



Office of Professional Regulation
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***Law Firm Tutorial for Internet Batch Payment of Fees
On Behalf of Lawyers of the Firm***

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Introduction

Law firm payment of fees due from the lawyers of your firm is available at the Professional Regulation Online Access site on the Internet. Your firm is encouraged to use the Internet payment option in lieu of traditional paper filing of report forms and payment of fees. There is no additional charge for Internet filing of reports and law firm payment of fees.

General Instructions on Using Professional Regulation Online Access

Browser: The site has been tested most extensively using Internet Explorer as a browser. Firefox, Slimbrowser, Opera and other browsers should function also, but have not been tested as extensively.

Screen Size: The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and

use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

Screen Narratives: Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, may assist you.

Payment of Fees: The Professional Regulation Online Access site will accept payment by e*Check, Mastercard, Visa or Discover. You will want to have your bank account or credit card information available when you file your applications.

If You Want to Stop a Process : At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry “My Account Law Firm” where it appears on the menu on the left side of your screen.

If You Need Help: General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, is available during normal business hours from the Office of Professional Regulation at 515-725-8029.

Accessing the Professional Regulation Site

The web address for the professional regulation site is: <http://www.iacourtcommissions.org>

To access the site, just open up Internet Explorer or another web browser, and type or paste this web address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the Professional Regulation Online Access site should open.

JUDICIAL BRANCH

Username: _____
Password: _____
Login
Forgot Password

For general assistance with logging in to this site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, please call the ITE Help Desk (Iowa Department of Administrative Services) at 515-281-5703. This assistance is available 24 hours a day. Assistance with substantive aspects of the site, such as CLE or client security reporting requirements, extensions, approval of CLE events or similar matters, is available during normal business hours at the office of Supreme Court Commissions by calling 515-725-8029.

This website will be down every day between the hours of 1:30am and 5:00am due to database maintenance.

Welcome to the public services page of Iowa Supreme Court Commissions. The clickable menu options on the left side of this page allow any member of the public to access a range of services. Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is as follows.

Certified Shorthand Reporter Search: This process allows you to search the database of shorthand reporters (also sometimes referred to as court reporters) who have been certified by the Board of Examiners of Shorthand Reporters to perform shorthand reporting in Iowa.

Search Lawyers Licensed in Iowa: This process allows you to search the database of lawyers who have been licensed by the Supreme Court of Iowa to practice law in Iowa.

Search Continuing Legal Education Sponsor: This process allows you to search the database of sponsors who have sponsored continuing legal education (CLE) programs or classes submitted for approval by the Commission on Continuing Legal Education.

Search Continuing Legal Education Events: This process allows you to search the database of continuing legal education (CLE) programs and classes submitted for approval by the Commission on Continuing Legal Education.

Search Disability and Discipline Orders: This process allows you to search the database of public disability and discipline orders imposed on Iowa lawyers.

Apply to be a CSR: This process allows you to apply to take the examination to become a certified shorthand reporter in Iowa. Based on the information you provide, you will receive further instructions from the Board of Examiners of Shorthand Reporters or its administrative office on the tasks you must complete prior to certification.

New CLE Sponsor Registration: This process allows any sponsor of continuing legal education (CLE) programs or classes to register as an on-line entity.

New CLE Sponsor Contact Registration: This process allows any qualified person representing a continuing legal education (CLE) sponsor to register as an on-line user.

New IOLTA Contact Registration: This process allows any qualified person representing an IOLTA to register as an on-line user.

Getting Your Username and Password as Contact Person for Your Law Firm

Before a law firm's employees may log in to the site and perform functions, one or more employees must register as contact persons or representatives, and each must select a user name and password. As a part of this process, they will be required to enter the Registration Key that was provided in your announcement letter or message. To begin the process for creation of your user name and password as a contact person, look on the menu along the left side of the front page of the Professional Regulation Online Site for an entry entitled "New Law Firm Contact Registration" and click on that entry. A page like the one shown to the right will appear. Complete all of the information noted. When you have completed the information requested on this screen, press "Continue."



