YOUR PERSONAL ADDRESS

Street Address Line 1 *

Address Line 2 (optional)

Address Line 3 (optional)

City *

Prov/State

Zip/Postal *

Country *

Telephone *

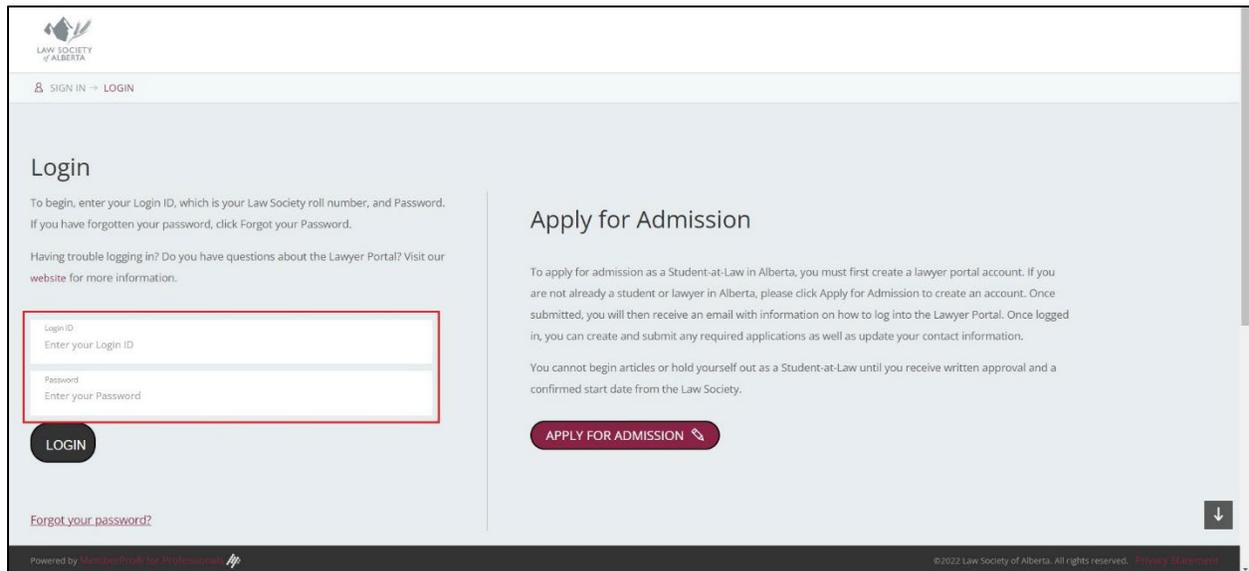
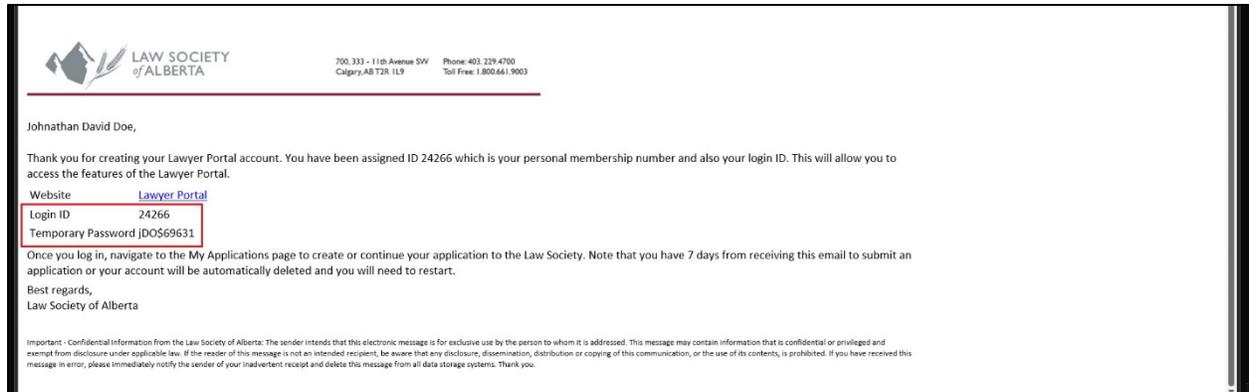
Legend *Required Fields

