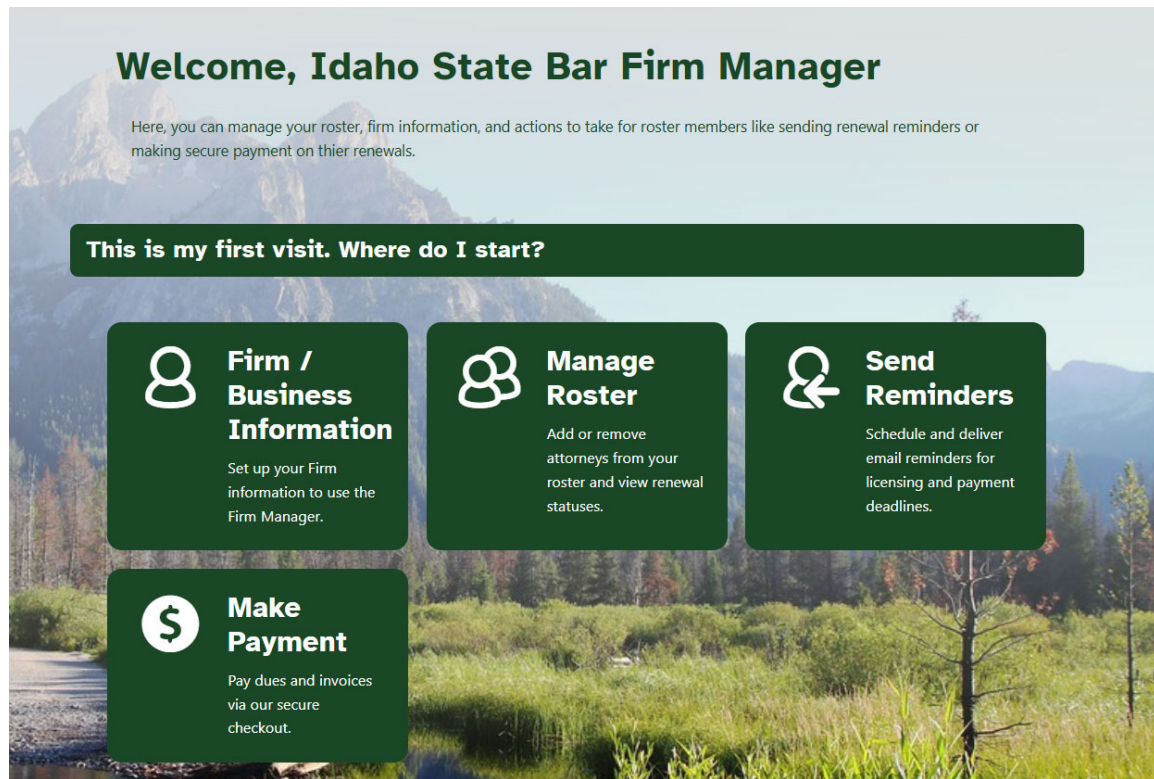


Idaho State Bar License Renewal – User Guide for Firms



1. Overview

The Idaho State Bar Firm Manager functionality allows firms to centrally manage license renewals for multiple attorneys.

Using the firm-side applications, you can:

- Register your firm with the Bar's online system.

To Register, you will need to create an account.

Creating an Account

1. Visit <https://id.accessgov.com/isb>
2. Select "Firms – Start Here"
3. Click Sign Up Now
4. Follow the steps to creating an account. For more details go to <https://tyleridaho.com/demo/isb.html> and start at step 2.

- Maintain a roster of attorneys associated with your firm.

- Send reminder notices to attorneys who have not started or not completed their renewal.

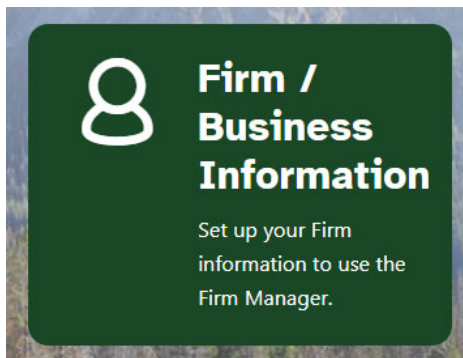
- Make bulk payments for completed attorney renewals using a single transaction and voucher.