You will then see a screen like the one shown to the right, which confirms the information you entered on the previous screen. Be sure to record the user name and password you select during this process. If you need to correct any information, you may use the "Back" button to return to the previous screen. Otherwise, record your user name and password, and click the "Submit" button to complete the registration process.



You then will see a screen like the one shown to the right, which confirms completion of the registration process. Once you have completed this process, return to the site home page by clicking the button entitled "Go To Home."



Logging In

Most site functions require that you log in as a user. Near the top left corner of the front page, you will see two windows labeled “Username” and “Password.” You will need to type the user name and password you submitted during the contact person registration process in the appropriate windows, and then click the “Login” logo directly under the Password window. Note that these entries are case-sensitive. The very first time you log in, you will be shown the Enterprise Authentication and Authorization (A&A) page described below.

JUDICIAL BRANCH

For general assistance with logging in to this site, password changes, misplaced or forgotten passwords, or the credit card payment mechanism, please call the ITE Help Desk (Iowa Department of Administrative Services) at 515-281-5703. This assistance is available 24 hours a day. Assistance with substantive aspects of the site, such as CLE or client security reporting requirements, extensions, approval of CLE events or similar matters, is available during normal business hours at the office of Supreme Court Commissions by calling 515-725-8025.

This website will be down every day between the hours of 1:30am and 5:00am due to database maintenance.

Welcome to the public services page of Iowa Supreme Court Commissions. The clickable menu options on the left side of this page allow any member of the public to access a range of services: Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is as follows:

- Certified Shorthand Reporter Search:** This process allows you to search the database of shorthand reporters (also sometimes referred to as court reporters) who have been certified by the Board of Examiners of Shorthand Reporters to perform shorthand reporting in Iowa.
- Search Lawyers Licensed in Iowa:** This process allows you to search the database of lawyers who have been licensed by the Supreme Court of Iowa to practice law in Iowa.
- Search Continuing Legal Education Sponsor:** This process allows you to search the database of sponsors who have sponsored continuing legal education (CLE) programs or classes submitted for approval by the Commission on Continuing Legal Education.
- Search Continuing Legal Education Events:** This process allows you to search the database of continuing legal education (CLE) programs and classes submitted for approval by the Commission on Continuing Legal Education.
- Search Disability and Discipline Orders:** This process allows you to search the database of public disability and discipline orders imposed on Iowa lawyers.
- Apply to be a CSR:** This process allows you to apply to take the examination to become a certified shorthand reporter in Iowa. Based on the information you provide, you will receive further instructions from the Board of Examiners of Shorthand Reporters or its administrative office on the tasks you must complete prior to certification.
- New CLE Sponsor Registration:** This process allows any sponsor of continuing legal education (CLE) programs or classes to register as an on-line entity.
- New CLE Sponsor Contact Registration:** This process allows any qualified person representing a continuing legal education (CLE) sponsor to register as an on-line user.
- New IOLTA Contact Registration:** This process allows any qualified person representing an IOLTA to register as an on-line user.

Enterprise Authentication and Authorization (A&A)

The first time you access the Professional Regulation Online Site, you will be directed to the Enterprise Authentication & Authorization system to set up your identity baseline. Setting up your identity baseline provides you the ability to reset your password if you should forget it in the future.

To start the identify baseline process, carefully read the page at the right when it appears, and click on “Setup Identity Baseline” to continue.

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Supreme Court Commissions uses ITE'S Enterprise Authentication & Authorization system which provides users, such as yourself, the ability to reset your password if you should forget it. To facilitate this, we require you to provide us with question and answer pairs which are referred to as your identity baseline. It is important that you select and answer your questions carefully on the screens that appear during the identity baseline process that follows.