Submit

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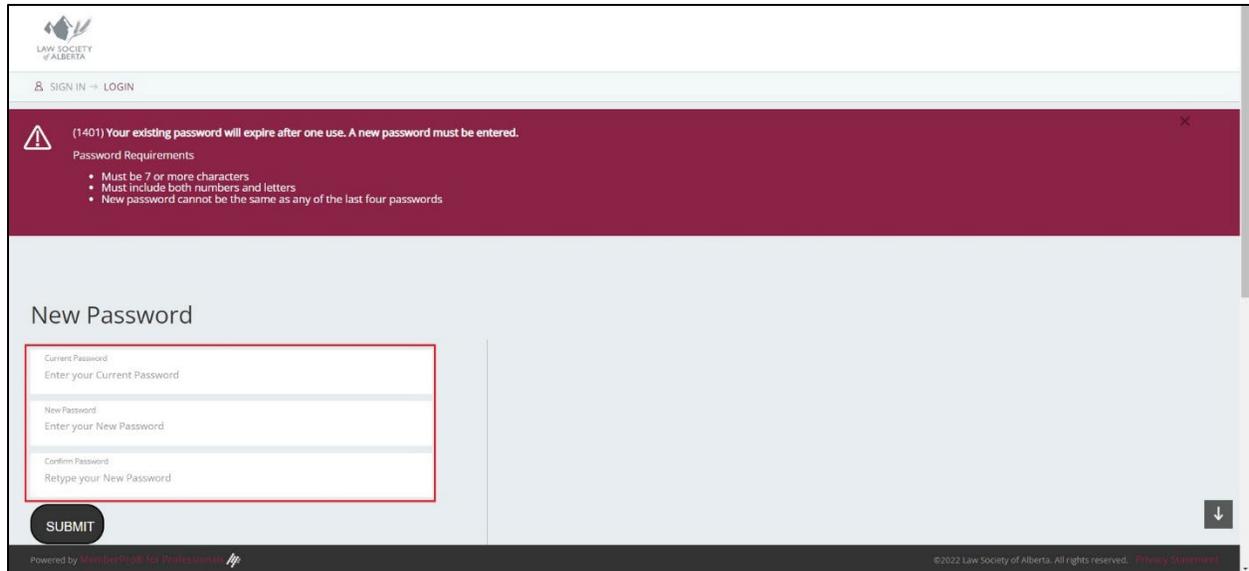
Step 4

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.



Step 5

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.



(1401) Your existing password will expire after one use. A new password must be entered.

