

On the provided page click on the “Signup” button.

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

- 1 Verify that the Sign-up field box is defaulted to “**Create a new account.**” Provide your user information, email and phone number. If you are an attorney, click on the box marked “**Attorney**” and type in your Bar ID number.

Create a password, indicate how you found us and how many estimated monthly orders you you might be placing.

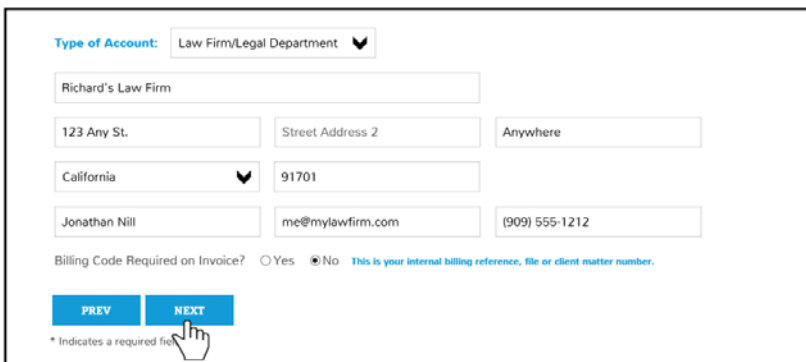
Click on “**Next.**”



The screenshot shows the 'USER INFORMATION' step of the account creation process. It features a progress bar at the top with three stages: 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. Below the progress bar, there are two radio buttons: 'Create a New Account' (selected) and 'Add a User to an Existing Account'. The form includes fields for 'First Name *', 'Last Name *', 'Email *', 'Phone *', 'Password *', and 'Password Confirm *'. A checkbox labeled 'Attorney?' is also present. Below the password fields, there is a note: 'Passwords should be at least 8 characters.' At the bottom, there are two dropdown menus: 'How Did You Hear of Us? *' and 'Estimated # of Monthly Orders *'. A blue 'NEXT' button is located at the bottom left, with a hand cursor pointing to it. A legend at the bottom left indicates that an asterisk (*) denotes a required field.

- 2 Indicate the type of account you are creating, the name of your organization, address, who the primary billing contact will be and the secondary billing contact (if any.) Indicate if you will want an internal billing code when placing an order. (*You can change this in your account at anytime under “My Profile”.*)

Click on “**Next.**”



The screenshot shows the 'ACCOUNT INFORMATION' step of the account creation process. It features a dropdown menu for 'Type of Account' with 'Law Firm/Legal Department' selected. Below this, there are several text input fields: 'Richard's Law Firm', '123 Any St.', 'Street Address 2', 'Anywhere', 'California', '91701', 'Jonathan Nill', 'me@mylawfirm.com', and '(909) 555-1212'. At the bottom, there is a question: 'Billing Code Required on Invoice?' with radio buttons for 'Yes' and 'No' (selected). A note below the question states: 'This is your internal billing reference, file or client matter number.' A blue 'NEXT' button is located at the bottom right, with a hand cursor pointing to it. A legend at the bottom left indicates that an asterisk (*) denotes a required field.



To Pay by eCheck or ACH (Preferred Pricing. Save up to 20% when paying via ACH):

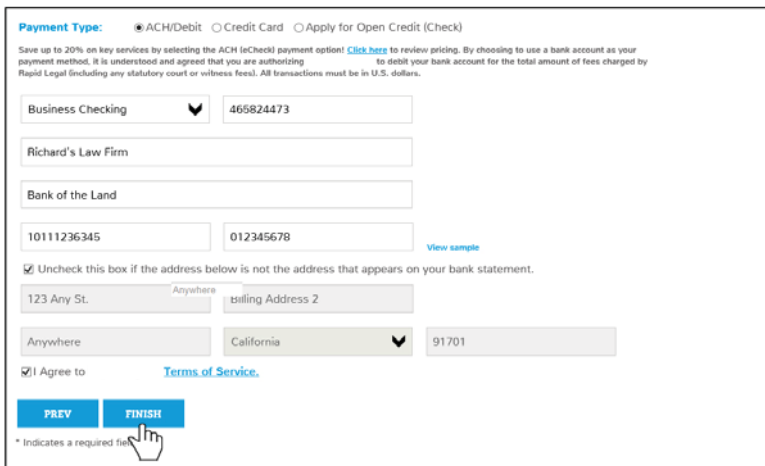
If paying with a **Business Checking**: Select “**Business Checking**” as the Checking Type and input your Tax ID number (do not add dashes or spaces between numbers.)

