Logging into the LRS Online Panelist Portal

The LRS Online Panelist Portal: https://lrs.michbar.org

*Suggestion: Bookmark this website in your browser favorites.
Creating a Profile in the LRS Online Panelist Portal

1. Click on Login.

2. Use the same username and password you would use to log in to the SBM Member Area.

* Suggestion: Please view the LRIS Tutorial as many of these procedures are included within this guide.
Creating a Profile in the LRS Online Panelist Portal

3. Once you have logged in, hover over your name.

4. Choose the ‘Edit Profile’ option.

5. Choose the ‘Add Profile’ option.
Reviewing & Editing Your LRS Profile
Within the LRS Online Panelist Portal

All fields in red, are required fields.

The shaded fields can only be changed within the SBM Member Area.

2. Make any desired changes to the optional highlighted fields.

Languages can be added using the drop-down menu here.

3. Select Browse.

A Secondary Contact Person can be an assistant or other office staff member.
Next Steps in the Registration Process
Within the LRS Online Panelist Portal

The next step is to upload your Declarations page from your Malpractice Insurance Policy.

1. To upload Declarations page from malpractice policy, click on the Browse button.

2. Locate the electronic copy of your insurance certificate on your computer, and click on Open.

3. Hit Save to update your changes.
The insurance certificate should include the attorney and/or firm name, amounts of coverage, dates of coverage, and policy number.

Refer to LRS Rule 2.3 regarding the minimum requirements for malpractice insurance.
Next Steps in the Registration Process
Within the LRS Online Panelist Portal

4. Hit ‘Save’ to update your changes.

This location will show you a thumbnail image of the uploaded document.

If you have uploaded the incorrect page, you can delete the document here.
Selecting Your Panel
Within the LRS Online Panelist Portal

1. Choose the Membership option.

This screen shows the expiration dates for each of the Panels (LRS & Modest Means).

2. Hit the Cart button.
Selecting Your Practice Areas
Adding a Practice Area Grouping or Sub Practice Area

1. To add a Practice Area Grouping, begin typing the name of the practice area as appears on the available Areas of Practice form, which can be found on the LRS website.

2. Select the name of the Practice Area Grouping, highlighted in blue.

3. Once you are finished selecting Practice Area Groupings, you will then need to choose the Sub Practice Areas.

** Please note that not all Practice Area Groupings have sub-practice areas associated with them.

** When choosing a Practice Area Grouping that does have an associated Sub Practice Area, you must choose at least one Sub Practice Area for each main Practice Area Grouping.
Selecting Your Practice Areas
Adding a Practice Area Grouping or Sub Practice Area

4. To add a Sub Practice area, click in the Sub Practice Area box. A drop down menu will appear from which you can select those sub practice areas you would like to add.

5. Once you are finished making changes, hit Next to advance to the next page.

5. Select the name of the Sub Practice Area, highlighted in blue, in order to add this sub practice area to your desired practice areas.

6. You can also begin typing the name of the sub practice area you’d like to add and the list will pull up anything that contains those letters.
Choosing Geographical Preferences

Adding Judicial Circuits and/or Individual Counties

1. The geography of Michigan is broken down into judicial circuits for this process. Type the number of each circuit in which you’d like to receive referrals.
Choosing Geographical Preferences
Adding Judicial Circuits and/or Individual Counties

2. Once you have identified the circuits, you’ll need to identify the counties within the judicial circuit in which you’d like to receive referrals (if applicable).

3. Once you are finished making changes, hit Save to advance to the next page.

Remember, two judicial circuits are included with your registration fee. Additional circuits are $25 each.
Adding the LRS Panel
Reviewing Your Choices

1. Review the additions you have made.
   - The base registration fee is $150.00, which includes 4 Practice Area Groups and 2 Group Counties.
   - Each additional Practice Area Group and each additional Group Counties are $25 each.

2. Once you have completed your review, hit Checkout to advance to the payment page.
Payment Processing for LRS Panel

Enter Payment Information

1. Select Checkout on this screen.

2. Enter your card information.

3. Hit Process once you have entered and verified your card information.
Next Steps in the Registration Process
Within the LRS Online Panelist Portal

Please review your Profile within the LRS Online Portal.

Once you have successfully uploaded your Declarations page, LRS staff will be notified.

LRS Staff will view the document and enter the Carrier Name, Exp. Date, and Policy Number from the provided Declarations page.

Upon verification, the details provided on your Declarations page will be shown here.

- Notifications of Insurance Expiration will be sent to the email address associated with your LRS membership.
- Two notifications will be sent prior to the expiration date. The first will be 30 days from the expiration date and the other 7 days from the expiration date.
- Your membership will automatically be changed to inactive status the day your policy expires.

The insurance certificate should include the attorney and/or firm name, amounts of coverage, dates of coverage, and policy number.