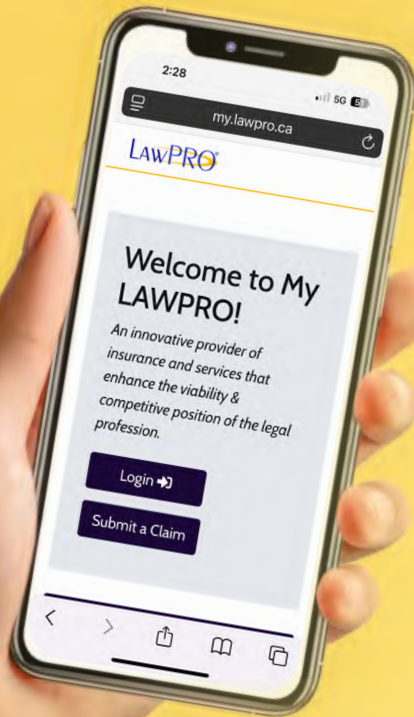


2027 Individual Renewal

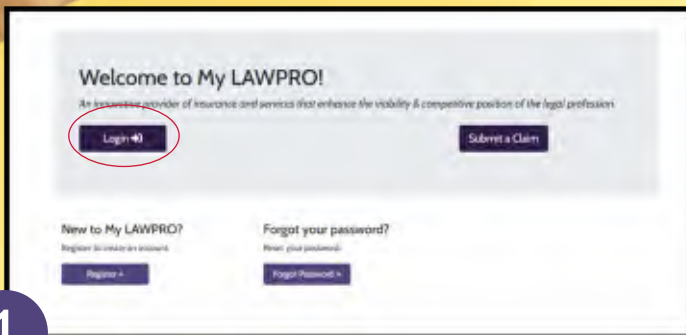
step-by-step instructions



You must renew your insurance for the 2027 year online at my.lawpro.ca

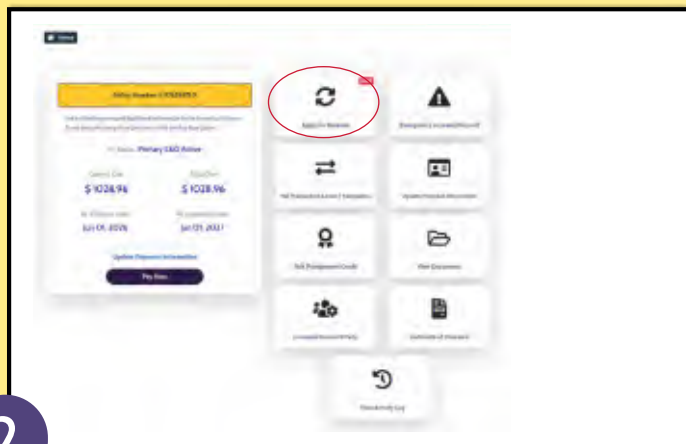
Your policy will not renew automatically.

You also need to update your payment information online.



1

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



2

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

3

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

4

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

6

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).

5

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.”

7

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

8

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

2026 Individual Renewal

Continued...

PAYMENT INFORMATION

Confirm Your Renewal Payment Arrangements

In this section, indicate whether you or your firm will pay the premium. If you select My Firm, the Payment Method and Payment Plan will default to Full Payment by Cheque.

If you are paying your own premium, please:

- Select your preferred Payment Method: Credit Card, EFT (Electronic Funds Transfer), or Cheque.
- Select your preferred Payment Plan: Full Payment or Monthly Installments.
- If paying by Credit Card or EFT, Payment Methods updated within the last year will be displayed below. Select the Payment Method you would like to use.

Existing policy, are paying Cheque

Who Will Pay: [My Firm]

Update Payment Method and Payment Plan: [Pre-authorized Bank Account withdrawal] [Full Payment]

Add a New EFT Payment Method: [Add New EFT]

Bank For The Ending With XXXXX

Update Cancel

9

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.