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

New Password

Current Password
Enter your Current Password

New Password
Enter your New Password

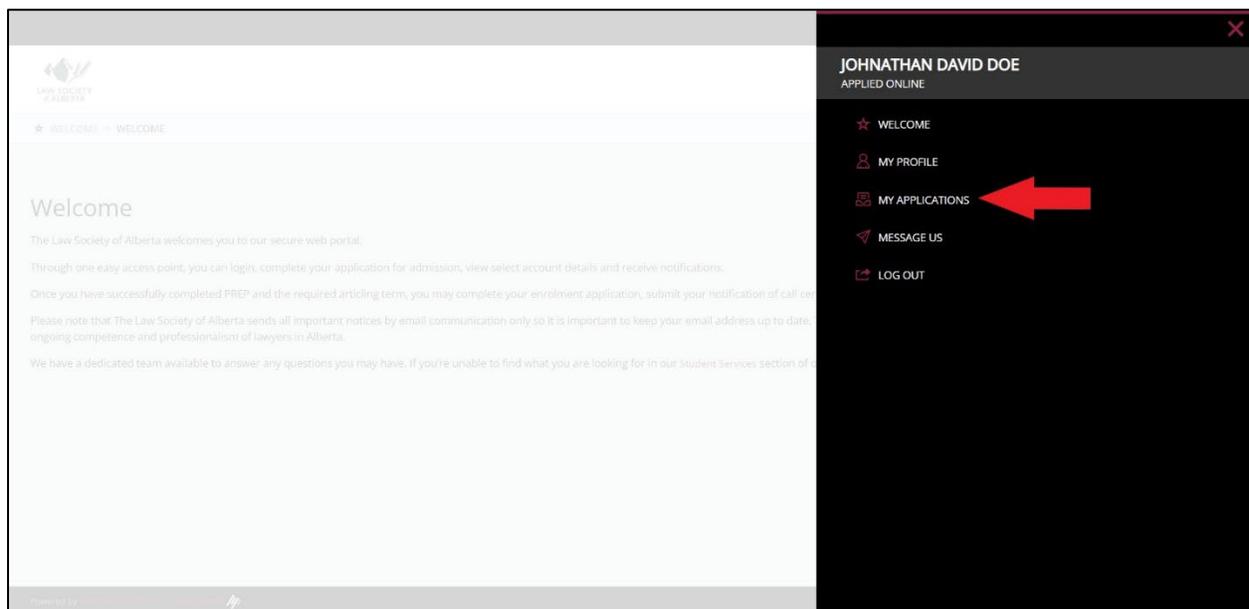
Confirm Password
Retype your New Password

SUBMIT

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Step 6

Once you have logged into the portal, navigate to “My Applications” in the menu at the top right-hand corner by clicking on your name.



JOHNATHAN DAVID DOE
APPLIED ONLINE

- ★ WELCOME
- 👤 MY PROFILE
- 📁 MY APPLICATIONS
- ✉ MESSAGE US
- 🚪 LOG OUT

From this page, you can review a checklist, preview the applications, and choose “Submit Application” when you are ready to create your applications.



MY APPLICATIONS → APPLICATIONS

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 understand the requirements.

New Application

| | |
|---------------------------------|--|
| Application for Admission | <ul style="list-style-type: none"> Checklist Preview Application Submit Application |
| Articling Agreement Application | <ul style="list-style-type: none"> Checklist Preview Application Submit Application |

Current Applications

Current Show History

| Options | Application | Submitted | Status | Status Date | Principal/Supervisor | Principal/Supervisor Status | Days Completed |
|---|-------------|-----------|--------|-------------|----------------------|-----------------------------|----------------|
| This page will have the 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. | | | | | | | |

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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.

MY APPLICATIONS → APPLICATIONS

(1453) Your record has been successfully added below. Please click on "Options" dropdown to complete the Application.

Current Applications

Current Show History

| Options | Application | Submitted | Status | Status Date | Principal/Supervisor | Principal/Supervisor Status | Days Completed |
|--|---------------------------------|-----------|-------------|-------------|----------------------|-----------------------------|----------------|
| <ul style="list-style-type: none"> ☰ 👉 PAY ✖ WITHDRAW | Application for Admission | | In Progress | Nov-04-2022 | | | |
| | Articling Agreement Application | | In Progress | Nov-04-2022 | | | |

This page will have the 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 | |
| Submitted | This can take several weeks. |

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MY PROFILE → MY ACCOUNT

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 Account

Current Show History since 2015

| | Payment Description | Date | Invoice | Description | Amount | Due |
|---------------------------|---------------------|-------------|---------|-------------------------|--------|--------|
| <input type="radio"/> Pay | Outstanding | Nov-04-2022 | 706975 | Student Application Fee | 693.00 | 693.00 |

Print

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INVOICE

| Invoice | Date | Payee | Account Number |
|---------|-------------|------------------------|----------------|
| 706975 | Nov-04-2022 | Law Society of Alberta | 24266 |

| Qty | Description | Amount | Total |
|-----|---------------------------------|--------|--------|
| 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 |

PAY BY ELECTRONIC BILL PAYMENT (EBP)

Allow 3-5 business days from the date of payment for processing.

Certification

By clicking I certify, I have or I will, remit payment to 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.