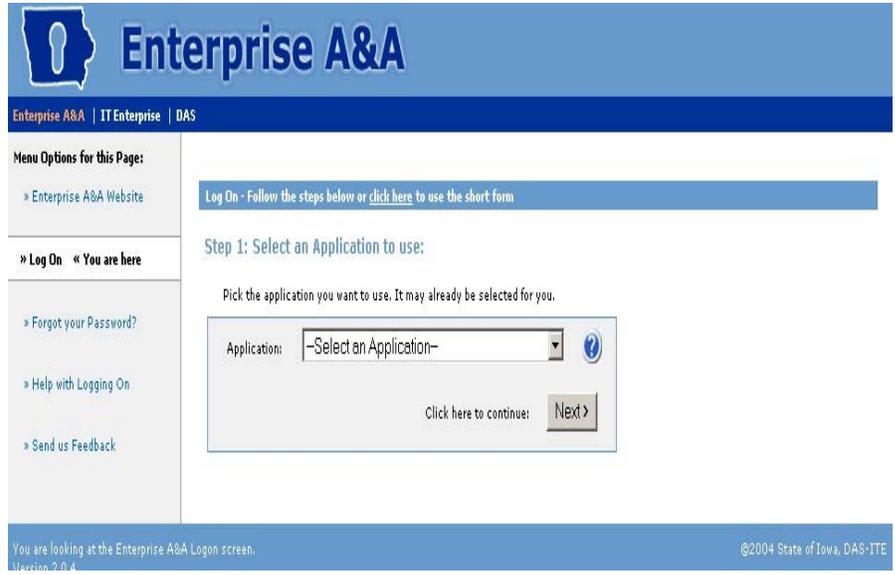
To set up your identity baseline, please click on this link: [Setup Identity Baseline](#)

If you are asked to "Select an Application" for which you are completing this question and answer process, select 'Supreme Court Commissions' for the application from the pull-down menu. You will be required to input your username and password as part of this process. When you have completed this process, you will need to logout of the identity baseline process and then log in again at <http://www.iacourtcommissions.org> with your user name and password.

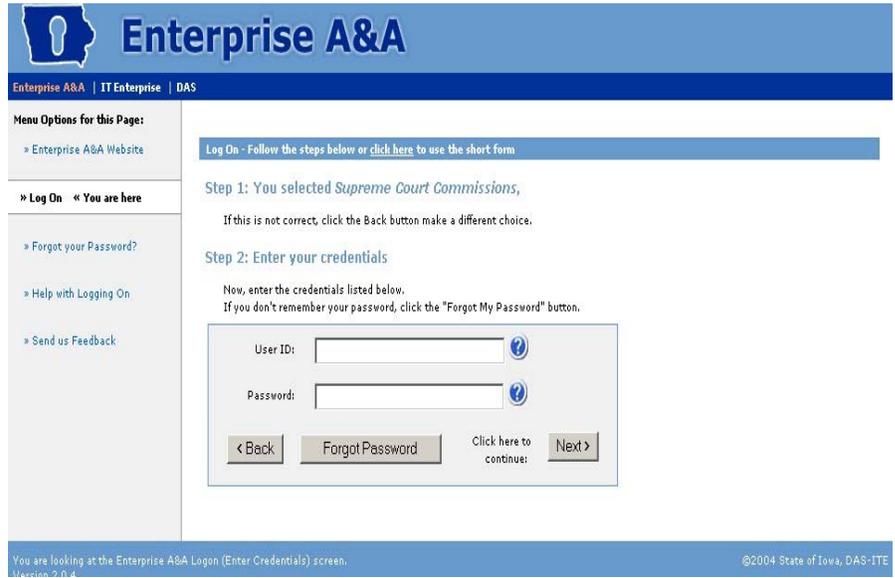
In the event you forget your password in the future, you will be provided with a link that states something like "forgot your password" from the login screen. If you click that link you will be brought to an identity baseline verification page that will allow you to provide the answers to the questions you selected. Once you answer all questions correctly, you will be able to change your password.

If you have questions regarding the operation of this system, please contact ITE's Help Desk at 515-281-5703. ITE would like to thank you for your participation in this project.