2. Firm Registration (Firm/Business Information)

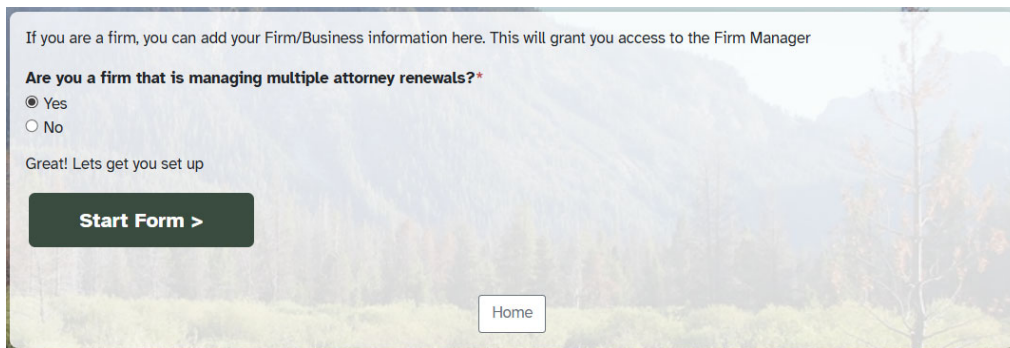
Before using other firm tools, you must register your firm using the Firm/Business Information application.

Steps:

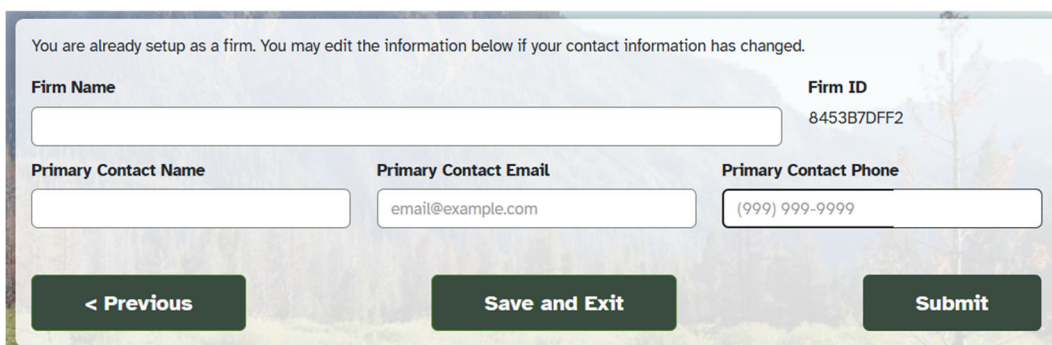
1. Log in to <https://id.accessgov.com/roster> using your bar firm login.
2. Select 'Firm/Business Information'



3. Indicate that you are a firm or business managing attorney renewals.

A light blue rectangular card with a background image of a mountain range. At the top, it says "If you are a firm, you can add your Firm/Business information here. This will grant you access to the Firm Manager". Below this is the question "Are you a firm that is managing multiple attorney renewals?" with two radio button options: "Yes" (selected) and "No". Below the options, it says "Great! Lets get you set up". At the bottom left is a dark green button with white text "Start Form >". At the bottom right is a small white button with grey text "Home".

4. Enter firm details such as firm name, address, and primary firm contact.

A light blue rectangular card with a background image of a mountain range. At the top, it says "You are already setup as a firm. You may edit the information below if your contact information has changed." Below this are several input fields: "Firm Name" (a long white box), "Firm ID" (a small white box containing "8453B7DFF2"), "Primary Contact Name" (a white box), "Primary Contact Email" (a white box containing "email@example.com"), and "Primary Contact Phone" (a white box containing "(999) 999-9999"). At the bottom are three dark green buttons with white text: "< Previous", "Save and Exit", and "Submit".

