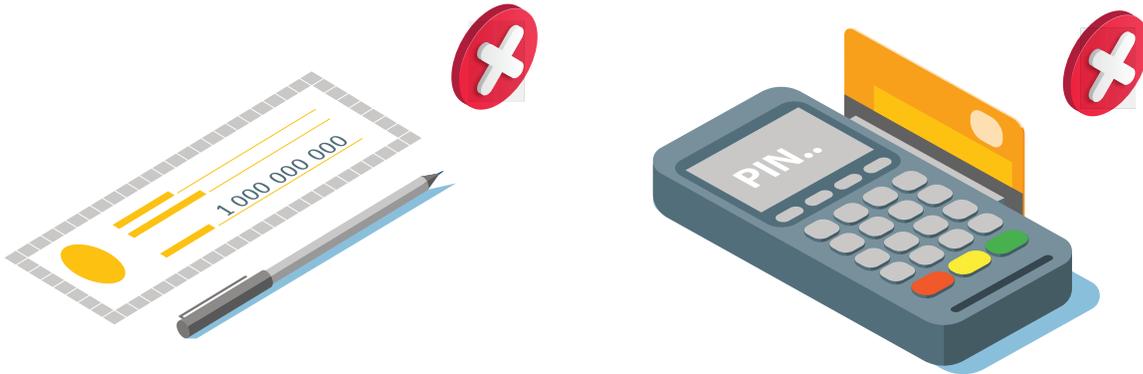


# LOOKING TO MAKE A PAYMENT?

As of February 1, 2020, the Law Society of Alberta and ALIA will not be taking payment by cheque or credit cards.

Payment can be completed by online bill payment for individual lawyers or Electronic Funds Transfer for firms.



## INDIVIDUALS - PAYING VIA ONLINE BILL PAYMENT



Visit the Lawyer Portal and view your invoice. Make sure to record the invoice amount and your Member ID, and click "Certify" before submitting your payment.

Log into your online banking and select Bill Payments. Add the Law Society of Alberta as the payee and your Member ID as the account number.

Complete the bill payment by entering the amount owing on your invoice and submitting the transaction.

## FIRMS - PAYING BY ELECTRONIC FUNDS TRANSFER (EFT)



Visit the Lawyer Portal and view your invoice. Select the lawyers you wish to pay for and select "Pay by EFT". Record the Reference Number and the total amount owing, and click "Certify" before submitting your payment.

Log into your COMPANY'S online banking and create an EFT. Add the Law Society of Alberta or Alberta Lawyer's Indemnity Association as the payee (you may need to set up EFT through your firm's bank).

Complete the payment by entering the amount owing and Reference Number in the EFT details and submitting the transaction.



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