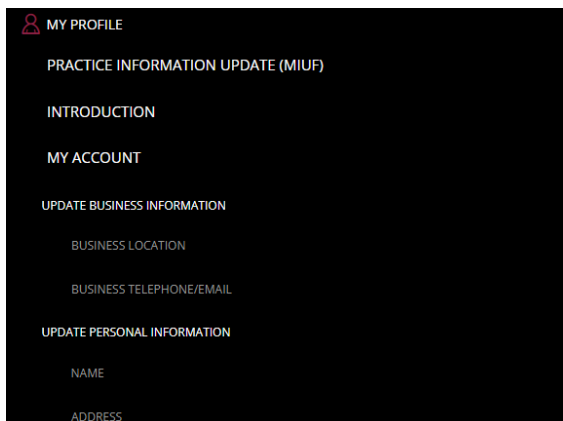
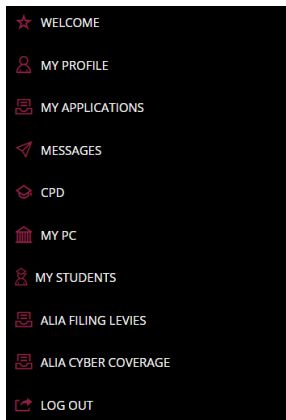


Certifying an Invoice

Lawyers and firm administrators should certify payment of their invoices to notify the Law Society that payment has been or will be remitted immediately.

Lawyers

To certify your invoice, please log into the Lawyer Portal and select **My Profile** from the dropdown menu. Click **My Account** on the left-hand side to access your invoices.



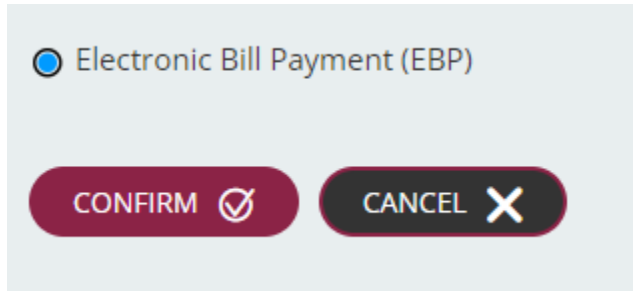
Select **Pay** next to the invoice you are intending to certify. Please read the heading of your invoice to ensure you remit payment to the correct company (LSA or ALIA).

Current Account

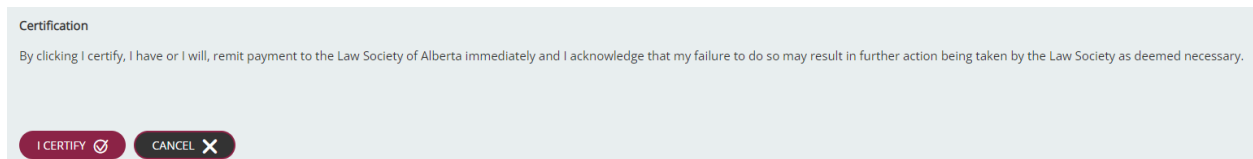
Current Show History

	Payment Description	Date	Invoice	Description	Amount	Due	Options
<input type="radio"/> Pay	EBP Due	Jan-24-2023	██████	LSA - Membership First Instalment Invoice	1359.75	1359.75	☰▼
<input type="radio"/> Pay	EBP Due	Jan-24-2023	██████	LSA - Membership Full Invoice	2614.50	2614.50	☰▼
<input checked="" type="radio"/> Pay	Outstanding	Jun-07-2022	██████	ALIA - Indemnity Second Instalment Invoice	1317.75	1317.75	☰▼

Once you have selected to pay an invoice, follow the Electronic Bill Payment (EBP) certification and payment instructions, and click **Confirm**.

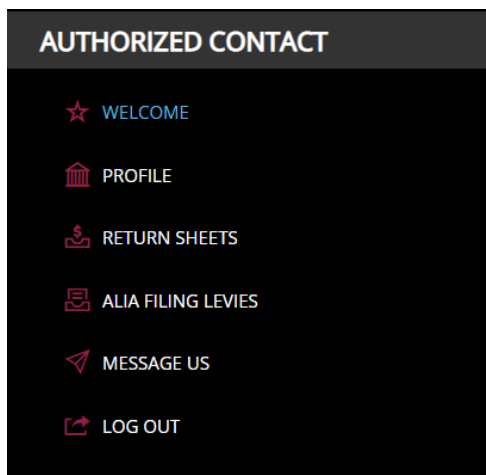


After you click, **I Certify** you will be shown a green banner that will advise on the banking information you need to use to remit immediate payment. You will also be emailed a copy of the invoice.



Firm Admin

To certify invoices for lawyers in your firm, please log into the Lawyer Portal and select **Return Sheets** from the dropdown menu.



To certify annual membership fees, select **Full Payment** or **First Instalment** under the **Annual Fees** or heading on the left. To certify indemnity or civil litigation filing levies, select **Full Payment** or **First Instalment** under the **ALIA** heading, or the applicable filing quarter under the **ALIA Transactional Levies** heading on the left.



RETURN SHEETS

ANNUAL FEES

FULL PAYMENT

FIRST INSTALMENT

SECOND INSTALMENT

ALIA

FULL PAYMENT

FIRST INSTALMENT

SECOND INSTALMENT

ALIA TRANSACTIONAL LEVIES

Q1 FILING LEVY

Q2 FILING LEVY

Q3 FILING LEVY

Q4 FILING LEVY

The applicable return sheet will appear. Please review the list of lawyers, instructions to remove lawyers, if necessary, are at the top of the page. Once reviewed, scroll to the bottom of the page and select **Pay Now**.

MY RETURN SHEET

REMOVE	Item	Location	Date	ID	Name	Invoice	Amount	Due
<input type="radio"/>	1	001	Jan-24-2023	[REDACTED]	[REDACTED]	[REDACTED]	2,614.50	2,614.50
							(1) Invoices - Return Sheet TOTAL	2614.50

PAY NOW

OUTSTANDING AND PAID FEES - MY LOCATION ONLY

My Location All Locations

Current Account History since 2015

Hide Show Credit Card Payment Detail

ADD	Location	Date	ID	Member	Invoice	Amount	Due	Email Receipt
	Firm Administrator		001					

MY LOCATION

Location	Address
Firm Administrator	[REDACTED]

Payments must be made using Electronic Funds Transfer or Electronic Bill Payment. Please select your payment method and accept the terms and conditions by clicking **I Accept**.

Electronic Bill Payment (EBP)

Electronic Funds Transfer (EFT)

Terms & Conditions

The Law Society of Alberta is the self governing body for Alberta's lawyers. Its authority comes from Alberta's *Legal Profession Act*.

Completing the web payment form and clicking on I Accept represents a binding agreement to pay. The Law Society of Alberta shall confirm receipt of payment.

I ACCEPT By clicking I Accept, I agree to all the terms and conditions.



You will now be asked to certify payment has been or will be remitted immediately.

Certification

By clicking I certify, I have made payment of the full invoiced amount to the Law Society of Alberta, or, that I intend to make this payment immediately.

I CERTIFY ✓

CANCEL ✕

Once certified, your Return Sheet will generate and will include our banking details and required reference numbers to make a payment. You will also be emailed a copy of the invoice.