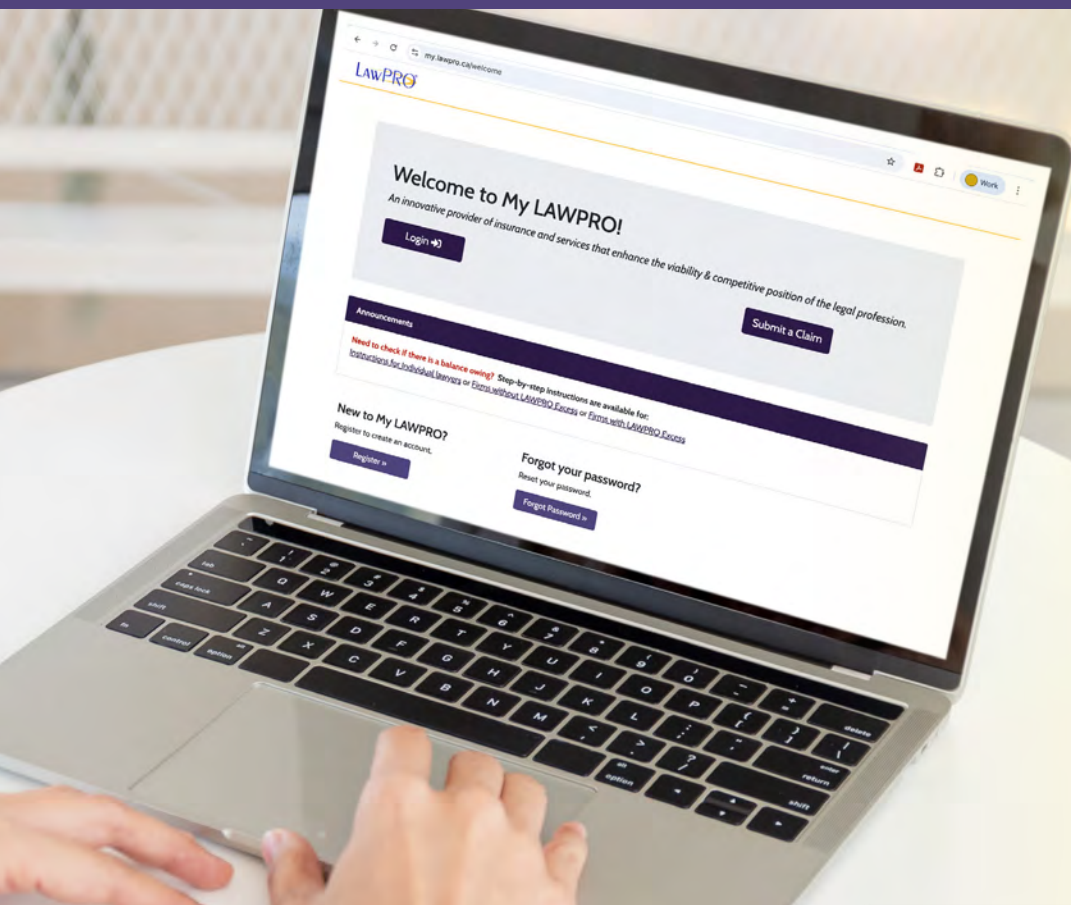


2026 Firm Renewal

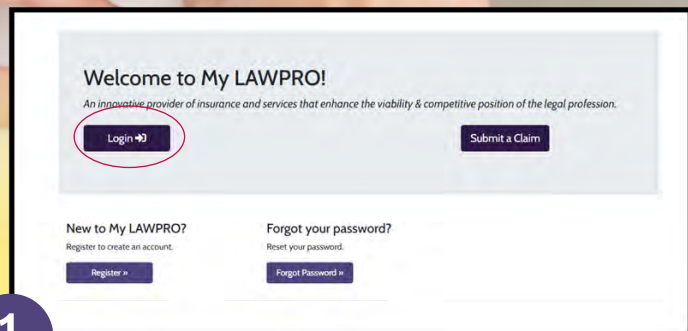
step-by-step instructions



You must renew your insurance for the 2026 year online at my.lawpro.ca

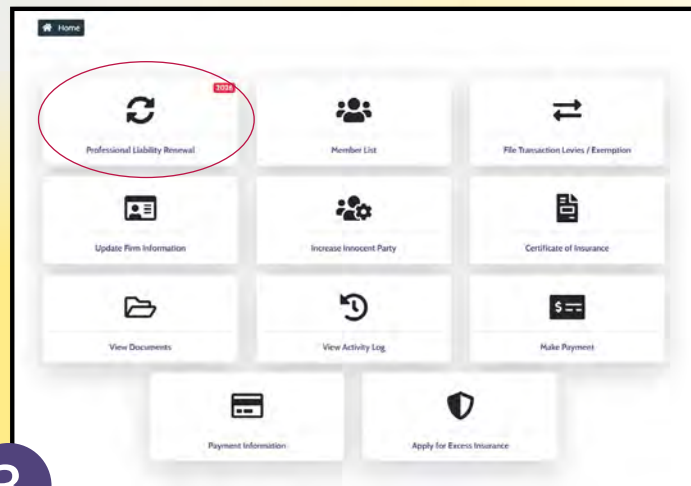
Your policy will not renew automatically.