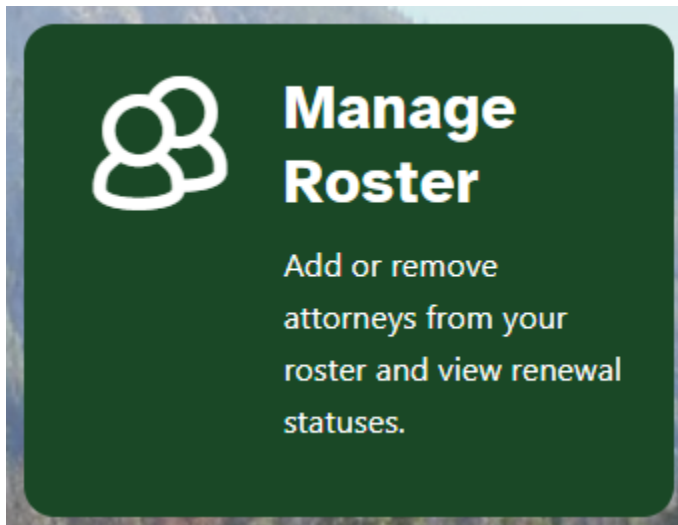
5. Submit the form.

Once the firm profile is created and recognized, you will gain access to the Firm Roster, Firm Send Reminders, and Firm Make Payment forms.

3. Managing the Firm Roster

The Firm Roster application allows you to manage the list of attorneys whose renewals your firm will handle.

When you open the Firm Roster form:



- It displays any attorneys currently associated with your firm's roster.

Status Legend: ☐ = Unstarted ☒ = Started ☒ = Completed

Enter each attorney member number. Enter records using a comma-separated format, ie: 1234,5465,1233

Existing Roster

Member Number	Name	Application Status	Payment Status	<input type="checkbox"/> Remove
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	

You can:

- Add attorneys to the roster using a comma-separated format, ie: 1234,5465,1233, make sure the 'Add to Roster' box is checked, and click next. **Note:** 'Save and Exit' will not add the attorneys to your roster.

Status Legend: ☐ = Unstarted ☐ = Started ☐ = Completed

Enter each attorney member number. Enter records using a comma-separated format, ie: 1234,5465,1233

111,111

Add to Roster

Add to Roster	Member #	Name	Application Status	Payment Status
<input checked="" type="checkbox"/> 111	111		<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> 111	111		<input type="radio"/>	<input type="radio"/>

- Remove attorneys who are no longer affiliated with your firm by checking the 'Remove' box and clicking the submit button. **Note:** 'Save and Exit' will remove the attorneys from your roster.

Existing Roster

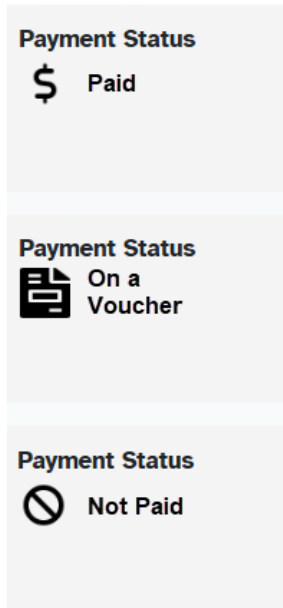
Member Number	Name	Application Status	Payment Status	<input type="checkbox"/> Remove
		<input type="radio"/>		

- Review each attorney's renewal progress, such as:

- Application Status
 - Unstarted
 - Started
 - Completed

☐ = Unstarted ☐ = Started ☐ = Completed

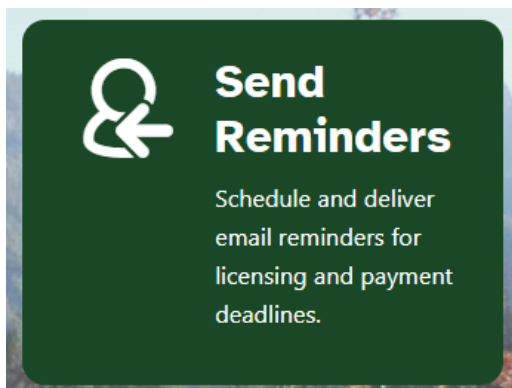
- Payment Status
 - Paid (\$ icon)
 - On a Voucher (document icon)
 - Not paid (circle with a slash icon)



Changes made in the roster are reflected in other firm management tools, including reminders and payment lists.