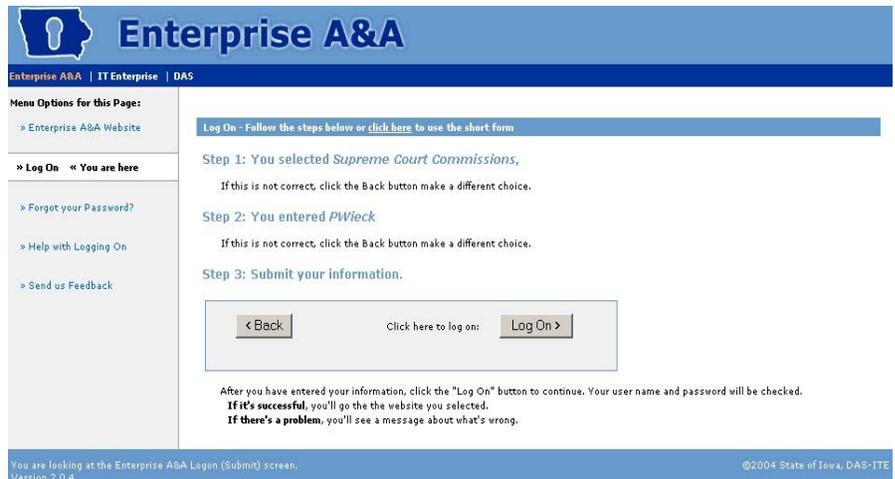
The site interface with the Enterprise A&A function is designed to automatically set “Supreme Court Commissions” as the application for you, so the page at the right should not appear. However, if it does, select “Supreme Court Commissions” from the long pull-down menu and then click “Next.”



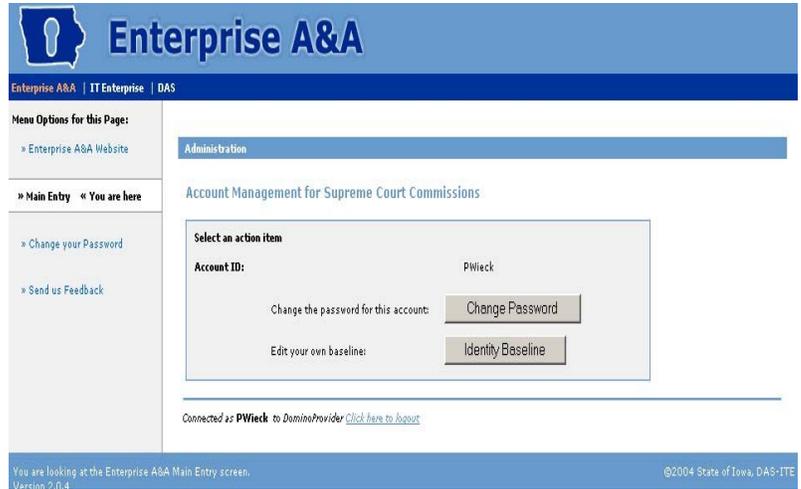
The page shown at the right will appear. You will need to enter your user name and password and then click the “Next” button.



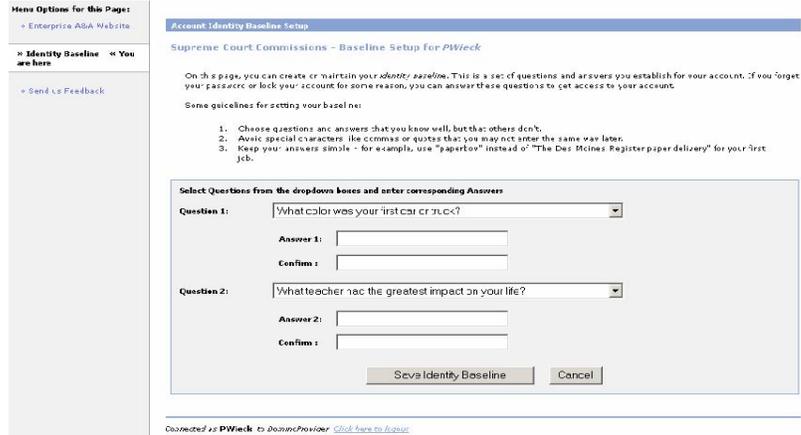
After you have entered your user name and password, the page shown at the right will appear. Verify that Supreme Court Commissions and your user name are shown in Step1 and Step 2, and then click on the “Log On” button under Step 3 to proceed to the next page.