You also need to update your payment information online.



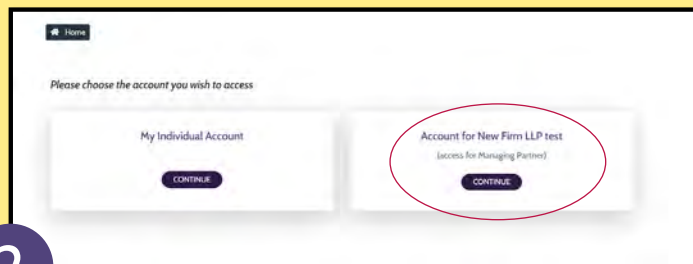
1

For law firm renewals, the Managing Partner should visit my.lawpro.ca and login to their account using their LSO number and password.



3

Select "Professional Liability Renewal."



2

Select the law firm tile.

4

You will be directed to the “Instructions” page of the Firm Renewal form, then update the information under each tab.

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/> 1755325	Peter, Peter	Firm	Cheque	Ret Payment	-----3462
<input type="checkbox"/> 1755326	Nolan, Mark	Firm	QTY	Monthly	-----3463
<input type="checkbox"/> 1755345	Nathan, Mark	Firm	Credit Card	Monthly	-----3464
<input type="checkbox"/> 1755346	Nathan, Mark	Firm	Credit Card	Monthly	-----3465

5

You MUST review and update the “Payment Information” tab.

6

Bank accounts/credit cards can be added in the “Add and confirm firm payment methods” section. You can also confirm any existing payment methods in this section. To start, choose “Credit Card” or “Pre-Authorized Bank Account withdrawal” (EFT).

OR

7

You can use an existing payment method (that appears as a white tile) or add a different bank account or credit card by clicking “Add New EFT” or “Add New Card” (as applicable).

For EFT - A pop-up window will appear where you can add your bank account details. After you submit the banking details, another pop-up window will appear confirming “Instrument Details Added Successfully!”. Click out of this window to go back to the Payment Information page.

For credit cards - If you want to add a credit card, you will be redirected to the Moneris page to add your credit card details. After you submit the credit card details, another pop-up window will appear confirming “Instrument Details Added Successfully!”. Click out of this window to go back to the Payment Information page.

FIRM PAYING FOR ALL LAWYERS

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3 Modify Payment Arrangements

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/>	1753325	Peter, Ross	Firm	Cheque	Full Payment	
<input type="checkbox"/>	1753329	Nolan, March	Firm	EFT	Monthly	-----5457
<input type="checkbox"/>	1753345	Nathan, Harris	Firm	Credit Card	Monthly	-----5454

Save for Later Previous Next

8

If the firm is paying for all lawyers:

Payment arrangements can be modified in the section called "Confirm payment arrangements for individual members of your firm."

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3 Modify Payment Arrangements

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/>	1753325	Peter, Ross	Firm	Cheque	Full Payment	
<input type="checkbox"/>	1753329	Nolan, March	Firm	EFT	Monthly	-----5457
<input type="checkbox"/>	1753345	Nathan, Harris	Firm	Credit Card	Monthly	-----5454

Save for Later Previous Next

9

If the same payment method will be used for all lawyers in the firm, click on the box next to "LSO#" to select all of the lawyers in the firm.

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3 Modify Payment Arrangements

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input checked="" type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input checked="" type="checkbox"/>	1753325	Peter, Ross	Firm	Cheque	Full Payment	
<input checked="" type="checkbox"/>	1753329	Nolan, March	Firm	EFT	Monthly	-----5457
<input checked="" type="checkbox"/>	1753345	Nathan, Harris	Firm	Credit Card	Monthly	-----5454

Save for Later Previous Next

10

Then click on "Modify Payment Arrangements."

Update Payment Plan

Who will pay *

Firm

Payment Mode *

Credit Card

Payment Plan *

Monthly

Payment Instruments *

select

select

MasterCard: Card - X5454. Valid Thru: 01/30

11

A pop-up window called "Update Payment Plan" will appear.

Under "Who Will Pay" if you select "Firm", you need to then select "Payment Mode" (which can be cheque, credit card or EFT).

Then select "Payment Plan" (which can be full payment or monthly). If you select cheque, the only option is to pay in full.

Then select the "Payment Instrument" you would like to use.

Update Payment Plan

Who will pay *

Firm

Payment Mode *

Credit Card

Payment Plan *

Monthly

Payment Instruments *

MasterCard: Card - X5454, Valid Thru: 01/30

Cancel Submit

12

After you click “Submit” you will be directed back to the Payment Information page.

