ISB Roster Login

About Group Renewal

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.

You will need

- The passwords for the attorneys in your firm or group. (The online licensing password is printed on the attorneys’ license fee notices under the attorney’s name and below the ISB Membership Number.)
- Your trust account and insurance account information.

Note

A convenience fee is charged for this service to cover bank finance charges.

Steps in the Process

1. Sign up or log in. Start by setting up your profile and location(s).
2. Optional: Input your firm’s locations, trust accounts and insurance accounts, and pre-fill for your attorneys.
3. Invite your attorneys to renew online.
4. Review your attorney’s renewal applications.
5. Pay for some or all of your attorneys when ready.

Sign Up

New Users start here

To use this service you will need an Access Idaho account.

- 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

For additional help, Contact Access Idaho LLC.

- Administrators need an idaho.gov account to create a firm/company roster.
The first time you login, you need to enter your firm/company address information.

- Make sure you indicate your firm’s primary location.
- Address 1 and City are required. This information will be updated for the attorneys you add to this location.
- Save Location.
- NOTE: You can also use locations to designate different divisions or departments within your organization.
Profile/Locations – Add/Edit

- Once added, the location will be added to the Locations list on the right side of the screen.
- To add another location click the “Add Another” link at the bottom of the page.
- To edit a location’s information click on the location you’d like to edit in the list on the right.
- To add a location to attorneys, click “Add Location to Attorneys” on left side.
Attorney List – Add 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.
- Enter attorney’s password in password 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.
Profile/Locations – Add Location to Attorney(s)

- Select Location from the dropdown menu.
- Check boxes next to attorneys who are at that location.
- Click “Apply Location”.
- The Location will populate next to the attorney’s name.
- NOTE: You can also use locations to designate different divisions or departments within your organization.
To add a trust account, select “Trust Accounts” on top bar.
- Select Bank for dropdown menu.
- Fill in account name and number.
- Indicate whether or not it is an IOLTA Account.
- Click “Update Accounts” button.
- You can add multiple accounts.
- To add an account to attorneys in your list, click “Add Account to Attorneys”.

NOTE: This tool is optional and can only be used to add accounts to attorneys. You cannot use it to remove accounts from attorneys.
Trust Accounts – Add Account to Attorney(s)

- Check account(s) to assign.
- Check the attorney(s) you’d like to assign to the account.
- Click “Apply Trust Accounts” button.
- The account will show up next to the attorney’s name.
Insurance Account - Add

- To add/update your insurance, select “Insurance” on top bar.
- Enter in Insurance Company Name.
- Click Update.
- To add an Insurance company/carrier to attorneys in your list click “Add Carrier to Attorneys”.

**NOTE:** This tool is optional and can only be used to add/update insurance companies/carriers for attorneys.
Insurance – Add Carrier to Attorney(s)

- Check the attorney(s) you’d like to assign the account to.
- Click “Apply” button.
- The Carrier will display next to each attorney’s name.
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.
  - You can send emails to individuals in your roster at any time.
Overview- Roster

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

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 or Location.

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.
• 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

- 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.
Payment – Review Cart

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 per person in your cart.
Payment – Voucher

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.

### Mail-in Payment Voucher

To get a payment voucher that you can print out and mail in with your payment, please verify the address the renewals you are paying for and then select the print voucher button 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**: NA
- **City**: Boise
- **State**: ID
- **Zip**: 83702
- **Phone Number**: (208) 332-0102

#### License(s) in this renewal voucher

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<th>Name</th>
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<th>License Fee</th>
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<th>ILF</th>
<th>Section Dues</th>
<th>LRS</th>
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Get a payment voucher >>> Pay with credit card >>>
Payment – Voucher

- Note Voucher number for future inquiries.
- 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

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