

# Instructions

## Law Society of British Columbia

845 Cambie Street, Vancouver, BC, Canada V6B 4Z9  
t 604.669.2533 | BC toll-free 1.800.903.5300  
Registration & Licensee Services  
604.605.5311 | f 604.687.0135  
TTY 604.443.5700  
Email [registration@lsbc.org](mailto:registration@lsbc.org) | [lawsociety.bc.ca](http://lawsociety.bc.ca)

### How to Create a Firm Invoice Package

A law firm's designated representative has the ability to create a firm invoice package for all lawyers practising in their firm. In order for the designated representative to create a firm invoice package, each lawyer in the firm will be required to log in to the Member Portal and confirm that the invoice can be shared. This User Guide provides step-by-step instructions on how lawyers can provide access to their invoices and how to create a Firm Invoice Package.

### For Lawyers - How to allow the firm to access your invoice

Step 1: Visit [www.lawsociety.bc.ca](http://www.lawsociety.bc.ca). Click on the Member Portal link.



**Step 2:** Access your invoices under the *Invoices & receipts* section in the Member Portal.

Member Resources

## Member Resources

The secured area of the Law Society website provides lawyers and students access to the reporting tools, continuing professional development resources and registries.

If you have any questions, contact [Registration & Licensee Services](#).

### Mandatory Indigenous Intercultural Course (IIC)

**Not Completed:** Certify your completion by January 1, 2024.

### Invoices & receipts

[Click here](#) to view details of your account.

**Step 3:** Select the “allow access to view and print this invoice” button.

### Invoices

New for this year, lawyers have the option of sharing their invoice(s) with the law firm's designated representative. This will allow the firm to create a firm invoice package for all lawyers practising in the firm.

In order to allow the firm access to an invoice, please select the option below. If you have more than one invoice, you will be required to select this option for each invoice. You may revoke this permission at any time by selecting the *"Do not share details of this invoice"* option.

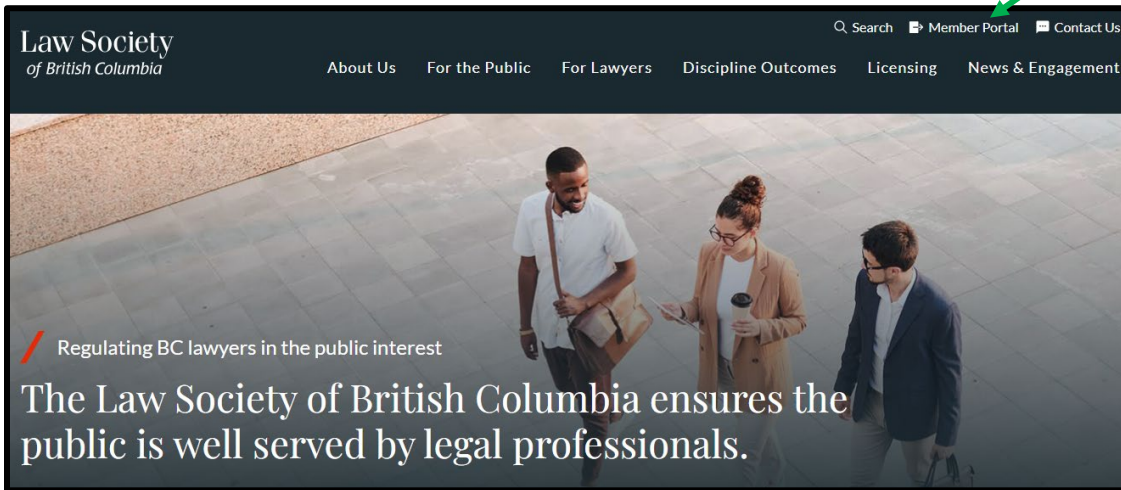
The following invoices are payable on or before the due dates listed below. A payment in full has not been applied by the accounting department as of the close of business yesterday. According to [Law Society Rule 2-117](#) any payment received from you, or on your behalf, must first be applied to any outstanding fines, costs or penalties before it can be applied to any fees or assessments. Accordingly, payment of any past due invoices must accompany payment of your current membership dues or assessments.

Click the invoice number to view the invoice.