PAYMENT INFORMATION

Confirm Your Renewal Payment Arrangements

In this section, indicate whether you or your firm will pay the premium. If you select My Firm, the Payment Method and Payment Plan will default to Full Payment by Cheque.

If you are paying your own premium, please:

- Select your preferred Payment Method: Credit Card, EFT (Electronic Funds Transfer), or Cheque.
- Select your preferred Payment Plan: Full Payment or Monthly Installments.
- If paying by Credit Card or EFT, Payment Methods updated within the last year will be displayed below. Select the Payment Method you would like to use.

Existing policy, are paying Cheque

Who Will Pay: [My Firm]

Update Payment Method and Payment Plan: [Pre-authorized Bank Account withdrawal] [Full Payment]

Add a New EFT Payment Method: [Add New EFT]

Update Cancel

11

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.”

PAYMENT INFORMATION

Confirm Your Renewal Payment Arrangements

In this section, indicate whether you or your firm will pay the premium. If you select My Firm, the Payment Method and Payment Plan will default to Full Payment by Cheque.

If you are paying your own premium, please:

- Select your preferred Payment Method: Credit Card, EFT (Electronic Funds Transfer), or Cheque.
- Select your preferred Payment Plan: Full Payment or Monthly Installments.
- If paying by Credit Card or EFT, Payment Methods updated within the last year will be displayed below. Select the Payment Method you would like to use.

Existing policy, are paying Cheque

Who Will Pay: [My Firm]

Update Payment Method and Payment Plan: [Pre-authorized Bank Account withdrawal] [Full Payment]

Add a New EFT Payment Method: [Add New EFT]

Bank For The Ending With XXXXX

Update Cancel

10

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.”

Add New EFT Payment Method

NAME: []

BANK: []

ACCOUNT NUMBER: []

CARD NUMBER: []

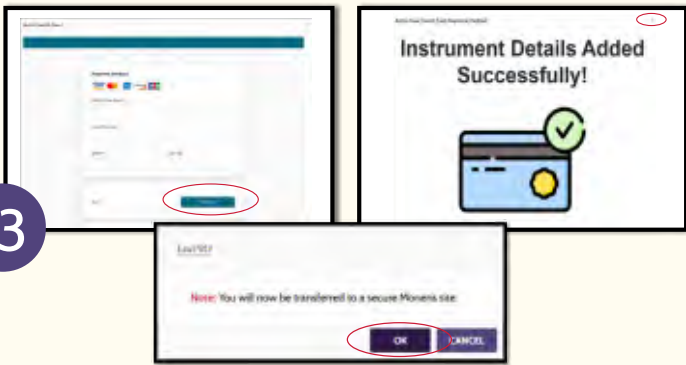
Submit

12

Instrument Details Added Successfully!

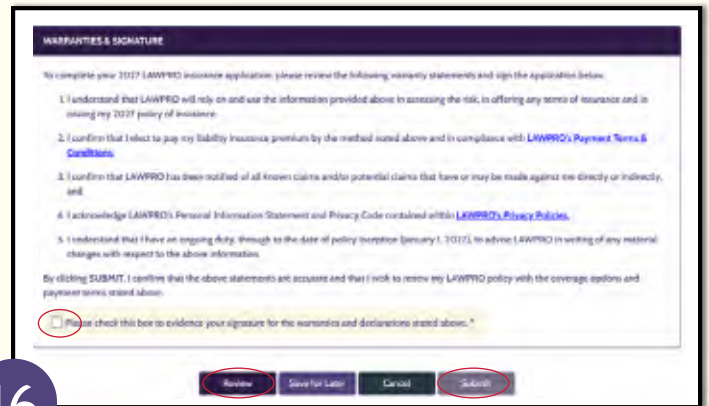
For example, if you are adding a new EFT, a pop-up window will appear where you can add your bank account details. After you click “Submit,” another pop-up window will appear confirming “Instrument Details Added Successfully!”. Click out of this window to go back to the Payment Information page.

