

Instructions for Submitting Applications and Attendance through the Provider Portal

The portal is very easy to use. Complete the CLE activity form and upload the completed application and supporting documents. Press the submit button on the bottom of the right side. If your organization charges a registration fee the system will prompt you to pay the \$25 application fee. Once the payment has been made the application will populate an event in our database and a notice is sent informing us an application has been submitted. The application will be reviewed and an email sent to the address provided on the application and listed in the portal with the formal notice of decision for your organization's records. The course will then be listed in the dropdown menu inside the "Submit CLE Sponsor Attendance Form" on the dashboard.

After the event is over and you have verified the attorney's attendance you have 30 days from the date of the event to submit Verified CLE (live) attendance or until January 30 of the following calendar year for Elective CLE (self-study) attendance through the "Submit CLE Sponsor Attendance Form" on the dashboard. Select the title from the menu and a search button will appear. Enter the attorney's Bar number and the name will appear on the bottom left of the page. If it is correct add the attorney to the list. Adjust the credits if needed and add the last date of attendance in the date box. Click on the save button (floppy disk icon) to the right of the date box. Once the entry has been saved continue adding attendees. Once you complete adding the attendance press the complete submission button on the bottom of the form. An invoice will pop up for the applicable fees. You can pay at that time or through the "Pay Outstanding Invoices" option. The credits will populate on the attorney's record once the invoice is paid.