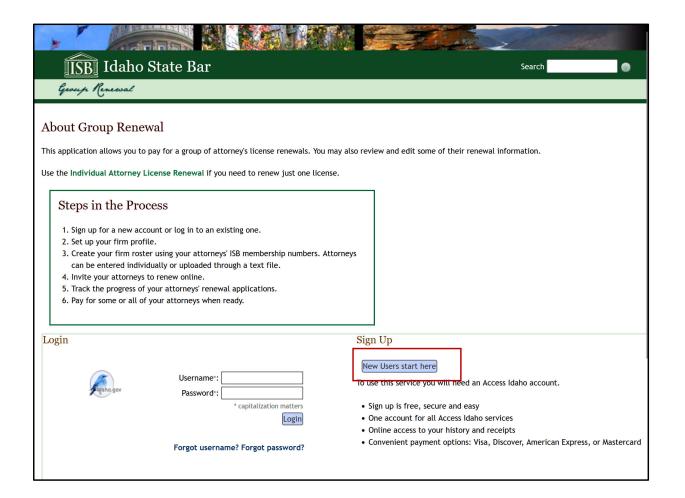
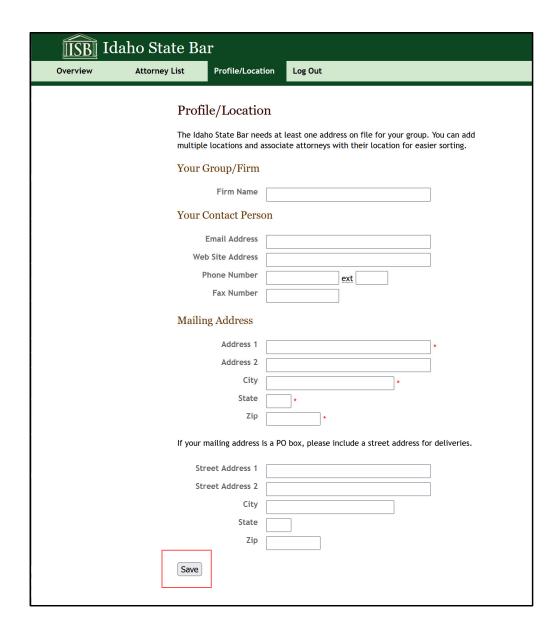
### **ISB Roster Login**



https://beta.accessidaho. org/secure/isb/license/ro ster/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



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

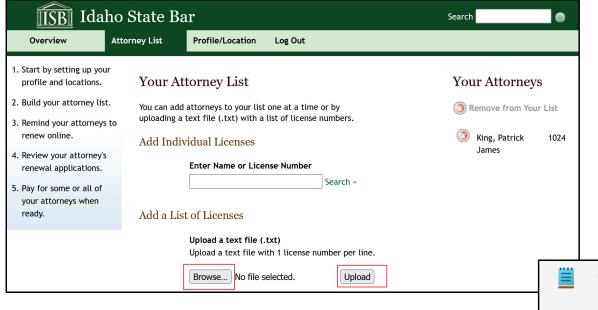




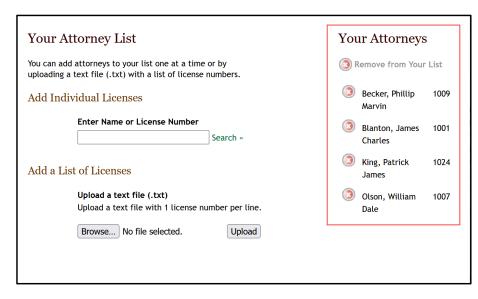


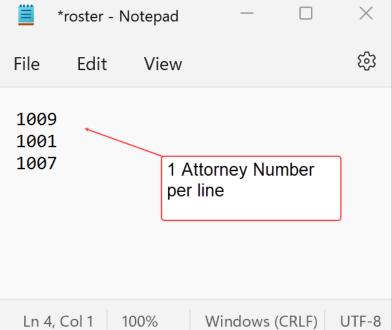
- Once you have entered a primary location, you can add attorneys to your roster.
- Select "Attorney List" at the top of the screen.
- Enter an attorney's name or license number in the search field and click "Add".
- Added attorneys will be displayed in the list on the right.
- To remove, click the red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

