

ISB Roster Login

The screenshot shows the ISB Group Renewal website. At the top, there is a header with the ISB logo and the text "Idaho State Bar". Below the header, there is a navigation bar with the text "Group Renewal". The main content area is titled "About Group Renewal" and contains the following text:

This application allows you to pay for a group of attorney's license renewals. You may also review and edit some of their renewal information.

Use the [Individual Attorney License Renewal](#) if you need to renew just one license.

Steps in the Process

1. Sign up for a new account or log in to an existing one.
2. Set up your firm profile.
3. Create your firm roster using your attorneys' ISB membership numbers. Attorneys can be entered individually or uploaded through a text file.
4. Invite your attorneys to renew online.
5. Track the progress of your attorneys' renewal applications.
6. Pay for some or all of your attorneys when ready.


At the bottom of the page, there are two sections: "Login" and "Sign Up". The "Login" section includes a logo for "idaho.gov", a "Username:" field, a "Password:" field, a note "* capitalization matters", and a "Login" button. Below the "Login" section, there are links for "Forgot username?" and "Forgot password?". The "Sign Up" section includes a "New Users start here" button (highlighted with a red box), a note "to use this service you will need an Access Idaho account.", and a list of benefits:

- Sign up is free, secure and easy
- One account for all Access Idaho services
- Online access to your history and receipts
- Convenient payment options: Visa, Discover, American Express, or Mastercard

<https://beta.accessidaho.org/secure/isb/license/roster/index.html>

Administrators need an idaho.gov account to create a firm/company roster. Click the “New Users start here” button to create an account.

Profile/Locations



Overview Attorney List Profile/Location Log Out

Profile/Location

The Idaho State Bar needs at least one address on file for your group. You can add multiple locations and associate attorneys with their location for easier sorting.

Your Group/Firm

Firm Name

Your Contact Person

Email Address
Web Site Address
Phone Number ext
Fax Number

Mailing Address

Address 1 *
Address 2
City *
State *
Zip *

If your mailing address is a PO box, please include a street address for deliveries.

Street Address 1
Street Address 2
City
State
Zip

The first time you login, you need to enter your firm/company address information.

Address 1 and City are required. This information will be updated for the attorneys you add to this location.

Save Location.

Attorney List – Add Individual Attorneys

The screenshot shows the top navigation bar with the Idaho State Bar logo and a search field. Below the navigation bar, there are four tabs: Overview, Attorney List, Profile/Location, and Log Out. The Attorney List tab is active. On the left, there is a list of five steps for setting up an attorney list. The main content area is titled "Your Attorney List" and includes instructions on how to add attorneys. Below this, there is a section for "Add Individual Licenses" with a search input field containing "1024" and a "Search >" button. The right side of the page is titled "Your Attorneys" and shows a "Remove from Your List" button and "No Members."

This screenshot shows the same page as the previous one, but with the search results displayed. The search input field now contains "1024" and the "Add >" button is highlighted. Below the search input, the results show "King, Patrick James" with the license number "1024". The "Your Attorneys" section on the right now shows a "Remove from Your List" button and "No Members."

This screenshot shows the attorney "King, Patrick James" with license number "1024" added to the list. The search input field is now empty, and the "Add >" button is no longer highlighted. The "Your Attorneys" section on the right now shows a "Remove from Your List" button and the attorney's name and license number.

- Once you have entered a primary location, you can add attorneys to your roster.
- Select “Attorney List” at the top of the screen.
- Enter an attorney’s name or license number in the search field and click “Add”.
- Added attorneys will be displayed in the list on the right.
- To remove, click the red “X” next to attorney’s name.

Attorney List – Add a List of Attorneys

Idaho State Bar

Overview Attorney List Profile/Location Log Out

1. Start by setting up your profile and locations.
2. Build your attorney list.
3. Remind your attorneys to renew online.
4. Review your attorney's renewal applications.
5. Pay for some or all of your attorneys when ready.

Your Attorney List

You can add attorneys to your list one at a time or by uploading a text file (.txt) with a list of license numbers.

Add Individual Licenses

Enter Name or License Number Search »

Add a List of Licenses

Upload a text file (.txt)
Upload a text file with 1 license number per line.

No file selected.

Your Attorneys

King, Patrick James 1024

- To upload a list of attorneys, create a text (.txt) file with 1 attorney number per line.
- Click the “Browse” button.
- Select the .txt file.
- Click the “Upload” button.
- Attorneys will be added to roster on the right

Your Attorney List

You can add attorneys to your list one at a time or by uploading a text file (.txt) with a list of license numbers.

Add Individual Licenses

Enter Name or License Number Search »

Add a List of Licenses

Upload a text file (.txt)
Upload a text file with 1 license number per line.

No file selected.

