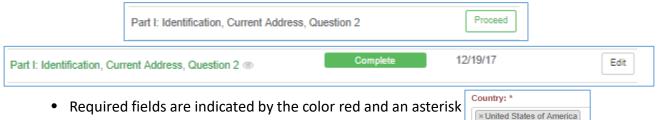
Helpful hints for navigating within the application

There are 3 major sections of the application. Move through the sections using the numbers and arrows at the top of the pages.

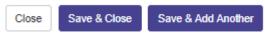
- 1. Welcome, Waiver & Release, Board of Law Examiners (BLE) page, etc.
- 2. Applications, parts I–XIII, question 1–56
- 3. Review, Preview, Finalize



- You do not have to complete the application in the order presented.
- You can move around using the built in navigation tools, and the Previous and Next buttons.
- Once a question is saved using the Save & Close button (or Save & Add Another button), it's stored in the database. You can log out and back in at a future time and that data will be preserved.
- If you abandon a question without clicking either Save & Close or Save & Add Another, that data will **not** be preserved.
- Once a question is initially saved, the Proceed button changes to an Edit button.



- Multiple submission questions can be answered in one of two ways:
 - Make entry then click Save & Close, click on the Proceed button to add a second entry
 - Fill in first pop up, click Save & Add Another first response is saved and pop-up clears so you can enter second response. When all entries have been made, click Save & Close.



- A "tree grid view" is automatically created when multiple answers are submitted for a question.
 - Multiple answers are indicated by the number "2" and the arrow on the left changing to green.

Part IV: Employment History, Question 23	(2 Hî T	imeline	Complete	Proceed
Click on the green arrowThe Edit button is on the edit button is on the	•	•	-		
Part IV: Employment History, Question 23	2	₩î Timeline	Complete		Proceed
Yale Lock Services - 02/16 to 01/17				12/13/17	Edit
Snow Removal - 01/15 to 01/18 (9)				12/13/17	Edit

• Date field calendars are formatted to meet the format requirements displayed for each question.

From MM/YYYY: * To MM/					I/YY
	02/2016				01
Emplo	<	20	16		
Yale	Jan	Feb	Mar	A	pr
Job Ti	May	Jun	Jul	А	uq
Tech	may	oun	o ui		ug
Emplo	Sep	Oct	Nov	D	ec

=]	<u> </u>					
Under	<		Dece	mber	2017		>
<u></u>	Su	Mo	Tu	We	Th	Fr	Sa
	26	27	28	29	30	1	2
-	3	4	5	6	7	8	9
ssuin	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
Agenc	24	25	26	27	28	29	30
	31	1	2	3	4	5	6

- Date fields also accept typed in entries. Pay attention to required format.
- Navigate within the calendar by clicking on the directional arrows or the year.

To MN	M/YYYY: *			secure	the	To MM	M/YYYY: *			secure the
=	Į.			If you h separa	82.85		I			If you hav separately
	<	20 Jm	17		>		<	2012	-2023	>
_	Jan	Feb	Mar	Apr			2012	2013	2014	2015
-	May	Jun	Jul	Aug			2016	2017	2018	2019
	Sep	Oct	Nov	Dec			2020	2021	2022	2023

• Country fields default to USA. Delete the default by clicking on the small x in the USA field name and a list of all other countries appears.



Country: *	
Afghanistan	1
Åland Islands	
Albania	
Algeria	
American Samoa	

• Use NA checkboxes only if you truly do not have or cannot acquire the information. Failure to fill in these fields whenever possible could delay processing.

Jurisdiction Email Address: *				
NA 🗌				

• Sidebar instructions may be turned on and off.

Part X: Civil Litigation, Question 44	Sidebar
Have you ever been a party to any civil litigation, including but not limited to: divorce, child support matters, personal	Instructions:
protection orders, bankruptcy, show cause orders, administrative agency proceedings, arbitration or small claims actions? *	The following required documents may be submitted after your application has been accepted by the Character & Fitness Department. Certified copies are not required.
○ Yes ○ No	For each action, submit a copy of the complaint, answer, docket sheet, and court order or settlement resolving the matter.
Agency / Court Name: *	Provide written documentation of the status of your child support obligations, if applicable.
Agency / Court Address: *	For bankruptcy filings, provide copies of the petition, Summary of Schedules, All Schedules, Statement of Financial Affairs, Amendments, Discharge of Debtor, and Adversary Processing, if any.
Address Line 2.	
Part X: Civil Litigation, Question 44	Sidebar
lave you ever been a party to any civil litigation, including but not orders, bankruptcy, show cause orders, administrative agency pro	
○ Yes	
O No	
gency / Court Name: *	

- Change your email address on the edit profile page.
 - 1. Click the green icon in the upper right then click edit profile.



	Basic Info	
	Prefix:	
	First Name:	Diane
2. Click Edit on the next screen	Last Name:	El le
	Suffix:	
	Email:	et '3@gmail.com
	Preferred Time Zone:	Dateline Standard Time
		Edit

3. Delete the existing email and replace with new email address

Prefix:	Prefix
First Name:	Diane
Last Name:	E
Suffix:	Suffix
Email:	e 3@gmail.com
Preferred Time Zone:	(UTC-12:00) International Date Line West 🔹
Preferred Locale:	English (United States)

4. Click Save. You will see the following message in the upper right hand corner of the screen:



5. The next time you log in you must use the new email address for your login name

Returning Applicant				
Sign-In!				
@	de e@michbar.org			
	•••••			
	Sign-In!			