4. Sending Renewal Reminders to Attorneys


The Firm Send Reminders application is used to send automated reminder emails to attorneys on your firm roster.



Typical use:

1. Open the Firm Send Reminders form.
2. The system will display a filtered list of your rostered attorneys whose renewals are in statuses such as Unstarted or Started (but not completed).

3. Review the list and select the attorneys you would like to remind.

Member Numbmer	Name	Email Address	Application Status	<input checked="" type="checkbox"/> Send Reminder
11132	Mr. Stefan Jack Oliver Hasselblad	Holly.Suit@tylertech.com		

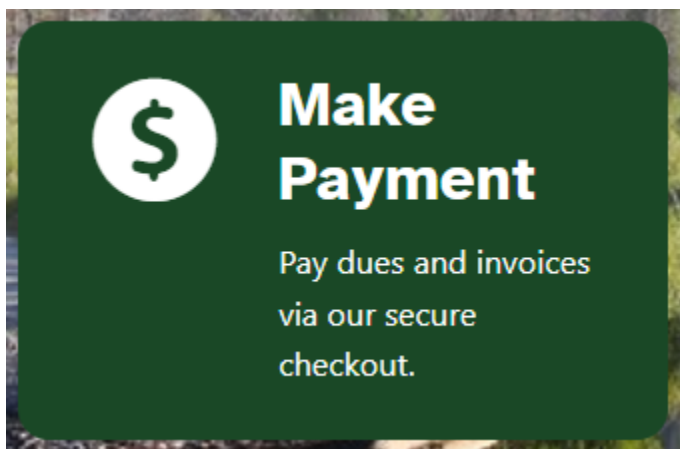
[< Previous](#)[Save and Exit](#)[Submit](#)

4. Submit the form to send reminder emails.

Attorneys will receive an email encouraging them to complete or continue their renewal in the ISB portal.

5. Making Bulk Payments (Firm Make Payment)

The Firm Make Payment application allows you to pay the renewal fees for multiple attorneys in a single transaction.



Preconditions:

- Attorneys on your firm roster must have completed their renewal form but not yet paid.

- Application status for each selected attorney should be 'Completed' and 'Unpaid'.

Steps:

1. Open the Firm Make Payment form.

2. You will see a list of rostered attorneys who have completed-but-unpaid renewals.

The screenshot shows the 'ISB Firm Make Payment' form. On the left, a sidebar contains three steps: 'Introduction' (checked), 'Submit payment for your roster members' (active), and 'Payment Details'. Below the sidebar is a green button labeled 'Delete Entire Form & Start Over'. The main content area features a table with the following columns: 'Select to Pay for Renewal', 'Name', 'Email Address', 'Member Status', and 'Application Status'. The first row shows a checkbox, a blurred name, a blurred email, 'ACT' for Member Status, and 'Completed' for Application Status. At the bottom of the table are three buttons: '< Previous', 'Save and Exit', and 'Next >'.