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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 | |

Electronic Bill Payment (EBP)

TERMS AND CONDITIONS

Terms & Conditions

The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's *Legal Profession Act*.

Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

ACCEPTANCE OF TERMS

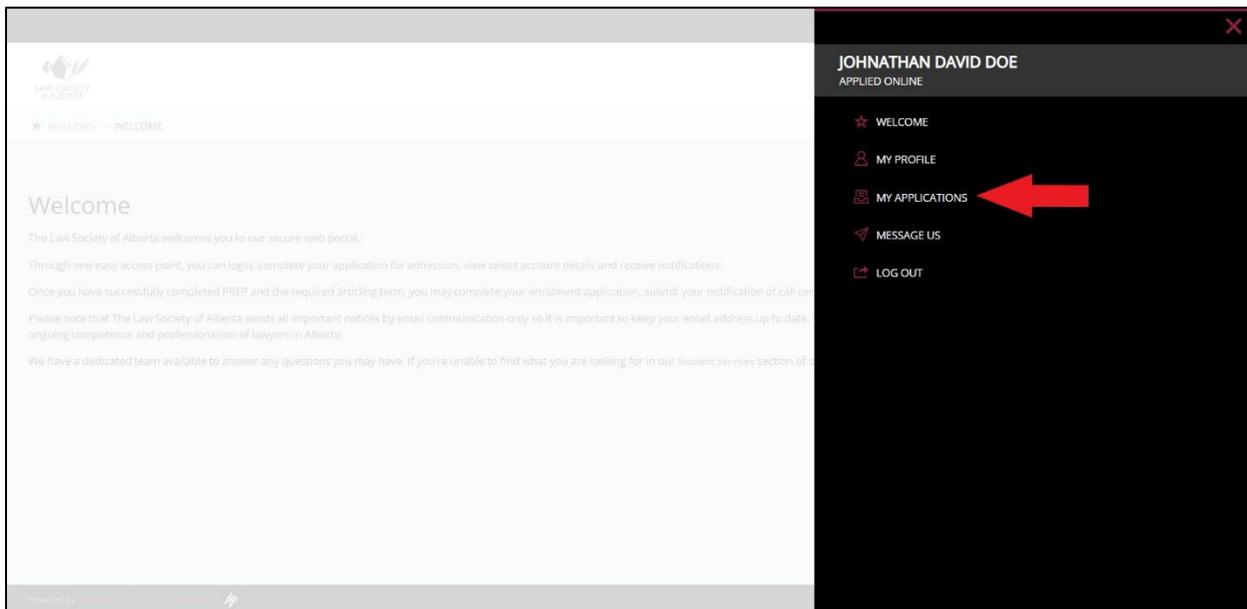
By clicking I Accept, I agree to all the terms and conditions.

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Step 7

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.



JOHNATHAN DAVID DOE
APPLIED ONLINE

- ★ WELCOME
- 👤 MY PROFILE
- 📁 MY APPLICATIONS
- ✉ MESSAGE US
- 🚪 LOG OUT

Welcome

The Law Society of Alberta welcomes you to our secure web portal.

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 to the bar.

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 lawyers 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 the website, please contact us.

Powered by 



Current Applications

Current Show History

| Options | Application | Submitted | Status | Status Date | Principal/Supervisor | Principal/Supervisor Status | Days Completed |
|--|---------------------------------|-----------|-------------|-------------|----------------------|-----------------------------|----------------|
| | Application for Admission | | In Progress | Nov-04-2022 | | | |
| <ul style="list-style-type: none"> UPDATE WITHDRAW | Articling Agreement Application | | In Progress | Nov-04-2022 | | | |

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 | |
| Submitted | This can take several weeks. |
| Under Review | This can take several weeks. |
| Complete Application | For transfer applicants, this will take approximately two weeks. For all other applicants, the Law Society requires a minimum of 30 days to process your application once everything has been received. |

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MY APPLICATIONS → APPLICATIONS

The page numbers in grey are incomplete and those highlighted in blue are complete. Asterisks indicate a response is mandatory.

