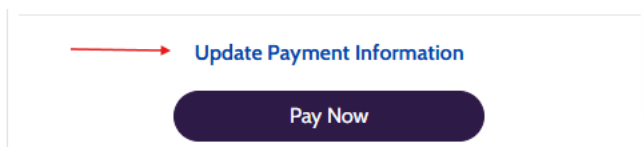


Individual Lawyer steps to change lump sum payment to monthly instalments

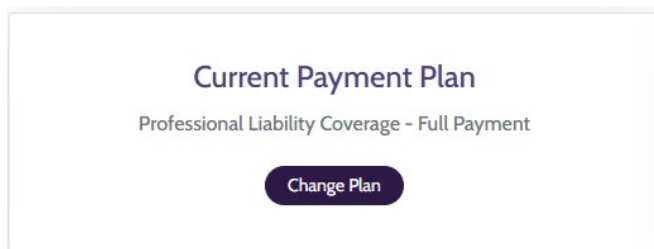
1. Update your payment information: Change plan to monthly
2. Pay the balance owing up to the current month

To pay your premiums in monthly instalments, go to your MYLAWPRO account at my.lawpro.ca and update your payment plan:

1. Log in to your MYLAWPRO account
2. Click the tile for your individual account
3. Select Update Payment Information



4. Under Current Payment Plan click on Change Plan



5. Select Monthly from the dropdown menu; click Get Installment schedule. You must click the box to approve the new schedule. Please take a screenshot or print the page that shows your instalment schedule for your records. A new monthly invoice **will not** be generated. Monthly billing will begin the following month. However, you must go back and pay for earlier months separately.

Current payment plan of your Professional Liability Coverage is: **Full Payment**

Select a new installment option *

Monthly ▼

Get Installment Schedule

Oct 15, 2025	\$ 270.56
Nov 15, 2025	\$ 270.56
Dec 15, 2025	\$ 270.59

☐ Please check this box to approve the updated installment schedule. *

6. Once you have updated your payment plan, pay your prior monthly amounts i.e., January to the current month.

I. Click the Home button

II. Click Pay Now

Update Payment Information

Pay Now

III. Under Pay Policy Premium click on Get Started

Pay Policy Premium

Get Started

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

Current Due	Annual Balance	To be paid
<input type="checkbox"/> \$ 3246.75	<input type="checkbox"/> \$ 3246.75	\$ <input type="text" value="0"/>

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