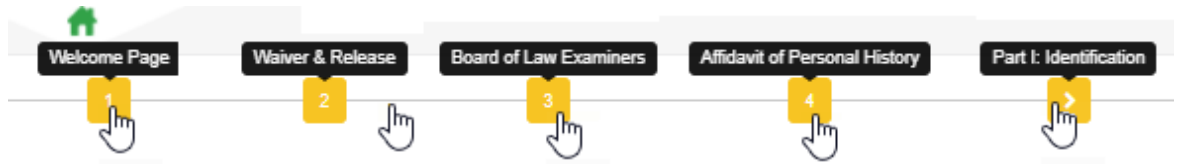


Helpful hints for navigating within the application

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.

Part I: Identification, Current Address, Question 2

Proceed

Part I: Identification, Current Address, Question 2

Complete

12/19/17

Edit

- Required fields are indicated by the color red and an asterisk

Country: *

x United States of America

- 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.

Close

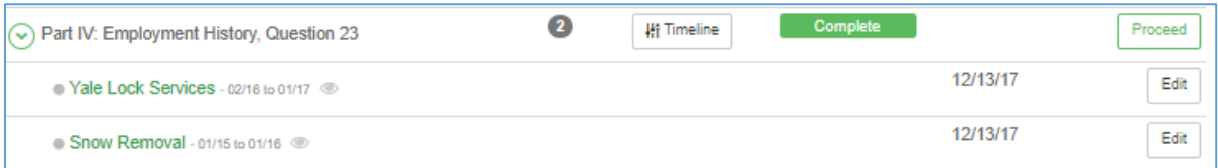
Save & Close

Save & Add Another

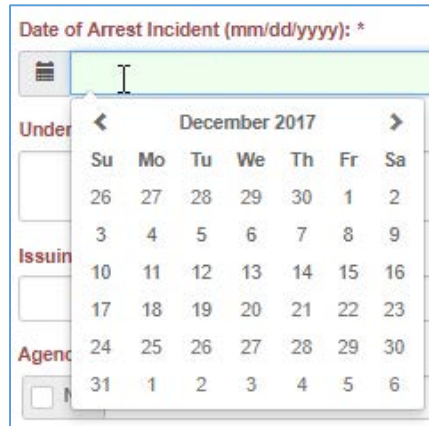
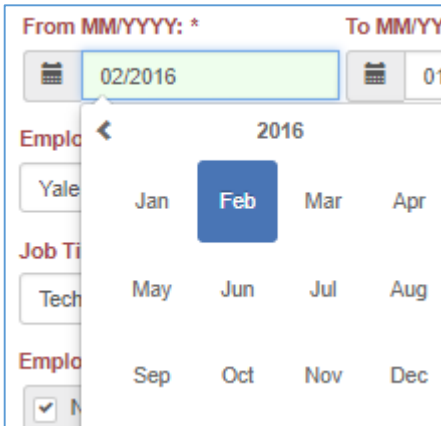
- A “tree grid view” is automatically created when multiple answers are submitted for a question.
 - Multiple answers are indicated by the number “2” and the arrow on the left changing to green.



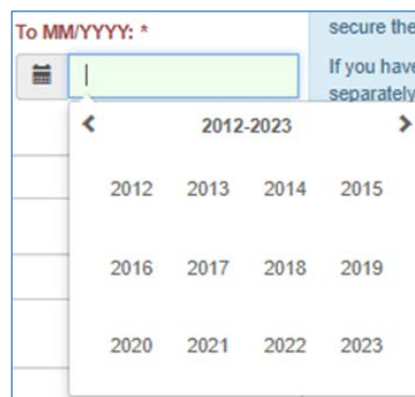
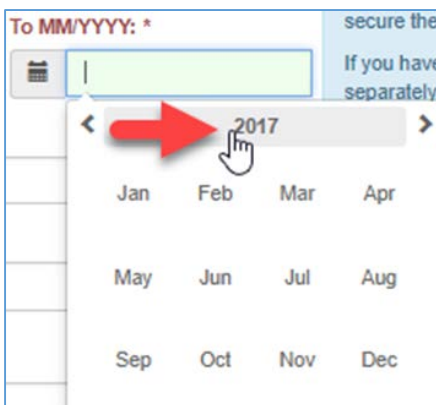
- Click on the green arrow to display the “tree grid”
- The Edit button is on the right for each answer



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



- 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.

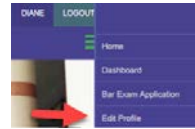


- Country fields default to USA. Delete the default by clicking on the small x in the USA field name and a list of all other countries appears.

- 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.

- Sidebar instructions may be turned on and off.

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



2. Click Edit on the next screen

A screenshot of the 'Basic Info' profile page. It displays the following information: Prefix: (blank), First Name: Diane, Last Name: Et...le, Suffix: (blank), Email: et...3@gmail.com, Preferred Time Zone: Dateline Standard Time. At the bottom right, there is a blue 'Edit' button with a red arrow pointing to it.

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

A screenshot of the 'Edit Basic Information' form. It contains input fields for Prefix, First Name (Diane), Last Name (Et...le), Suffix, Email (et...3@gmail.com), Preferred Time Zone (UTC-12:00 International Date Line West), and Preferred Locale (English (United States)). A red arrow points to the Email field.

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

Basic Info Submit Basic Info data has been saved successfully!

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

A screenshot of the 'Returning Applicant Sign-In' page. It shows a 'Sign-In!' section with an email input field containing '@ de...e@michbar.org' and a password input field with masked characters. A red arrow points to the '@' symbol in the email field. Below the fields is a blue 'Sign-In!' button.