



Lawyer E-services Security Access Request
Fax to @ 604-682-7967

Date: _____
Required by Date: _____

NOTE: SUBMIT ONE FORM PER USER

USER INFORMATION: User Name: _____
Firm Address: _____ City/Prov: _____
Postal Code: _____ Phone: _____ Email: _____

COMPUTER SYSTEM: PC Mac

USER TYPE: **LAWYER:** Vendor #: _____
 ASSISTANT (Must submit a separate form for each lawyer)
Please provide access to prepare e-billing accounts for:
Lawyer: _____ NOTE: Lawyer must be a registered user
Vendor #: _____

TYPE OF CHANGE: Add New User Re-set Password Disable Existing User
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 when it has been processed. Please type a temporary password in the space provided below. 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: _____
User Signature

Approved: _____
Lawyer Signature
_____ Print Name

LSS USE ONLY

AUTHORIZATION _____
Authorized Signature _____ Date _____

USER ID: _____

- E-mail Tariff System Direct Deposit