

On the provided page click on the “Signup” button.

**Please note:** We recommend using any modern browser for the best experience

- 1 Verify that the Sign-up field box is defaulted to “**Create a new account.**” Provide your user information, email and phone number. If you are an attorney, click on the box marked “**Attorney**” and type in your Bar ID number.

Create a password, indicate how you found us and how many estimated monthly orders you you might be placing.

Click on “**Next.**”

The screenshot shows the 'USER INFORMATION' step of a three-step account creation process. The steps are 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. Under 'I want to:', the 'Create a New Account' radio button is selected. The form includes fields for 'First Name \*', 'Last Name \*', 'Email \*', 'Phone \*', 'Password \*', and 'Password Confirm \*'. A checkbox for 'Attorney?' is present. Below the password fields, a note states 'Passwords should be at least 8 characters.' There are also dropdown menus for 'How Did You Hear of Us? \*' and 'Estimated # of Monthly Orders \*'. A blue 'NEXT' button is at the bottom left, with a hand cursor pointing to it. A legend at the bottom left indicates that an asterisk (\*) denotes a required field.

- 2 Indicate the type of account you are creating, the name of your organization, address, who the primary billing contact will be and the secondary billing contact (if any.) Indicate if you will want an internal billing code when placing an order. (You can change this in your account at anytime under “**My Profile**”.)

Click on “**Next.**”

The screenshot shows the 'ACCOUNT INFORMATION' step. The 'Type of Account' dropdown is set to 'Law Firm/Legal Department'. The form contains fields for 'Richard's Law Firm', '123 Any St.', 'Street Address 2', 'Anywhere', 'California', '91701', 'Jonathan Nill', 'me@mylawfirm.com', and '(909) 555-1212'. A question 'Billing Code Required on Invoice?' has 'No' selected as the answer, with a note: 'This is your internal billing reference, file or client matter number.' At the bottom, there are 'PREV' and 'NEXT' buttons, with a hand cursor pointing to 'NEXT'. A legend at the bottom left indicates that an asterisk (\*) denotes a required field.



**To Pay by eCheck or ACH:**

If paying with a **Business Checking**: Select “**Business Checking**” as the Checking Type and input your Tax ID number (do not add dashes or spaces between numbers.)

If paying with a **Personal Checking**: Select “**Personal Checking**” as the Checking Type and input your Driver’s License Number and the State of Issue.

Provide the Account Holder Name, Bank Name, Account Number and Routing Number. (**When providing account and routing number do not add dashes or spaces between the numbers.**)

Verify that the Billing Address information is correct and click on “**I Agree.**”

Click on “**Finish.**”

Payment Type:  ACH/Debit  Credit Card  Apply for Open Credit (Check)

Save up to 20% on key services by selecting the ACH (eCheck) payment option! [Click here](#) to review pricing. By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing to debit your bank account for the total amount of fees charged by Rapid Legal (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking

Richard's Law Firm

Bank of the Land

[View sample](#)

Uncheck this box if the address below is not the address that appears on your bank statement.

I Agree to [Terms of Service.](#)

\* Indicates a required field

**NOTE: If paying by Credit Card please see next page.**



**To Pay by Credit Card:**

Provide the Name on the Card, Card Number (do not add dashes or spaces between numbers,) card expiration date and credit card security code.

(The security code is located on the back of your credit card.)

Verify that the Billing Address information is correct and click on **“I Agree.”**

Click on **“Finish.”**

**Payment Type:**  ACH/Debit  Credit Card  Apply for Open Credit (Check)

By choosing to use your Credit Card as your payment method, it is understood and agreed that the Credit Card on file will be charged immediately for the total amount of fees charged by (including any statutory court or witness fees). A 3.95% convenience fee will be added to process and collect any statutory court or witness fees required by court rule or statute. All transactions must be in U.S. dollars.

Jonathan Nill

39876541472478 324 [What is this?](#)

Jan 2020

Uncheck this box if the address below is not the address that appears on your credit card statement.

123 Any St. Billing Address 2

Anywhere California 91701

I Agree to [Terms of Service.](#)

\* Indicates a required field

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A notice will appear confirming that the account was created successfully. A confirmation email will also be sent.

To immediately start placing an order, click on the **“Here”** link in the thank you message.

**Thank you for creating an account with us.**

To verify that your contact email address is correct, an email has been sent to

The confirmation email should arrive in your in-box within the next few minutes. If the email does not arrive, please check your junk-mail folders.

If you need service immediately, please call Customer Support at \_\_\_\_\_ during office hours of 8:00am to 5:30pm PDT.

To start placing orders, please click [here](#).

To go back to \_\_\_\_\_ home page, please click [here](#).