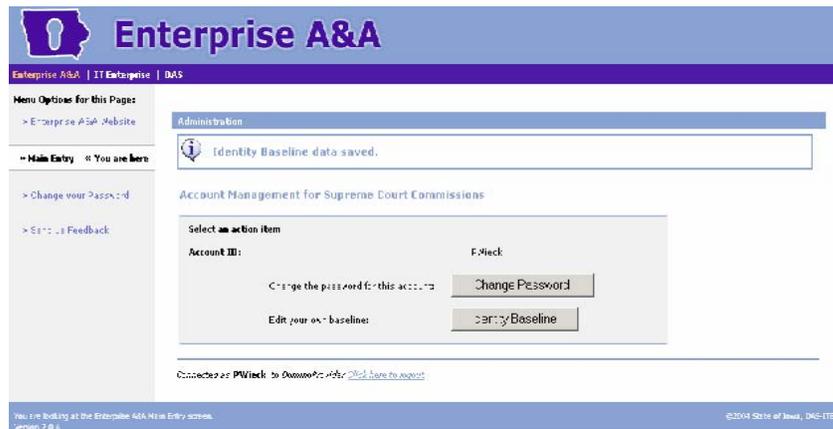
The page shown at the right will appear, offering you two menu options. Click on the “Identity Baseline” button to begin the process of creating your identity baseline.



The page shown at the right will appear. On this page, you must select your two baseline questions from the pull-down menus, and input and confirm your answers to each of these questions. When you have finished selecting your baseline questions and confirming your answers, click the “Save Identity Baseline” button to return to the A&A menu page. You may want to record the questions and answers you entered on this page for future use.

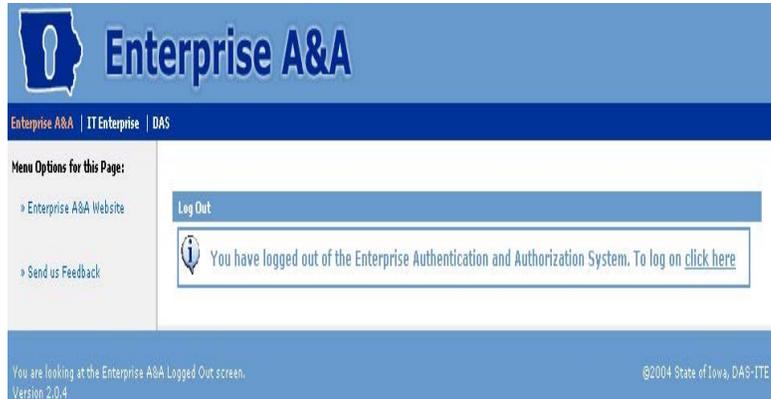


After you have entered your baseline questions and answers, you will be returned to this page, which will confirm that your identity baseline information has been saved.



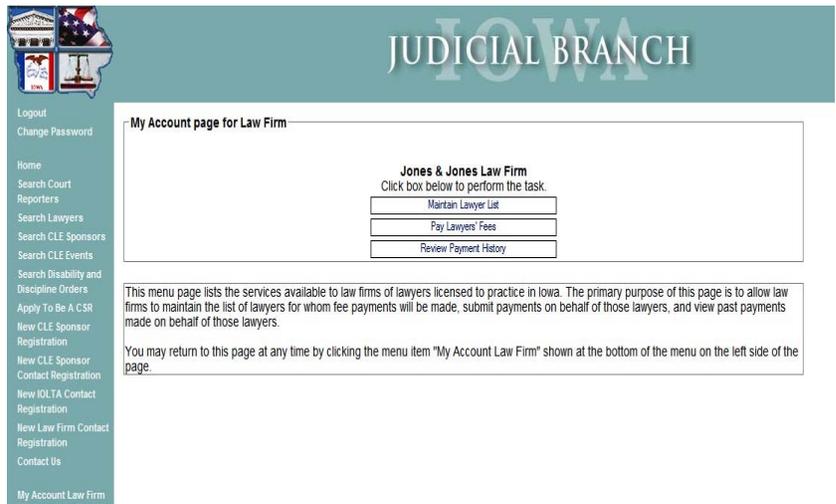
You may now click on the “Click here to logout” logo near the bottom of the page to log out of the A&A process.