Your Attorneys

Becker, Phillip Marvin 1009

Blanton, James Charles 1001

King, Patrick James 1024

Olson, William Dale 1007

*roster - Notepad

File Edit View

1009
1001
1007

1 Attorney Number per line

Ln 4, Col 1 | 100% | Windows (CRLF) | UTF-8

Overview

Idaho State Bar

Search

Overview Attorney List Profile/Location Log Out

Overview

Your Receipts

Remind by Email

Overview

Before you can pay for their renewal, attorneys must complete their online application. See their progress below.
Send reminders by email.

Add to Cart

[View Details in Excel](#)

Select: All, None | Show Only: All Not Started In Process
 Ready Paid

Add	Step	Name	Number
	<input type="radio"/>	Becker, Phillip Marvin	1009
	<input type="radio"/>	Blanton, James Charles	1001
	<input type="radio"/>	King, Patrick James	1024
	<input checked="" type="radio"/>	Olson, William Dale	1007

Add to Cart

Cart

[Remove from Cart](#)

Name	\$
Cart is Empty.	
Total	0

- The Overview lets you see everything in one screen.
 - Attorney roster
 - Status of each attorney
 - Not started – Individuals have not started their renewal.
 - In Process – Individuals have started but not finished.
 - Ready – They have completed the renewal and are ready for you to pay.
 - Shopping Cart.
 - Receipts for past purchases.
- From this page you can:
 - Sort your roster.
 - Click on individual attorney's name to review their work before adding them to your cart. If information needs to be updated, you can send a request to the individual to change the information in their renewal and resubmit before you pay.
 - Send emails to individuals in your roster at any time.

Overview - Roster

Overview

Before you can pay for their renewal, attorneys must complete their online application. See their progress below.

[Send reminders by email.](#)

Add to Cart

[View Details in Excel](#)

Select: [All](#), [None](#) | Show Only: All Not Started In Process
 Ready Paid

Add	Step	Name	Number
<input type="checkbox"/>	<input checked="" type="radio"/>	Becker, Phillip Marvin	1009
	<input type="radio"/>	Blanton, James Charles	1001
	<input type="radio"/>	King, Patrick James	1024
	<input checked="" type="radio"/>	Olson, William Dale	1007

Add to Cart

- You can click the status links to show only who are:
 - Not Started
 - In Process
 - Ready
 - Paid
 - All
- You can sort your list by clicking Add, Step, Name, Number.
- Once individuals are ready, a checkbox will appear next to their name. You can check this box and click “Add to Cart” to add the individual(s) to your cart. Use the “All” link to select all available or the “none” link to unselect all that are available.
- To see all information for all of the attorneys in your roster, click the “View Details in Excel” link.

Overview – Remind by Email

Overview

Your Receipts

Remind by Email

Remind by Email

Email will include a link to renew online and this text:

Holly's Test Firm has offered to pay for your license. Renewals are due December 1, 2023.

Send Email to Selected

Select: All, None | Show Only: All Not Started In Process Ready

Send	Step	Name	Email Address
<input type="checkbox"/>	<input checked="" type="radio"/>	Becker, Phillip Marvin	<input type="text" value="holly@accessidaho.org"/>
<input type="checkbox"/>	<input type="radio"/>	Blanton, James Charles	<input type="text" value="holly@accessidaho.org"/>
<input type="checkbox"/>	<input type="radio"/>	King, Patrick James	<input type="text" value="holly@accessidaho.org"/>
<input type="checkbox"/>	<input type="radio"/>	Olson, William Dale	<input type="text" value="holly@accessidaho.org"/>

- To send email reminders click “Remind by Email” on the left navigation bar.
- Type a message in the email text box.
- Select the individuals who need to get the message.
- The message sent to individuals will include a link to the Individual
- Renewal that is prepopulated with their license number. All they have to do is fill in their password to start/update their renewal application online.
- The emails listed are what ISB has on file. If you would like to send the message to a different address, you can change it for this action, but it will not be saved by the website or in ISB’s database.

Overview – Add to Cart

Overview

Before you can pay for their renewal, attorneys must complete their online application. See their progress below.
Send reminders by email.

[View Details in Excel](#)

Select: All, None | Show Only: All Not Started In Process
 Ready Paid

Add	Step	Name	Number
<input type="checkbox"/>	<input checked="" type="radio"/>	Becker, Phillip Marvin	1009
	<input type="radio"/>	Blanton, James Charles	1001
	<input type="radio"/>	King, Patrick James	
	<input type="radio"/>	Olson, William Dale	

Overview

Before you can pay for their renewal, attorneys must complete their online application. See their progress below.
Send reminders by email.

[View Details in Excel](#)

Select: All, None | Show Only: All Not Started In Process
 Ready Paid

Add	Step	Name	Number
	<input type="radio"/>	Blanton, James Charles	1001
	<input type="radio"/>	King, Patrick James	1024
	<input type="radio"/>	Olson, William Dale	1007

Cart

Name	\$
Cart is Empty.	
Total	0

- Check the box next to attorneys you'd like to add to your cart.
- Click "Add to Cart" button
- You can pay for attorneys now or wait until you add everyone to your cart and pay once.
- To pay for your cart, click "Pay for Cart".
- Once attorneys are paid for, they will show up in your roster with a status of paid.