## Attorney List – Add a List of Attorneys

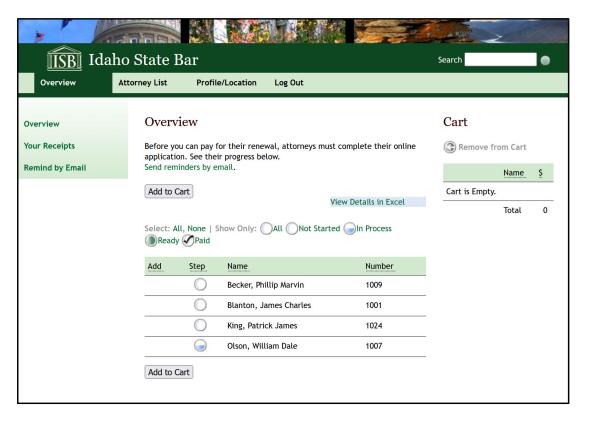


- To upload a list of attorneys, create a text (.txt) file with 1 attorney number per line.
- Click the "Browse" button.
- Select the .txt file.
- Click the "Upload" button.
- Attorneys will be added to roster on the right



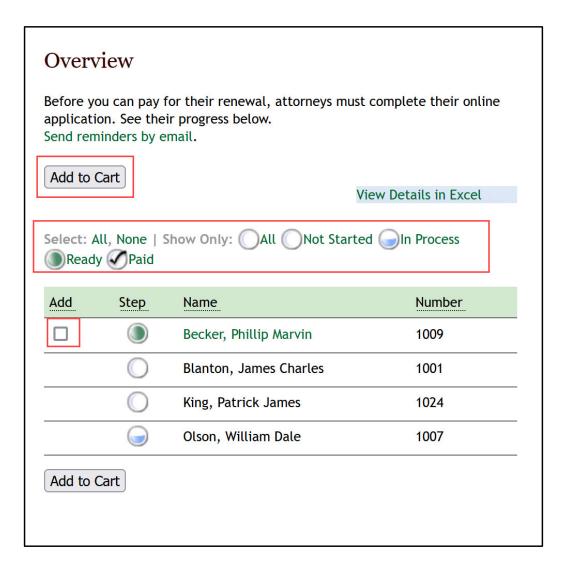


#### Overview



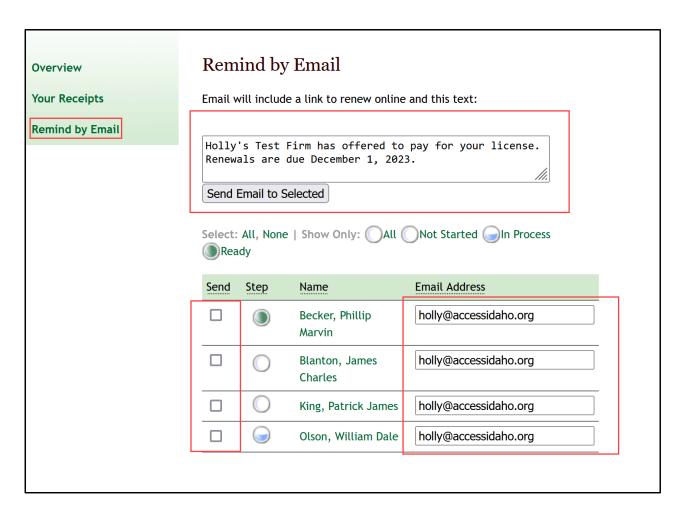
- The Overview lets you see everything in one screen.
  - Attorney roster
    - Status of each attorney
    - Not started Individuals have not started their renewal.
    - In Process Individuals have started but not finished.
    - Ready They have completed the renewal and are ready for you to pay.
  - 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



