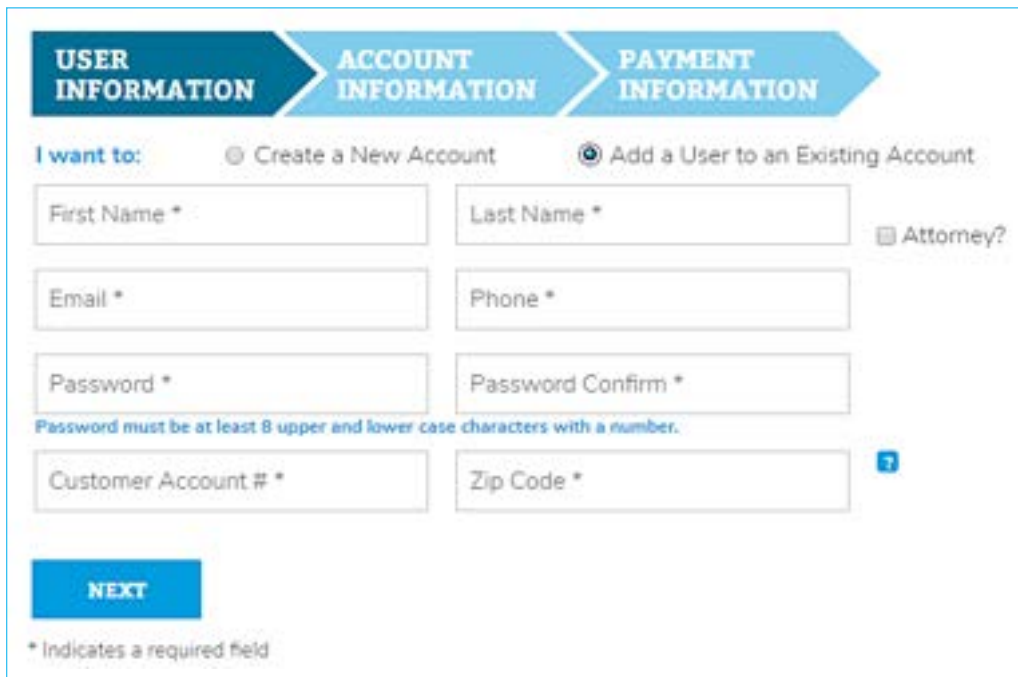


Please note: We recommend using any modern browser for the best experience.

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

1 In the **Sign-up** field, select **Add a User to an Existing Account**. Provide your First Name, Last Name, Email and Phone, then create a Password. Enter your Customer Account # **(you can get this from your account administrator)** and ZIP code.

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



The screenshot shows a registration form with three tabs: **USER INFORMATION**, **ACCOUNT INFORMATION**, and **PAYMENT INFORMATION**. The **USER INFORMATION** tab is active. Under the heading "I want to:", there are two radio buttons: "Create a New Account" (unselected) and "Add a User to an Existing Account" (selected). The form contains several input fields: "First Name *", "Last Name *", "Email *", "Phone *", "Password *", "Password Confirm *", "Customer Account # *", and "Zip Code *". There is a checkbox labeled "Attorney?" and a small blue question mark icon next to the "Zip Code *" field. A blue "NEXT" button is at the bottom left. A note at the bottom states "* Indicates a required field".

Click **Next**.

2 Verify that this is the correct account.

Check **I Agree**, then click **Finish**.



The screenshot shows the "ACCOUNT INFORMATION" tab of the registration form. It features a "Type of Account:" dropdown menu with "Law Firm/Legal Department" selected. Below this is a text input field containing "Rapid Legal Test Account". A second text input field contains the address "e.g. 123 Main Ave #200, Los Angeles, CA 90013". There are three more input fields: "TestX123232", "jnr@rapidlegi.com", and "(800) 366-5445". At the bottom, there is a small disclaimer text and a radio button labeled "I agree".

A verification email will be sent to the email address provided.

- 3 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 using your Email Address and Password in the thank you screen.

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 me@mylawfirm.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 during office hours of 8:00 AM - 5:30 PM Pacific.

Log in below to start placing orders. To return the home page [click here](#).

Secure Login

Email Address:

Password:

Remember me

[Forgot Password?](#) or [New User?](#)

[Need assistance?](#)