When you log out of the A&A function, you will be shown this page. You will then need to manually direct your Internet browser back to the Professional Regulation Online Site (<http://www.iacourtcommissions.org>) and log in to the site again using your username and password, at which point you will see the main menu for sponsors.



Navigating the Menu Page

After you have entered your user name and password the clicked the “Login” button, your personal menu page entitled “My Account Page for Law Firm” will appear. This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process. The second component is a brief narrative regarding the purpose of this page.



Maintain Your Law Firm Lawyer List

This page lists all of the lawyers for whom your law firm has elected to pay fees. The law firm cannot pay fees on behalf of a lawyer unless that lawyer's name is listed on this page. To add a lawyer's name to the list, enter his or her ICIS PIN number in the window entitled "AT Pin" and click the "Add Lawyer" button. For example, if the lawyer's ICIS PIN is AT0008523, type "AT0008532" in the window (without the parenthesis) and click the "Add Lawyer" button. To remove a lawyer from the list, check the box to the left of the lawyer's name and click the button entitled "Remove Lawyer."

JUDICIAL BRANCH

Maintain Lawyer List

Jones & Jones Law Firm

Add Lawyer to Law Firm

AT Pin:

Associated Lawyers

(AT Pin)	Lawyer Name
<input type="checkbox"/> (AT0009101)	BRADY, LYNNE ELLEN
<input type="checkbox"/> (AT0006464)	REEL, RAYMOND LESTER

This page lists all of the lawyers for whom your law firm has elected to pay fees. The law firm cannot pay fees on behalf of a lawyer unless that lawyer's name is listed on this page. To add a lawyer's name to the list, enter his or her ICIS PIN number in the window entitled "AT Pin" and click the "Add Lawyer" button. For example, if the lawyer's ICIS PIN is AT0008523, type "AT0008532" in the window (without the parenthesis) and click the "Add Lawyer" button. To remove a lawyer from the list, check the box to the left of the lawyer's name and click the button entitled "Remove Lawyer." PLEASE REVIEW YOUR LIST CAREFULLY FOR ACCURACY BEFORE LEAVING THIS PAGE. When you are satisfied with the accuracy of your list of lawyers, click the "Go to My Account" button to return to your law firm menu page.

PLEASE REVIEW YOUR LIST CAREFULLY FOR ACCURACY BEFORE YOU LEAVE THIS PAGE. When you are satisfied with the accuracy of your list of lawyers, click on the "Go to My Account" button to return to your law firm menu page.

Pay Fees for Your Law Firm's Lawyers

This page shows the fees currently payable for the lawyers included on your law firm's list of lawyers for whom your law firm has elected to pay fees. No entry appears for a lawyer if no fees are due from that lawyer. To pay fees currently due on behalf of your listed lawyers, check the block shown to the left of the fee or fees you desire to pay, and then click the "Continue" button. If you want to pay all of the fees shown due, you may check the block to the left of "Check All" and then click the "Continue" button.

JUDICIAL BRANCH

Batch Payment Step 1: Select Lawyer Fees

Jones & Jones Law Firm

Outstanding Lawyer Payments

Check All

(AT0009101) BRADY, LYNNE ELLEN	<input type="checkbox"/> 25.00	2008 CLE Extension Fee
	<input type="checkbox"/> 15.00	2008 CLE Administrative Fee
(AT0006464) REEL, RAYMOND LESTER	<input type="checkbox"/> 15.00	2006 CLE Administrative Fee
	<input type="checkbox"/> 125.00	2006 CS Disciplinary Fee

This page shows the fees currently payable for the lawyers included on your law firm's list of lawyers for whom your law firm has elected to pay fees. No entry appears for a lawyer if no fees are due from that lawyer. (If a lawyer included on your law firm list accesses his or her lawyer account individually and pays his or her fees directly before the law firm pays those fees, the fees for that lawyer no longer will be available for payment by the law firm.) To pay fees currently due on behalf of your listed lawyers, check the block shown to the left of the fee or fees you desire to pay, and then click the "Continue" button. If you want to pay all of the fees shown due, you may check the block to the left of "Check All" and then click the "Continue" button.