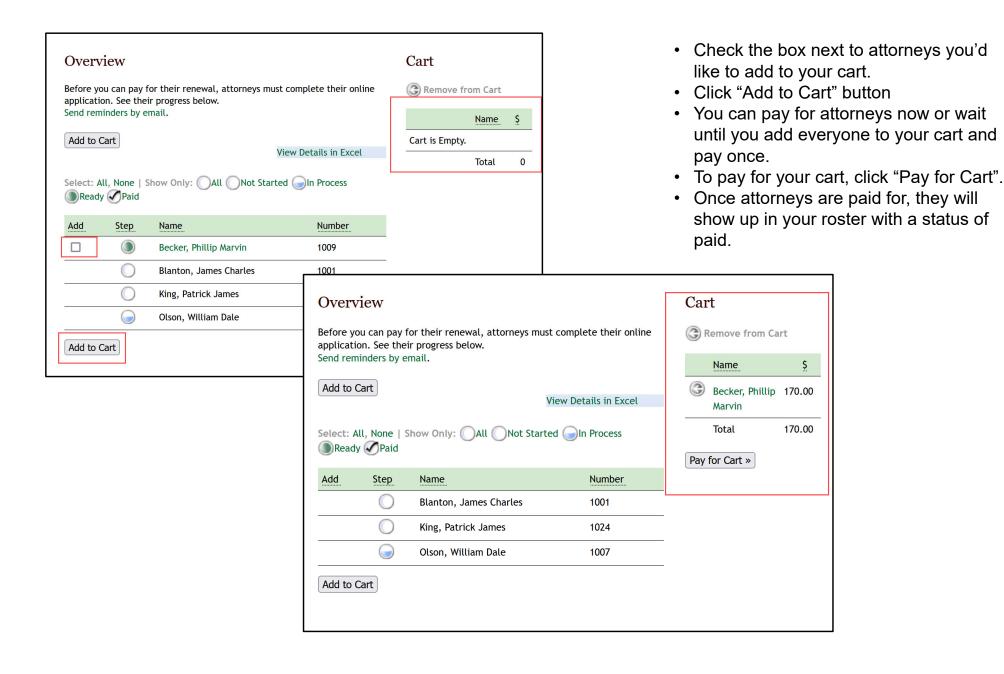
- You can click the status links to show only who are:
  - Not Started
  - In Process
  - Ready
  - Paid
  - All
- You can sort your list by clicking Add, Step, Name, Number.
- Once individuals are ready, a checkbox will appear next to their name. You can check this box and click "Add to Cart" to add 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

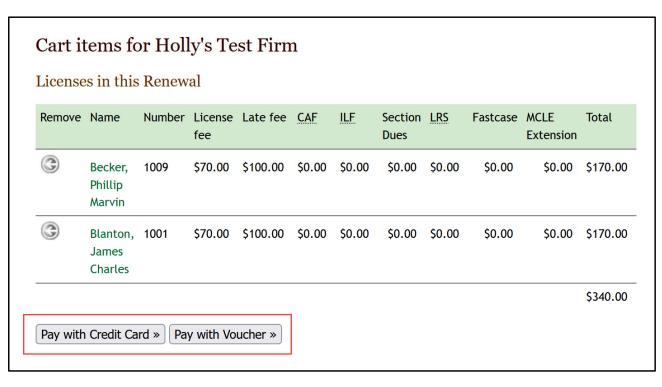


- To send email reminders click "Remind by Email" on the left navigation bar.
- Type a message in the email text box.
- Select the individuals who need to get the message.
- The message sent to individuals will include a link to the Individual
- Renewal that is prepopulated with their license number. 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



## Payment – Review Payment



- 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	<u>ILF</u>	Section Dues	LRS	Fastcase	MCLE Extension	Total	
3	Becker, Phillip Marvin	1009	\$70.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$170.00	
3	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 pa	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

 Name
 Number fee
 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
 \$170.00

 \$140.00
 \$200.00
 \$0.00
 \$0.00
 \$0.00
 \$340.00

- 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.

## Payment – Credit Card