Cart

Name	\$
<input type="button" value="Remove from Cart"/> Becker, Phillip Marvin	170.00
Total	170.00

Payment – Review Payment

Cart items for Holly's Test Firm

Licenses in this Renewal

Remove	Name	Number	License fee	Late fee	CAF	ILF	Section Dues	LRS	Fastcase	MCLE Extension	Total
	Becker, Phillip Marvin	1009	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
	Blanton, James Charles	1001	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
											\$340.00

Pay with Credit Card »

Pay with Voucher »

- Review what's in your cart
- To remove an attorney, click the arrow next to his/her name. He/she will be removed from the cart but will remain in your roster.
- Click attorney name to view details.
- Select how you'd like to pay:
 - Credit Card – Convenience fees apply based on the total amount.
 - Voucher – Convenience fee is \$1.00

Payment – Voucher

Mail-in Payment Voucher

To pay by voucher (check), please verify the mailing address and click on 'Get a Payment Voucher' below. If the address is incorrect please go to your [profile](#) and enter the correct mailing address.

Mailing Address

Address 1 999 Main St.
Address 2 Suite 910
City Boise
State ID
Zip 83702
Phone Number (208) 332-0102

License(s) in this renewal voucher

Remove	Name	Number	License fee	Late fee	CAF	ILF	Section Dues	LRS	Fastcase	MCLE Extension	Total
	Becker, Phillip Marvin	1009	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
	Blanton, James Charles	1001	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
			\$140.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.00

[Get a payment voucher >>>](#)

[Pay with credit card >>>](#)

[<<< Return to Cart](#)

- If you select voucher, you will be presented with a review of your cart, including the added fee.
- Click the “Get a payment voucher” button to display a printable voucher with an ID number that can be printed and submitted to ISB with a paper check.

Payment – Voucher

[[<<< back to Overview](#)] [[Print](#)] [[logout](#)]

Idaho State Bar Association Firm Renewal Payment Voucher

Voucher No. 271



Total Due : \$340.00

Please print this voucher and mail it to the Idaho State Bar with your check. Payments must physically be received at the Idaho State Bar office by the February 1, 2024 licensing deadline or a late fee will be charged. Please contact the Membership Department at (208) 334-4500 if you have any questions.

Holly Suit Beta
999 Main St.
Suite 910
Boise, ID 83702
(208) 332-0102

Mail Payment to:

Idaho State Bar Association
P.O. Box 895
Boise, ID 83701

(for overnight deliveries):
525 W. Jefferson Street
Boise, ID 83702

- Note Voucher number for future inquires.
- Verify total amount is correct.
- Print and send to ISB with a check for the amount due.
- To reprint a voucher
 - Return to “Overview”.
 - Click “Your Receipts” on the left side.
 - Click on the voucher number.

Name	Number	License fee	Late fee	CAF	ILF	Section Dues	LRS	Total
Becker, Phillip Marvin - 100	1009	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
Blanton, James Charles - 100	1001	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00
		\$140.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$340.00

Payment – Credit Card

Payment Information

License(s) in this Renewal

Remove	Name	Number	License fee	Late Fee	CAF	ILF	Section Dues	LRS	Fastcase	MCLE Extension	Total
	Olson, William Dale	1007	\$70.00	\$100.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$190.00
			\$70.00	\$100.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$190.00

Pay for Renewal(s) >>>

<<< Return to Cart

- Review fee totals and, click “Pay for Renewal(s).
- Enter billing information.
- Enter credit card information.

Welcome to Access Idaho's instant payment gateway. You've been sent here to pay for the following:

ISB Firm License Renewals for 407 Holly's Test Firm

Service: ISB Firm License Renewal

Description	Cost	Qty	Total
License Fee	\$190.00	1	\$190.00
Purchased through Idaho.gov Price			\$190.00

Instant Payment Customers

Please fill out the following information, and select your desired method of payment. Fields marked with an asterisk (*) are required; your telephone number and e-mail address will be used only for the purpose of contacting you in the event of billing difficulties and/or e-mailing you a copy of your receipt. Billing contact information is strictly confidential and will not be used for marketing purposes. For more information, please read [Access Idaho's privacy policy](#).

* Name:

* Billing Address:

* City:

* State/Province:

Country:

* Postal/Zip Code:

Telephone Number:
(Optional: For billing questions)

* E-mail Address:
(For billing questions and e-mail receipt)

* Payment Method:

Next >>>

Billing problems? Contact Ac

Credit Card Information

Please provide your credit card information below:

Card Number:

Card Type:

Expiration Date: /

Pay Now >>>