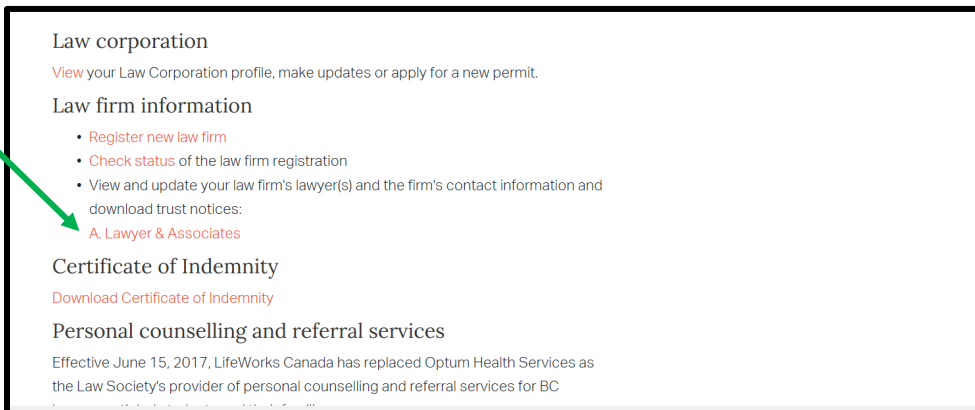
Invoice #	Type	Due	Total
<a href="#">12345</a>	<b>2020 - Indemnity Fees: Second Instalment Invoice</b>	Aug-31-2020	\$945.00
<input checked="" type="radio"/> Do not share details of this invoice. <input type="radio"/> Allow <b>A. Lawyer &amp; Associates</b> access to view and print this invoice.			
<b>Total Due</b>			<b>\$945.00</b>

# For Designated Representatives – How to Create a Firm Invoice Package

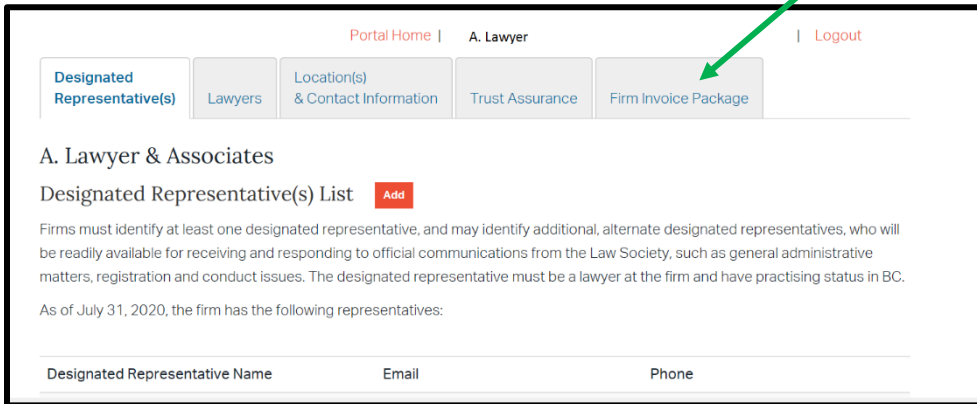
**Step 1:** Visit [www.lawsociety.bc.ca](http://www.lawsociety.bc.ca). Click on the Member Portal link.



**Step 2:** Go to the **Law firm information** section of the Portal and click on the name of the firm.



**Step 3:** On the next page, click on the **Firm Invoice Package** tab then click on **Create Invoice Package**.



Portal Home | A. Lawyer | Logout

Designated Representative(s) | Lawyers | Location(s) & Contact Information | Trust Assurance | **Firm Invoice Package**