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input checked="" type="checkbox"/> 1793325	Peter Ross	Firm	Credit Card	Monthly	MasterCard Card - X5454, Valid Thru: 01/30
<input checked="" type="checkbox"/> 1793335	Nathan March	Firm	Credit Card	Monthly	MasterCard Card - X5454, Valid Thru: 01/30
<input type="checkbox"/> 1793445	Nathan Harris	Firm	Credit Card	Monthly	MasterCard Card - X5454, Valid Thru: 01/30

Save for Later Previous Next

13

You will now see the same payment method used for all of the lawyers in your firm.

FIRM PAYING for INDIVIDUAL/GROUP of LAWYERS using DIFFERENT PAYMENT METHODS

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input checked="" type="checkbox"/>	1755325	Peter, Ross	Firm	Cheque	Full Payment	
<input type="checkbox"/>	1755335	Nolan, March	Firm	EFT	Monthly	*****5467
<input type="checkbox"/>	1755345	Nathan, Harris	Firm	Credit Card	Monthly	*****5454

Save for Later Previous Next

14

The firm has the option to use different payment methods for individual lawyers or groups of lawyers.

If the firm is using different payment methods for different lawyers (whether it is an individual lawyer or a specific group of lawyers), select the specific lawyer or group of lawyers, and click "Modify Payment Arrangements."

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input checked="" type="checkbox"/>	1755325	Peter, Ross	Firm	Credit Card	Full Payment	MasterCard Card - X5454, Valid Thru: 01/30
<input type="checkbox"/>	1755335	Nolan, March	Firm	EFT	Monthly	*****5467
<input type="checkbox"/>	1755345	Nathan, Harris	Firm	Credit Card	Monthly	*****5454

Save for Later Previous Next

16

After you click "Submit" you will be directed back to the Payment Information page where you will see a specific payment method for the lawyer(s) that you chose.

OPTIONS WHEN A LAWYER IN A FIRM PAYS FOR THEIR OWN PREMIUMS

Update Payment Plan

Who will pay *

Firm

Payment Mode *

Credit Card

Payment Plan *

Full Payment

Payment Instruments *

MasterCard: Card - X5454, Valid Thru: 01/30

Cancel Submit

15

A pop-up window called "Update Payment Plan" will appear.

Under "Who Will Pay" select "Firm," then select "Payment Mode" which can be cheque, credit card or EFT.

Then select "Payment Plan" which can be full payment or monthly. If you select cheque, the only option is to pay in full.

Then select the "Payment Instrument" you would like to use to pay for those lawyers and click "Submit."

Confirm payment arrangements for individual members of your firm - No. of Lawyers: 3

To set payment arrangements for one or more specific lawyers, click the checkbox next to their name, then click the Modify payment arrangements button. The window that will open will allow you to specify the payment arrangements for the selected lawyers. You can set different arrangements for different lawyers at your firm. The checkbox in the column heading will allow you to select all firm members.

<input type="checkbox"/>	LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/>	1755325	Peter, Ross	Firm	Credit Card	Full Payment	MasterCard Card - X5454, Valid Thru: 01/30
<input checked="" type="checkbox"/>	1755335	Nolan, March	Firm	EFT	Monthly	*****5467
<input type="checkbox"/>	1755345	Nathan, Harris	Firm	Credit Card	Monthly	*****5454

Save for Later Previous Next

17

There may be situations where the firm is currently paying for a lawyer but will NOT be paying for that lawyer's 2026 premium. If the firm is NOT paying for a lawyer or a group of lawyers, select the lawyer(s) that will be paying on their own behalf, and click "Modify Payment Arrangements."

18

A pop-up window called “Update Payment Plan” will appear.

Under “Who Will Pay” select “Lawyer”. Under “Payment Mode” cheque will prepopulate.

Under “Payment Plan” full payment will prepopulate.

Then click “Submit.”

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/> 1751451	Rayne, Guyane	Firm	Credit Card	Full Payment	MasterCard Card - 35454 Valid Thru 01/20
<input checked="" type="checkbox"/> 1751375	Nolan, Marib	Lawyer	Cheque	Full Payment	
<input type="checkbox"/> 1751443	Nathan, Marib	Firm	Credit Card	Monthly	*****3454

19

After you click “Submit” you will be directed back to the Payment Information page.

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
<input type="checkbox"/> 1751451	Rayne, Guyane	Firm	Credit Card	Full Payment	MasterCard Card - 35454 Valid Thru 01/20
<input checked="" type="checkbox"/> 1751375	Nolan, Marib	Lawyer	Cheque	Full Payment	
<input type="checkbox"/> 1751443	Nathan, Marib	Firm	Credit Card	Monthly	*****3454

20

If a lawyer is currently paying their own premium and the firm wants to continue to have that lawyer pay for their 2026 premium using the same payment details currently displayed, do NOT select this lawyer. By not selecting this lawyer, they will continue to pay their 2026 premiums using the payment method displayed.

Once Payment Information has been completed, click “Next.”

21

The firm renewal can be completed in the “Warranty and Signature” section by checking the signature box and clicking “Submit.”

22

After you submit your renewal, you will be directed to the confirmation page, which contains your renewal Confirmation Number starting with the letter “P”.