13



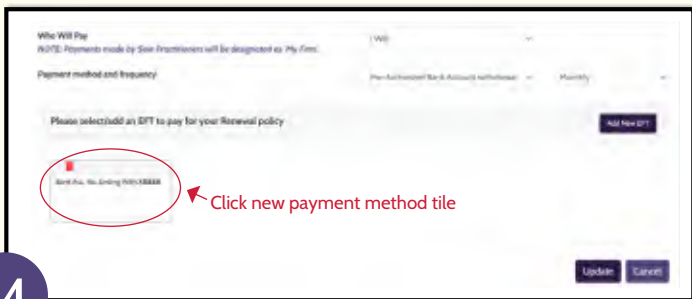
Similarly, if you want to add a new credit card, you will be redirected to the Moneris page to add your credit card details. Once you “Checkout”, the same pop-up window confirmation will appear. Click out of this window to go back to the Payment Information page.

16



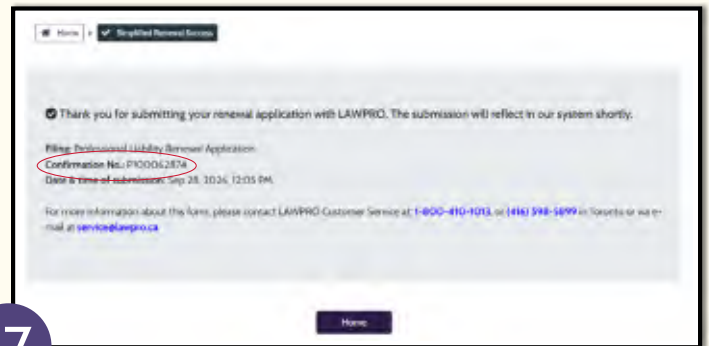
Complete your renewal in the “Warranties & Signature” section by clicking the signature box and clicking “Submit.”

14



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.

17



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

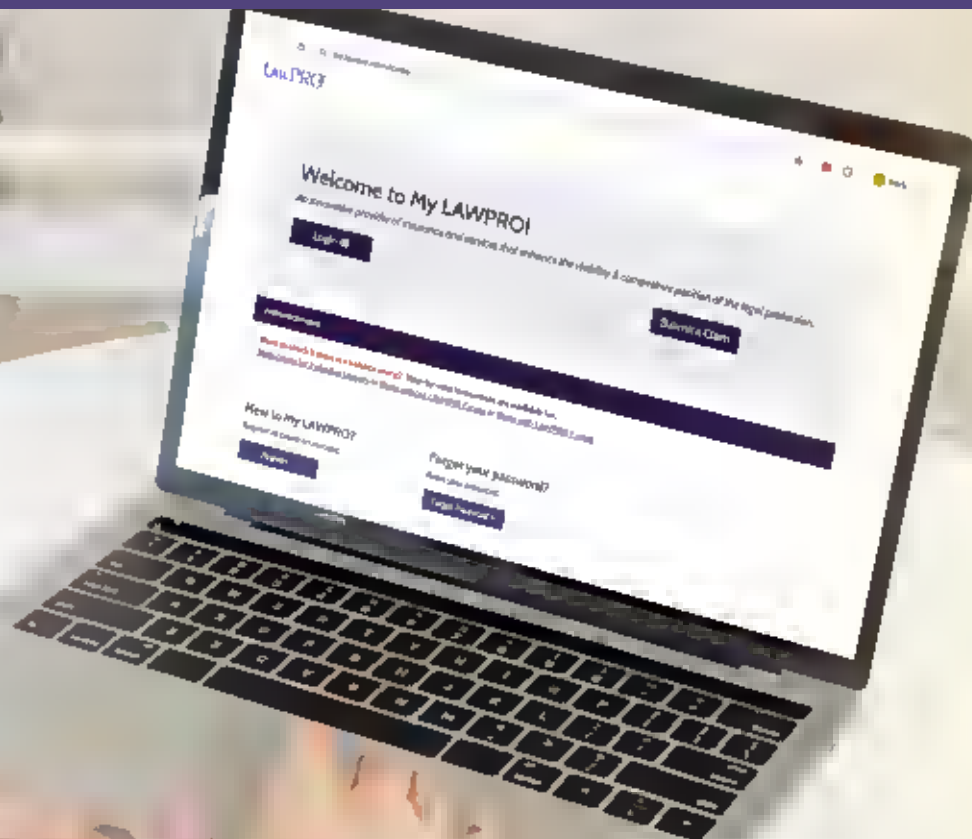
15



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.