If paying with a **Personal Checking**: Select “**Personal Checking**” as the Checking Type and input your Driver’s License Number and the State of Issue.

Provide the Account Holder Name, Bank Name, Account Number and Routing Number. (**When providing account and routing number do not add dashes or spaces between the numbers.**)

Verify that the Billing Address information is correct and click on “**I Agree.**”

Click on “**Finish.**”



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

Save up to 20% on key services by selecting the ACH (eCheck) payment option! [Click here](#) to review pricing. By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing to debit your bank account for the total amount of fees charged by Rapid Legal (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking

Richard's Law Firm

Bank of the Land

[View sample](#)

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

I Agree to [Terms of Service.](#)

* Indicates a required field

NOTE: If paying by Credit Card (Standard Pricing) please see next page.

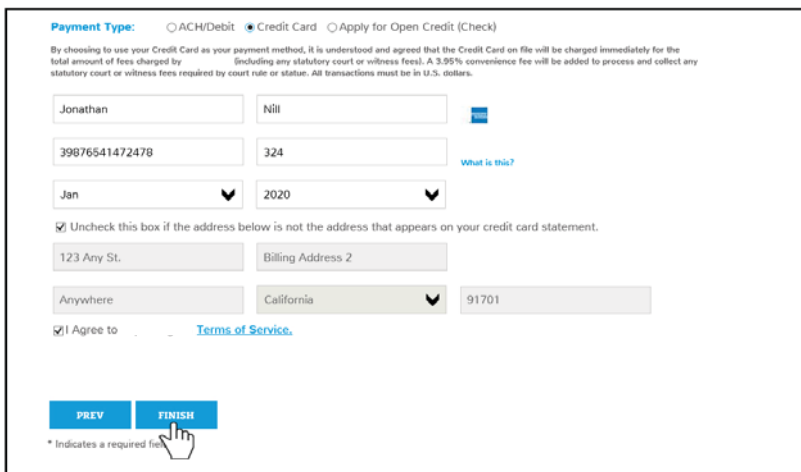
To Pay by Credit Card (Standard Pricing):

Provide the Name on the Card, Card Number (do not add dashes or spaces between numbers,) card expiration date and credit card security code.

(The security code is located on the back of your credit card.)

Verify that the Billing Address information is correct and click on **“I Agree.”**

Click on **“Finish.”**



The screenshot shows a payment form with the following fields and options:

- Payment Type:** Radio buttons for ACH/Debit, Credit Card (selected), and Apply for Open Credit (Check).
- Disclaimer:** A small text block explaining that the credit card will be charged immediately for the total amount of fees charged by the card issuer, including any statutory court or witness fees, and a 3.95% 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.
- Name:** Text boxes for "Jonathan" and "Nill".
- Card Number:** Text boxes for "39876541472478" and "324". A "What is this?" link is next to the second box.
- Expiration Date:** Dropdown menus for "Jan" and "2020".
- Address:** A checkbox "Uncheck this box if the address below is not the address that appears on your credit card statement." followed by text boxes for "123 Any St.", "Billing Address 2", "Anywhere", "California", and "91701".
- Agreement:** A checkbox "I Agree to" followed by a link to "Terms of Service".
- Buttons:** "PREV" and "FINISH" buttons.
- Footnote:** "* Indicates a required field" with a hand icon pointing to the "FINISH" button.

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A notice will appear confirming that the account was created successfully. A confirmation email will also be sent.

To immediately start placing an order, click on the **“Here”** link in the thank you message.

Thank you for creating an account with us.

To verify that your contact email address is correct, an email has been sent to

The confirmation email should arrive in your in-box 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

during office hours of 8:00am to 5:30pm PDT.

To start placing orders, please click [here](#).

To go back to [home page](#), please click [here](#).