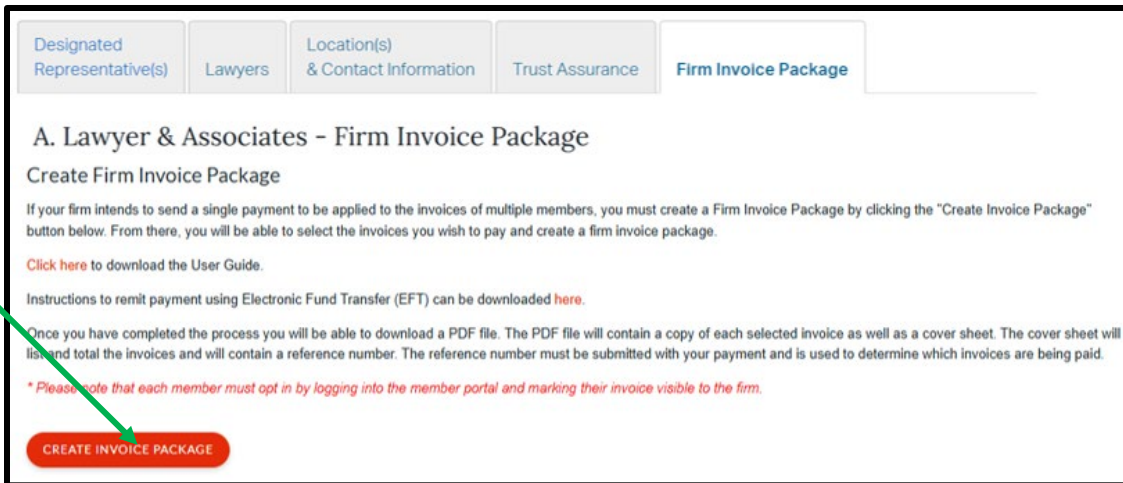
### A. Lawyer & Associates

#### Designated Representative(s) List Add

Firms must identify at least one designated representative, and may identify additional, alternate designated representatives, who will be readily available for receiving and responding to official communications from the Law Society, such as general administrative matters, registration and conduct issues. The designated representative must be a lawyer at the firm and have practising status in BC.

As of July 31, 2020, the firm has the following representatives:

Designated Representative Name	Email	Phone
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Designated Representative(s) | Lawyers | Location(s) & Contact Information | Trust Assurance | **Firm Invoice Package**

### A. Lawyer & Associates - Firm Invoice Package

#### Create Firm Invoice Package

If your firm intends to send a single payment to be applied to the invoices of multiple members, you must create a Firm Invoice Package by clicking the "Create Invoice Package" button below. From there, you will be able to select the invoices you wish to pay and create a firm invoice package.

[Click here](#) to download the User Guide.

Instructions to remit payment using Electronic Fund Transfer (EFT) can be downloaded [here](#).

Once you have completed the process you will be able to download a PDF file. The PDF file will contain a copy of each selected invoice as well as a cover sheet. The cover sheet will list and total the invoices and will contain a reference number. The reference number must be submitted with your payment and is used to determine which invoices are being paid.

*\* Please note that each member must opt in by logging into the member portal and marking their invoice visible to the firm.*

**CREATE INVOICE PACKAGE**

**Step 4:** The Firm Invoice Package will list all of the lawyers practising with the firm, based on the current Law Society records. If a lawyer has not permitted access to their invoice a message will be displayed:

Designated Representative(s)	Lawyers	Location(s) & Contact Information	Trust Assurance	Firm Invoice Package
A. Lawyer & Associates - Firm Invoice Package				
Create Invoice Package				
<b>Firm Members</b>				
According to Law Society records the following members are currently employed at the firm, <b>A. Lawyer &amp; Associates</b> . In order to add a member's invoice to the package, the member must have opted to allow the firm access. Members can grant and revoke access via the Invoices and Receipts form in the member portal. Please edit the selections below to create a firm invoice package that contains the invoices your firm will pay. Click "Create Package" to generate your firm's Firm Invoice Package in PDF format. The PDF file will contain the individual invoices and a summary sheet. Please pay the total amount listed on the summary sheet and quote the reference number on the summary sheet with your payment.				
Name	Invoice Number	Invoice Type	Amount	Include
B. Lawyer		<i>This member has not shared any invoices.</i>		
A. Lawyer		2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>
C. Lawyer		2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>
D. Lawyer		<i>This member has not shared any invoices.</i>		

**If lawyers need to share their invoices, have them follow the steps under the previous section titled "For Lawyers - How to allow the firm to access your invoice".**

All available invoices are selected by default. A designated representative will have the option of de-selecting any invoice the firm does not intend to pay for.

If a lawyer practising at the firm is not listed or a lawyer is no longer with the firm, please go to Step 5.

If all lawyers are correctly listed and access to their invoices have been granted, click the **Create Invoice Package** button and proceed to Step 6.