APPLICATION FOR ADMISSION AS A STUDENT-AT-LAW

| | |
|------------------|-------------------------------------|
| Form ID | 2760484 |
| Received | |
| Status | Incomplete Nov 04, 2022 |
| 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

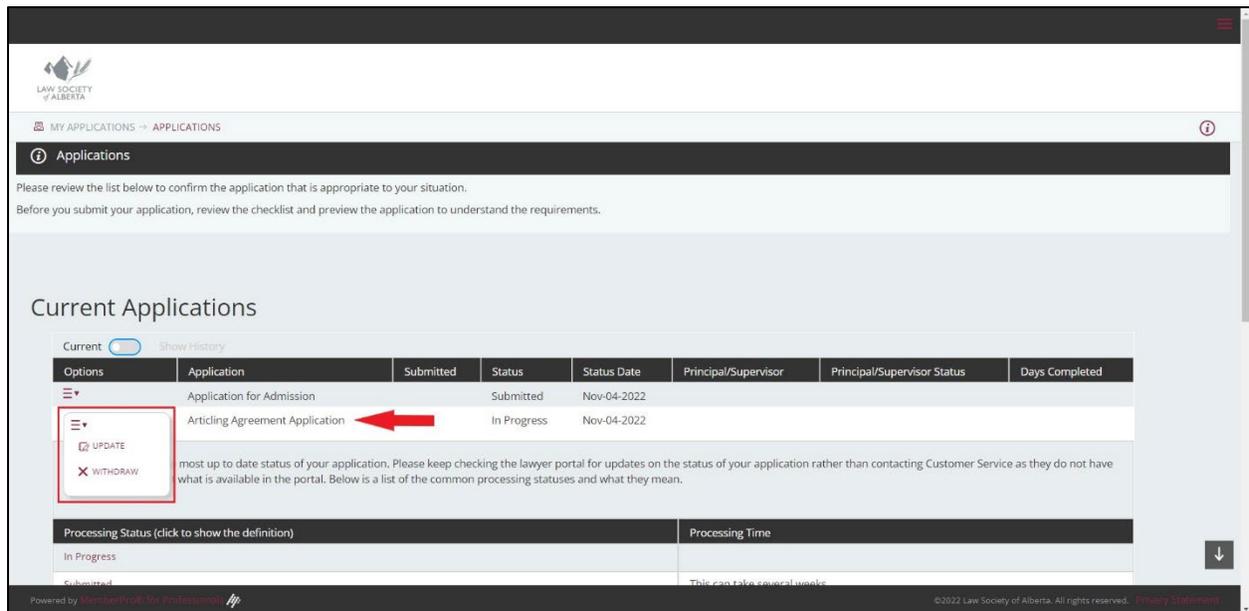
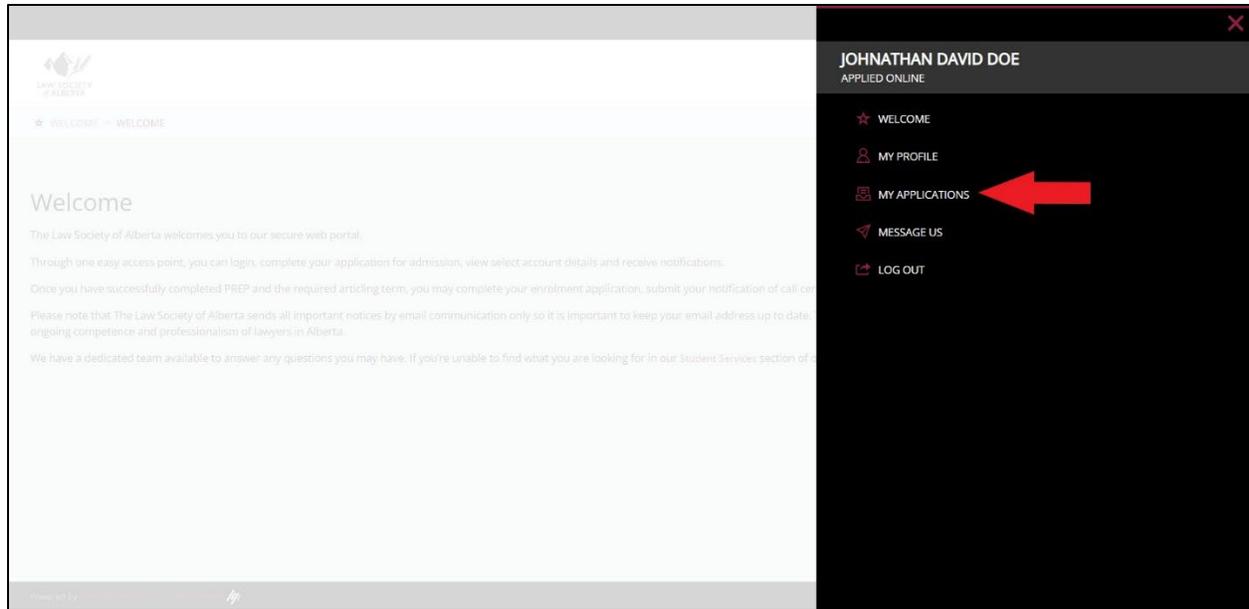
1 2 3

