## 2026 Individual Renewal

step-by-step instructions



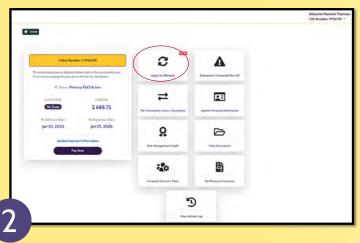
You <u>must</u> renew your insurance for the 2026 year online at my.lawpro.ca

Your policy will not renew automatically.

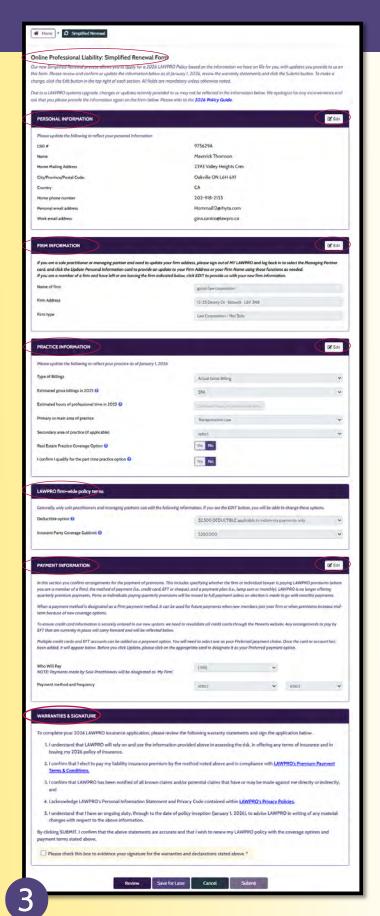
You also need to update your payment information online.



Visit my.lawpro.ca and login to your account using your LSO number and password.

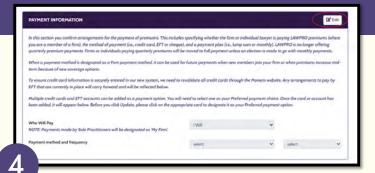


For individuals, click "Apply for Renewal" to be directed to the Renewal Form.

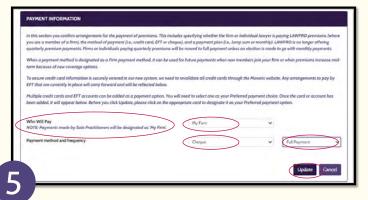


In the Renewal Form, edit each section to update your information as necessary.

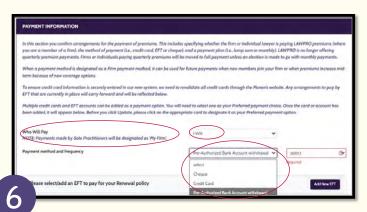
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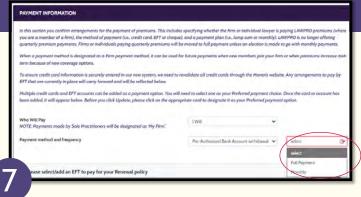
Before submitting your renewal, you MUST review and update your "Payment Information."



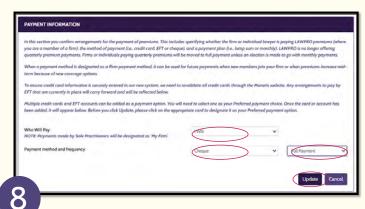
Next to "Who Will Pay" indicate whether you or your firm will be making the payment. If your firm will be paying on your behalf, next to "Payment method and frequency" select "cheque" and "full payment" and then click "Update."



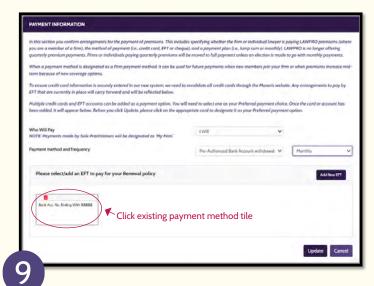
If you are paying on your own behalf, select "I Will." Payment method can be cheque, credit card or Pre-Authorized Bank Account withdrawal (EFT).



If you pay by credit card or EFT, you may choose full payment or monthly.



If you pay by cheque, you must pay in full. Once payment method and frequency are selected, click "Update."

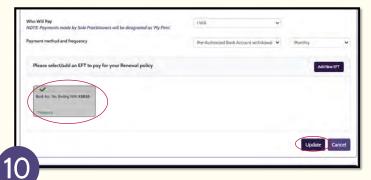


If paying by credit card or EFT, an existing payment method tile may appear. If this tile contains the banking/credit card details you want to use to make payment, you need to click on the tile. See step 11 if a payment method tile does not appear.

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## 2026 Individual Renewal

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When you click on the tile, it will turn grey and a green checkmark with the word "Preferred" will appear in the tile. Then click "Update."

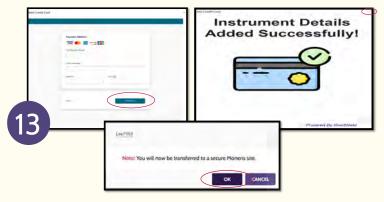


If you do NOT see an existing payment method tile, or if you want to pay using a different bank account or credit card from the one in the existing tile, you need to add a new bank account or credit card by clicking "Add New EFT" or "Add New Card."

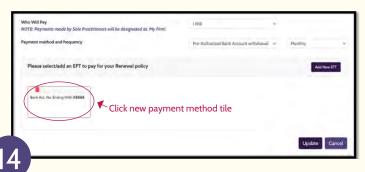




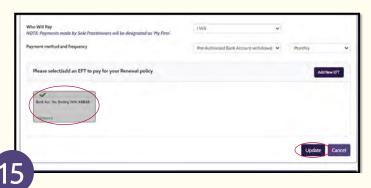
For example, if you are adding a new EFT, a pop-up window will appear where you can add your bank account details. After you click "Submit," another pop-up window will appear confirming "Instrument Details Added Successfully!". Click out of this window to go back to the Payment Information page.



Similarly, if you want to add a new credit card, you will be redirected to the Moneris page to add your credit card details. Once you "Checkout", the same pop-up window confirmation will appear. Click out of this window to go back to the Payment Information page.

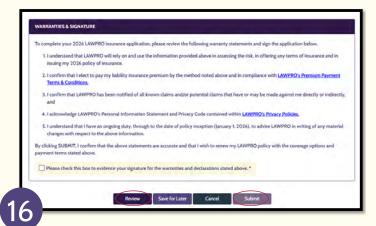


After you have added a new EFT or credit card, a white payment method tile will appear containing the banking/credit card added. You MUST select the tile by clicking on the tile.

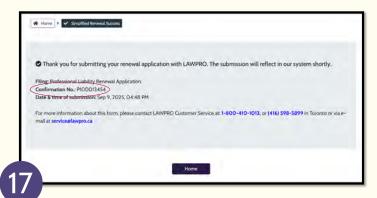


When you click on the tile, it will turn grey and a green checkmark with the word "Preferred" will appear. You have now selected the bank account/credit card that will be used to make payment. Click "Update" to go back to the Renewal Form.

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Complete your renewal in the "Warranties & Signature" section by clicking the signature box and clicking "Submit."



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

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