Name	Invoice Number	Invoice Type	Amount	Include
C. Lawyer	12345	2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>
B. Lawyer	23456	2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>
A. Lawyer	34567	2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>
D. Lawyer	45678	2020 - Indemnity Fees: Second Instalment	\$945.00	<input checked="" type="checkbox"/>

**Create Invoice Package**

**Step 5:** If a lawyer practising at the firm is not listed or a lawyer is no longer with the firm, this information can be updated by accessing the **Lawyers** tab and the Registration & Licensee Services Department will follow up.

Designated Representative(s) **Lawyers** Location(s) & Contact Information Trust Assurance Firm Invoice Package

A. Lawyer \* Associates

List of Lawyers **Add**

According to our records, below is a list of BC lawyers currently practising at the firm. If any of these lawyers are no longer practising at the firm, please click on the 'Remove' button and confirm the date the lawyer ceased practising with the firm.

A. Lawyer & Associates 845 Cambie Street, Vancouver, BC V6B 4Z9

Lawyer Name	Action
A. Lawyer	<a href="#">Remove</a>
B. Lawyer	<a href="#">Remove</a>

**Step 6:** Once the Invoice Package has been created, the designated representative will be able to download a PDF containing a copy of each selected invoice as well as a cover sheet. Click on **Download PDF**. It may take several minutes to download the PDF, depending on the size of the package.

Designated Representative(s) Lawyers Location(s) & Contact Information Trust Assurance **Firm Invoice Package**

A. Lawyer & Associates - Firm Invoice Package

New Firm Invoice Package

You have successfully created the firm invoice package.

**Reference No:** 100109

**Created By:** A. Lawyer

**Invoice Count:** 4

**Total Payable:** \$3,780.00

Please have your bookkeeper remit payment in the amount of **\$3,780.00**.

*The reference number **100109** must be submitted with payment in order to apply payment to the individual lawyers' invoices.*

[Download PDF](#) [Invoice Package - Home](#)

The cover sheet will list and total the invoices that are being paid and will contain a reference number. The reference number will be used by the Law Society to determine which invoices have been paid. Copies of the invoices do not need to be returned to the Law Society and can be kept for the firm's records.

## Invoice Package

## Law Society of British Columbia

845 Cambie Street  
Vancouver, B.C. V6B 4Z9  
Telephone: (604) 669-2533  
Toll - Free within B.C. 1-800-903-5300  
Billing Info: (604) 605-5311  
Email: [registration@lsbc.org](mailto:registration@lsbc.org)  
Facsimile: (604) 687-0135  
TTY: (604) 443-5700

Firm: **A. Lawyer & Associates**

Reference No: **100109**

Enclosed is a Firm Invoice Package for the firm **A. Lawyer & Associates** containing 4 invoices.

Please remit payment in the amount of **\$3,780.00** to the Law Society and quote Reference Number **100109**.

*The reference number is required to apply your payment to the members' invoices. Please **do not** return the invoice copies or this summary sheet with your payment. Each lawyer must authorize access to their invoice through the Law Society's member portal.*

### Invoices included in this package

	Member ID	Name	Invoice No.	Amount
1	12345	C. Lawyer	12345	\$945.00
2	23456	B. Lawyer	23456	\$945.00
3	34567	A. Lawyer	34567	\$945.00
4	45678	D. Lawyer	45678	\$945.00
<b>Total Payable</b>				<b>\$3,780.00</b>

Please quote Reference Number **100109** with your payment.

Refer to the [payment option sheet](#) for available payment options and banking instructions. Note that **law firms can now also remit payment using Electronic Fund Transfer (EFT)**. EFT enables businesses to transfer funds directly from one account to another without the need for physical cheques. To set up payment by EFT, the Designated Representative will have to complete the EFT form which can be found in their Member Portal account (under the Firm Invoice Package tab in the Law Firm section). EFT setup is only required once. If you have any questions about submitting payment by EFT, please contact our Finance Department at: [finance@lsbc.org](mailto:finance@lsbc.org).

If you have any questions about creating a firm invoice package, please contact the Registration & Licensee Services Department at: [registration@lsbc.org](mailto:registration@lsbc.org) or 604-605-5311.