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Step 9

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.

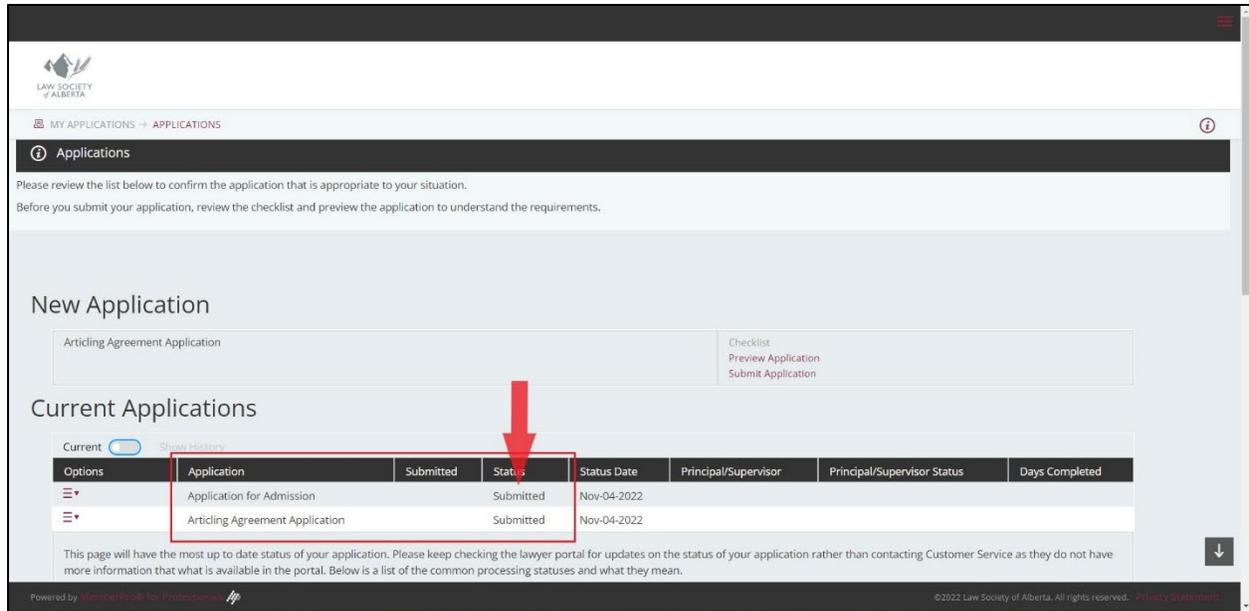
Once this has been submitted, your principal will be required to accept the Articling Agreement in their Lawyer Portal.



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.