2027 Firm Renewal

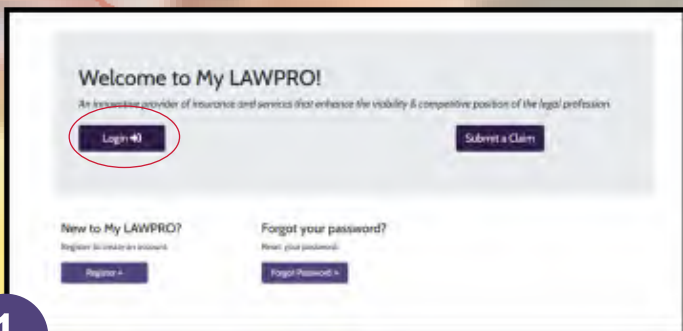
step-by-step instructions



You must renew your insurance for the 2027 year online at my.lawpro.ca

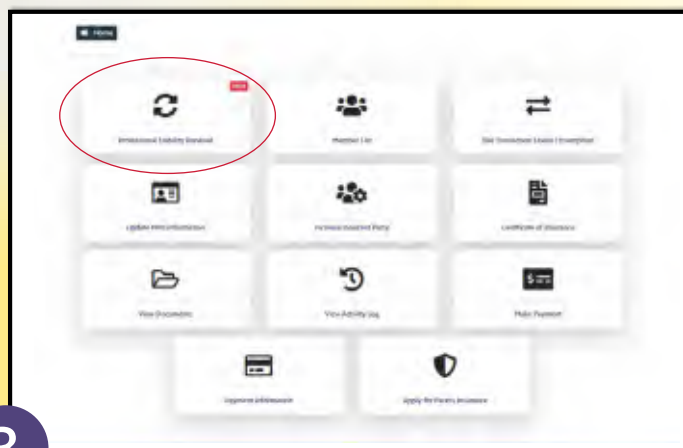
Your policy will not renew automatically.

You also need to update your payment information online.



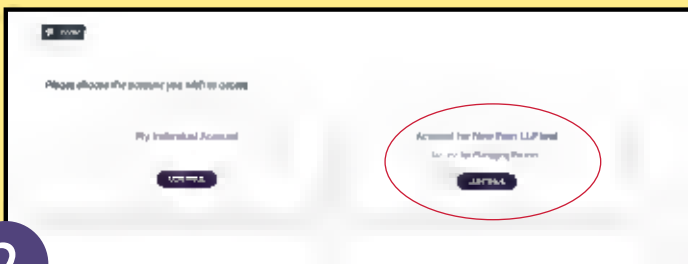
1

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.

7

or

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.

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).

FIRM PAYING FOR ALL LAWYERS

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
4520852	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***

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."

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.

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
4520852	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***

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.

LSO #	Name	Who Will Pay	Payment Method	Payment Plan	Firm Instrument
4520852	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***
4521904	Mark Adams	Firm	Cheque	Full Payment	*** \$2,500.00 ***

10

Then click on "Modify Payment Arrangements."

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

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.”

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.

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.”

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

17

There may be situations where the firm is currently paying for a lawyer but will NOT be paying for that lawyer’s 2027 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.”

19

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

20

If a lawyer is currently paying their own premium and the firm wants to continue to have that lawyer pay for their 2027 premium using the same payment details currently displayed, do NOT select this lawyer. By not selecting this lawyer, they will continue to pay their 2027 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”.