

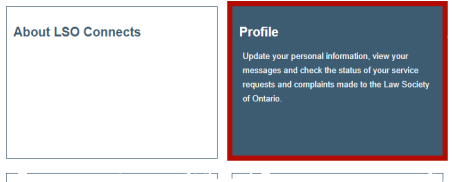


## Updating your profile information – business relationships

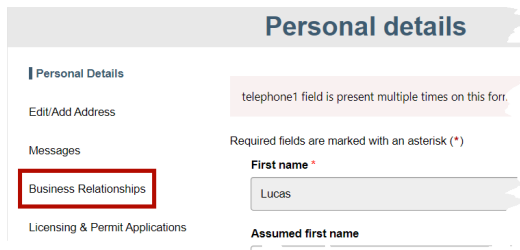
### Update profile information

#### Adding a business relationship

##### Online services

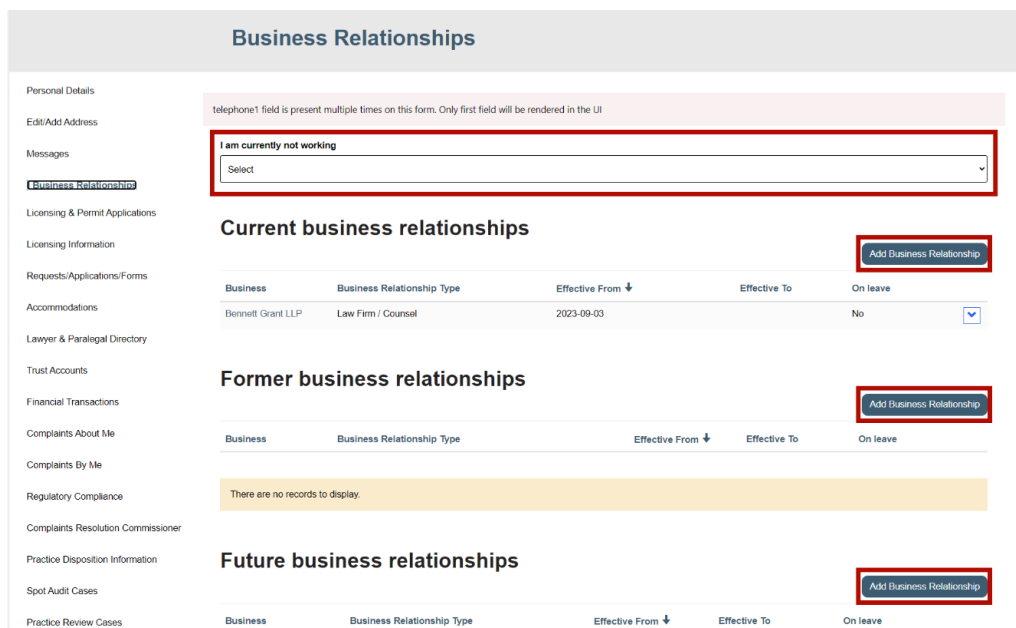


1. Click the **Profile** tile on the main page. The Profile information screen appears.



2. Click the **Business Relationships** menu option on the left side of the screen. The Business Relationships screen which displays current, former and future business relationships, appears.

**Note:** If you are not currently working and do not have a business relationship on file, this screen will also include a field labelled **I am currently not working**; you will need to select **Yes** from this dropdown list.





### Updating your profile information – business relationships

- To add a business relationship, click any of the **Add Business Relationship** buttons under the subheadings displayed. The New Business Relationship screen appears with required fields marked with a red asterisk.

**New Business Relationship**  
Required fields are marked with an asterisk (\*)

**Licensee \***  
Lucas Scott

**Business \***

**Business not found**  
 No  Yes

**Business type**

**Business relationship type \***

- Search for the business name within the **Business** field by clicking the search icon. The Lookup records window appears.

