



**Legal
Services
Society**

Providing legal aid
in British Columbia
since 1979

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Lawyer e-services Security Access Request Form-C

DATE:

DATE REQUIRED:

FAX TO: **604-682-7967**

USER INFORMATION	NOTE: SUBMIT ONE FORM PER USER		
	Name: _____		
	Firm Address: _____		
	City _____	Prov. _____	Postal Code: _____
	Phone: _____		Email: _____
COMPUTER SYSTEM	<input type="checkbox"/> PC <input type="checkbox"/> MAC		
USER TYPE	<input type="checkbox"/> LAWYER SIGN UP _____ Vendor Number	<input type="checkbox"/> ASSISTANT SIGN UP Please Provide Assistant Access For: _____ _____ Lawyer Name Vendor Number	
	<ul style="list-style-type: none"> ▪ 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	<input type="checkbox"/> Add New User <input type="checkbox"/> Reset Password <input type="checkbox"/> 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.		
	<ul style="list-style-type: none"> ▪ 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:	<input style="width: 90%; height: 20px;" type="text"/>
Signed: _____ Assistant Signature		Approved/Signed: _____ Lawyer Signature _____ Print Name	

LSS USE ONLY

**LSS
AUTHORIZED
SIGNATURE**

Authorized Signature

Email

Tariff

Date

System

User ID:

Direct Deposit