



Lawyer e-services Security Access Request Form-C

DATE:

DATE REQUIRED:

FAX TO: 604-682-7967

NOTE: SUBMIT ONE FORM PER USER

USER INFORMATION

Name: _____

Firm Address: _____

City _____ Prov. _____ Postal Code: _____

Phone: _____ Email: _____

COMPUTER SYSTEM

PC

MAC

USER TYPE

LAWYER SIGN UP

ASSISTANT SIGN UP

Please Provide Assistant Access For:

Vendor Number

Lawyer Name

Vendor Number

- Lawyer must be an active registered user of e-services.
- A separate access form must be completed when processing e-billings for more than one lawyer.
- Lawyer's signature is required for assistant access to e-services.

TYPE OF CHANGE

Add New User

Reset Password

Disable Existing User

Existing Users: To update your vendor profile (contact details/referral locations, etc.), please access your e-services account

PASSWORD SECURITY

The LSS Lawyer e-services system is available through a secure website utilizing industry standard security and encryption methods (i.e., these methods are consistent with the on-line banking industry). LSS will continually enhance its security methods in accordance with industry best practices.

- Your User ID will be set up and emailed to you under separate cover when processed.
- Please type a temporary password in the space provided below (lower case only).
- Please change your password immediately after logging into the system for the first time.

PASSWORD

Please provide a temporary password (6 to 12 lower case characters only)

Password:

Signed:

(Assistant Use Only)

Approved/Signed:

Assistant Signature

Lawyer Signature

Print Name

LSS USE ONLY

LSS AUTHORIZED SIGNATURE

Authorized Signature

Date

User ID:

Email

Tariff

System

Direct Deposit