

For Firms with LAWPRO Excess: Changing the payment method and instalment schedule for lawyers individual premiums and make payment

There are two steps to change lump sum payment to monthly instalments for your firm

1. Update your payment information: Change plan to monthly for all lawyers in the firm
2. Pay the balance owing up to the current month

To pay your lawyers' premiums via monthly installments, please go to your firm's MYLAWPRO account at my.lawpro.ca and update the payment plan:

1. Log in to the Managing Partner's MYLAWPRO account with individual login credentials
2. Click the tile for your firm account
3. Select Update Payment Information

Update Payment Information

Pay Now

4. To change method to cheque or credit card, Under 'For Lawyers under your Firm' click on Change method under Payment Methods

Payment Methods

Update Payment method of Lawyers

Change Method

5. Select the applicable lawyers, and follow the prompts as indicated. Submit the payment method update. Then go to the Update Payment Information tab in the top left corner of screen.



6. To change to monthly payments, under 'For Lawyers under your Firm' click on Change Plan under Payment Plans

Payment Plans

Update Payment plan of Lawyers

Change Plan

7. Select Monthly from the dropdown menu

Payment Plan of Lawyers

Select a new installment option *

Monthly

8. Select the applicable lawyers and follow the prompts. Then go back and pay for earlier months separately.
9. Once you have changed your firm's installment schedule, pay any lawyers' outstanding monthly premiums i.e., January to the current month.

- I. Click the Home button
- II. Click Make Payment



Make Payment

- III. Under Pay Lawyers Premiums click on Get Started

Pay Lawyers Premiums

Get Started

- IV. Click the check box beside Current Due and follow the prompts.

Your premium payments are now up to date and monthly installments will be billed beginning the next 15th of the month.