MY APPLICATIONS → APPLICATIONS

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 understand the requirements.

New Application

Articling Agreement Application

Checklist
Preview Application
Submit Application

Current Applications

Current Show History

| Options | Application | Submitted | Status | Status Date | Principal/Supervisor | Principal/Supervisor Status | Days Completed |
|---------|---------------------------------|-----------|-----------|-------------|----------------------|-----------------------------|----------------|
| ☰ | Application for Admission | | Submitted | Nov-04-2022 | | | |
| ☰ | Articling Agreement Application | | Submitted | Nov-04-2022 | | | |

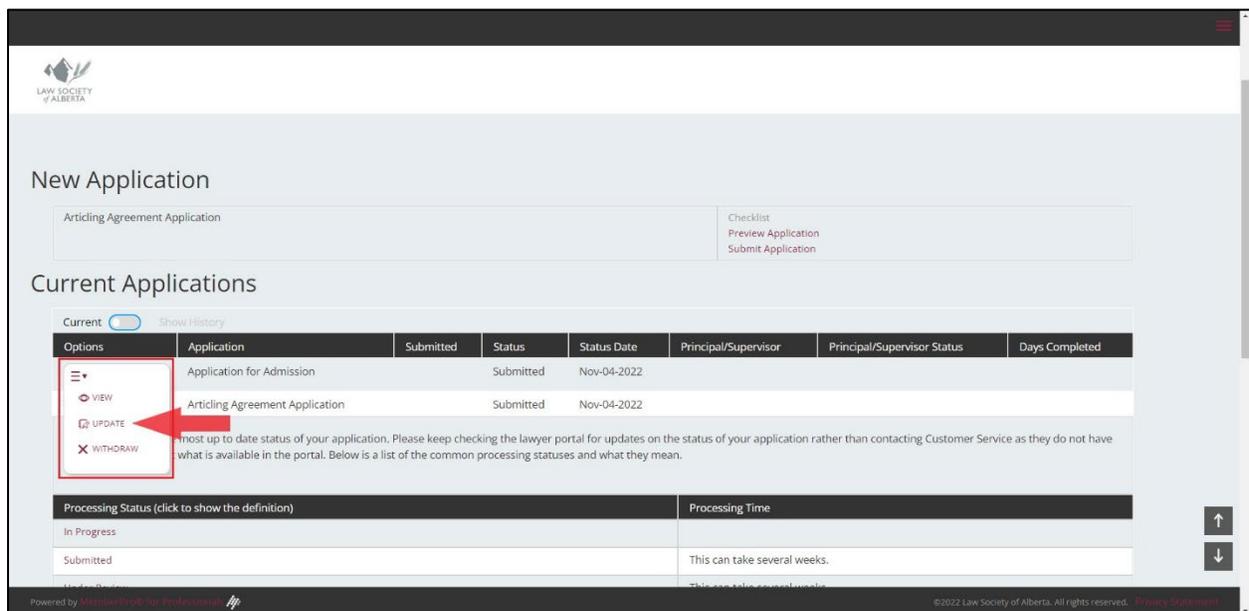
This page will have the most up to date status of your application. Please keep checking the lawyer portal for updates on the status of your application rather than contacting Customer Service as they do not have more information that what is available in the portal. Below is a list of the common processing statuses and what they mean.

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Step 11

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”.



NEW APPLICATION

Articling Agreement Application

Checklist
Preview Application
Submit Application

Current Applications

Current Show History

| Options | Application | Submitted | Status | Status Date | Principal/Supervisor | Principal/Supervisor Status | Days Completed |
|--|---------------------------------|-----------|-----------|-------------|----------------------|-----------------------------|----------------|
| ☰ | Application for Admission | | Submitted | Nov-04-2022 | | | |
| <div style="border: 1px solid red; padding: 2px;"> VIEW UPDATE WITHDRAW </div> | Articling Agreement Application | | Submitted | Nov-04-2022 | | | |

This page will have the 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 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 | |
| Submitted | This can take several weeks. |

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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.