Tip: If a lawyer included on your law firm list accesses his or her lawyer account individually and pays his or her fees directly before the law firm pays those fees, the fees for that lawyer no longer will be available for payment by the law firm. You will want to instruct your lawyers to wait to file their annual reports until you have paid the fees for the year on their behalf. After you have paid the fees shown due for them, the lawyers will be able to file their annual reports online and no additional fee will be payable by them incident to the report filing, unless they file their reports late and a late filing fee is imposed.

After you click the “Continue” button you will be shown the fee payment page shown at the right. This page shows you the options for payment of the fees you have selected for payment. If you select payment by credit card, you will shown a credit card payment screen that allows payment by MasterCard, Visa or Discover credit cards. If you select payment by eCheck, you will be shown a payment screen that allows direct payment from your law firm bank account. Select the payment method you desire by checking the block to the left of your desired method. You will then be shown the specific page associated with your choice of payment method.

If you select e*Check as your payment method, you will see the e*Check payment screen, which you will use to pay the fees due. You will need to have your bank routing number and account number to enter as part of this payment process. Also, for security you will be required to enter your user name and password (as a user on this site) as part of the submission process.

When you have entered the information required on this screen, click “Submit” to proceed to the confirmation screen.

If you select credit card as your payment method, you will see the credit card payment screen, which you will use to pay the fees due. The permissible credit cards are Mastercard, Visa and Discover.

When you have entered the information required on this screen, click "Submit" to proceed to the confirmation screen.

Batch Payment Step 2 - Select Payment Method

The total amount due is \$140.00. Please select your payment type:

eCheck
 Credit Card

Required fields are identified by an asterisk (*)

*Credit Card Type: [Select]
 *Credit Card Number: [Text Box]
 *Expiration Date: [01] [2000]

*First Name: [Text Box]
 *Last Name: [Text Box]
 Company Name: [Text Box]
 *Address Line 1: [Text Box]
 Address Line 2: [Text Box]
 *City: [Text Box]
 *State/Province: [Select]
 *Zip/Postal Code: [Text Box]

(by clicking below you agree to charge the above credit card for the amount of \$140.00)

[Back] [Submit]

This page shows you the options for payment of the fees you have selected for payment. If you select payment by credit card, you will be shown a credit card payment screen that allows payment by MasterCard, Visa or Discover credit cards. If you select payment by eCheck, you will be shown a payment screen that allows direct payment from your law firm bank account. Select the payment method you desire by checking the block to the left of your desired method. You will then be shown the specific page associated with your choice of payment method.

CONFIRMED

Once you have submitted your payment of the necessary fee, you will be shown a confirmation screen. The top portion of a sample confirmation screen is shown to the right. You will want to print out a copy of this confirmation screen as a record of your payment.

Review Your Payment History

To start this process, click on "Review Payment History" on the main menu. This page allows you to see the history of past payments your law firm has made on behalf of its lawyers. The payment history reflected on this page includes only payments made by the law firm using the online law firm payment mechanism. It does not show payments made by the law firm by conventional check, nor does it show payments made by the lawyer individually. To view the details regarding any particular payment, click on the "View Details" entry to the right of the payment listing, to view the lawyers and amounts included in that payment.

Payment History

Jones & Jones Law Firm

Payment Date	Total Amount	View Details
01/18/2008	140.00	View Details

[Go To My Account]

This page allows you to see the history of past payments your law firm has made on behalf of its lawyers. The payment history reflected on this page includes only payments made by the law firm using the online law firm payment mechanism. It does not show payments made by the law firm by conventional check, nor does it show payments made by the lawyer individually. To view the details regarding any particular payment, click on the "View Details" entry to the right of the payment listing, to view the lawyers and amounts included in that payment.

To return to the main menu, click the "Go To My Account" button.