**Lookup records** ✕

Required fields are marked with an asterisk (\*)

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Organization Name	Business Type	Street 1	City	ZIP/Postal Code	State/Province
<input type="checkbox"/>	Arthur William Thomas Biffs Consultancy					
<input type="checkbox"/>	Bigelow Accident Reconstruction Inc					
<input type="checkbox"/>	Larry Hudson Chevrolet	Other	Larry Hudson Chevrolet	Listowel	N4W 1M5	ON
<input type="checkbox"/>	Gomez Paralegal Services Professional Corporation	Paralegal Firm	Gomez Paralegal Services	Smithville	LOR 2A0	ON

- Type the name of the business into the search field and press the enter key on your keyboard to begin the search. The screen refreshes and a list of query results is displayed.

**Note:** If the name of the desired business does not appear in our list, close the lookup window and select the **Yes** radio button under the **Business not found** field to create a new Business/Organization.

**Lookup records** ✕

Required fields are marked with an asterisk (\*)

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Organization Name	Business Type	Street 1	City	ZIP/Postal Code	State/Province
<input checked="" type="checkbox"/>	Bennett Grant LLP	Law Firm	Bennett Grant LLP	Kitchener	N2G 4W1	ON
<input type="checkbox"/>	Bennett Best Burn LLP	Law Firm	Bennett Best Burn LLP	Toronto	M5H 3S5	ON
<input type="checkbox"/>	Bennett Lawyers Professional Corporation	Law Firm	Bennett Lawyers Professional	Halleybury	P0J 1K0	ON



## Updating your profile information – business relationships

- Select the checkbox beside the name of the business you desire and click the **Select** button. The window disappears and the selected business name and business type appears in their respective fields.

### New Business Relationship

Required fields are marked with an asterisk (\*)

**Licensee \***  
Lucas Scott

**Business \***  
Bennett Grant LLP

**Business type**  
Law Firm

**Business relationship type \***  
Select

**Status reason**  
Future

**Effective from \***  
YYYY-MM-DD

**Effective to**  
YYYY-MM-DD

**On leave \***  
 No  Yes

**Search for address**  
You must use the search to enter an address.  
Start entering an address and then select one from the list.

Search Search for address

**Street 1 \***

- Complete the remaining mandatory fields.

**Note:** Until further notice the **On leave** field should remain in the **No** position. If you are on Parental or Temporary leave, please end the Business Relationship by editing the **Effective to** field to the date your leave begins. When you return from leave add your business relationship back as a new record.

- Use the **Search for address** search field to look up the business address. The system will then autofill the following address fields.



## Updating your profile information – business relationships

You... just use the search to enter an address.  
Start entering an address and then select one from the list.

Search 130 queen st w

**Street 1 \***  
130 Queen St W

**Street 2**

**Street 3**

**Street 4**

**City \***  
Toronto

**County**

**State/Province \***  
ON

**Country/Region \***  
Canada

**Postal Code/Zip \***  
M5H 2N5

\* If you provide a PO Box as the address of a business so this is shown in the Law Society's public directory of licensees, be aware the Law Society may require you to also provide another address (which may be withheld from the directory) for the street address of the business or your actual location while working for the business.

**Preferred address \***

No  Yes

\* Only one preferred address is permitted. Selecting this as your preferred address will unselect any other previously preferred address.

**Note:** if you need to edit an auto-filled address field, click on the field name to gain access to the field and make the change.

9. Complete the **Address contact information** section (optional) and set the **Display in Lawyer and Paralegal Directory** field.

### Address contact information

**Phone 1**

**Phone 2**

**Fax**

**Email**

**Display in Lawyer and Paralegal Directory \***

No  Yes

\* Only one address can be selected to display on the Lawyer and Paralegal Directory. Selecting this address will unselect any other previously selected address.

### Declaration

I declare that the information provided above is correct and I understand that By-Law 8 requires me to provide all of my business contact information to the Law Society \*

10. Check the **Declaration checkbox** and the **Submit** button is displayed.



## Updating your profile information – business relationships

### Declaration



I declare that the information provided above is correct and I understand that By-Law 8 requires me to provide all of my business contact information to the Law Society \*

Back

Submit

11. Click the **Submit** button and the changes will be reflected in the directory when it is updated overnight.

**Note:** *If this change results in an invoice adjustment, this will be run overnight and should appear the following day.*