3. Select the attorneys you wish to include in the bulk payment and select 'Next'.

4. The system calculates the total due, including applicable license fees, late fees, and section fees.

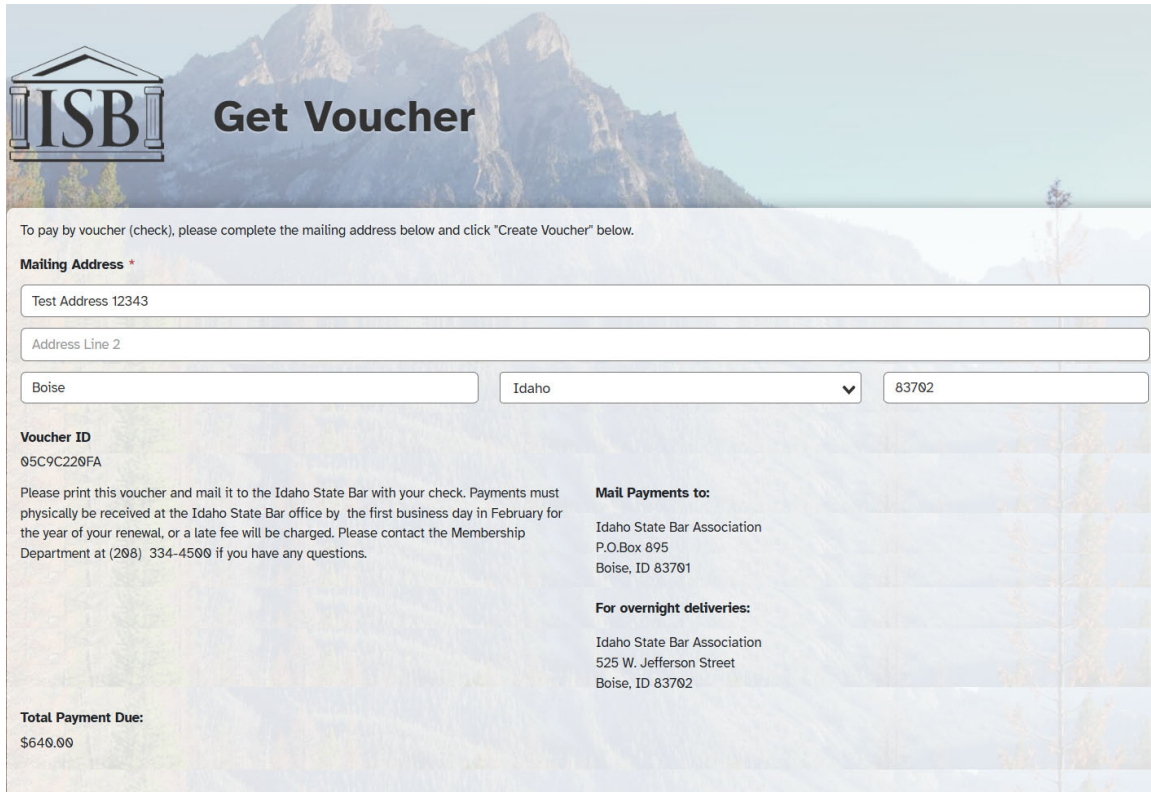
The screenshot shows the 'ISB Firm Make Payment' form at the 'Payment Details' step. The sidebar now shows 'Introduction' and 'Submit payment for your roster members' as completed steps, with 'Payment Details' as the active step. The main content area displays 'Total Payment Due: \$640.00' in a red box. Below this is a 'Member Payments' table with columns for 'Member ID' and 'Total due for member'. The first row shows '11132' and '\$640.00'. A link 'View Itemized List' is visible. At the bottom are three buttons: '< Previous', 'Save and Exit', and a red box containing 'Pay by Credit Card / ACH' and 'Pay by Voucher'.

5. You can choose to pay with a credit card, ACH/Bank Account, or complete a voucher and mail it in with a paper check

6. You are then directed to download a voucher, or to the secure payment gateway to complete the transaction.

Voucher

Enter your mailing address



ISB **Get Voucher**

To pay by voucher (check), please complete the mailing address below and click "Create Voucher" below.

Mailing Address *

Test Address 12343

Address Line 2

Boise Idaho 83702

Voucher ID
05C9C220FA

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 first business day in February for the year of your renewal, or a late fee will be charged. Please contact the Membership Department at (208) 334-4500 if you have any questions.

Mail Payments to:
Idaho State Bar Association
P.O.Box 895
Boise, ID 83701

For overnight deliveries:
Idaho State Bar Association
525 W. Jefferson Street
Boise, ID 83702

Total Payment Due:
\$640.00

Scroll to the bottom of the itemizations and click 'Create Voucher'



After a voucher is generated or successful Credit Card/ACH payment

- Each included attorney's record is updated to show that the renewal fee was paid by the firm.
- The attorney's renewal shows as fully paid and completed.