

Please note: We recommend using any modern browser for the best experience.

On the provided login page, click the **Sign Up** button.

1 Verify that the **Sign-up** field is defaulted to **Create a new account**. Provide your First Name, Last Name, Email and Phone. Create a Password and indicate how you found us.

If you're an attorney, check the box marked **Attorney**, then type in your Bar ID number.

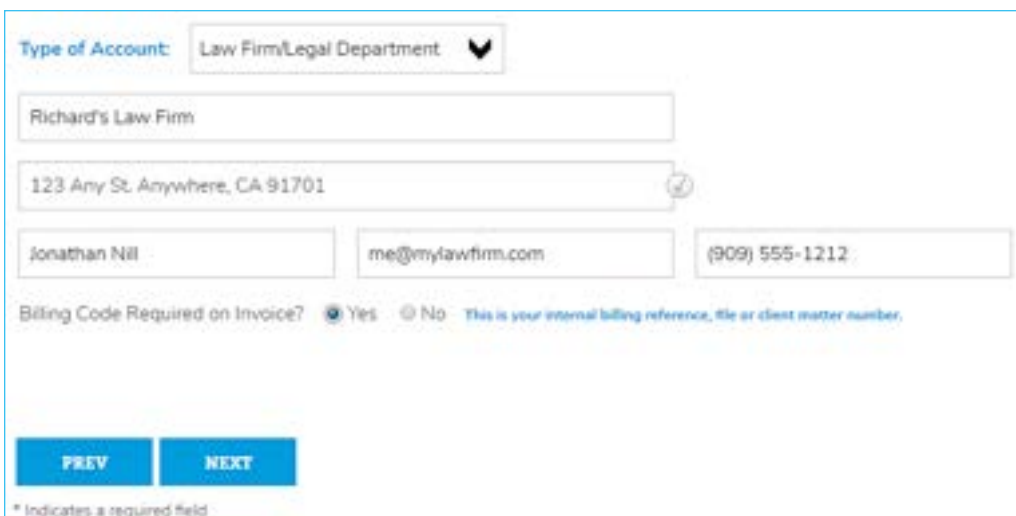


The screenshot shows the 'USER INFORMATION' step of a three-step registration process. The steps are 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. Under 'I want to:', the 'Create a New Account' radio button is selected. The form includes fields for 'First Name *', 'Last Name *', 'Email *', 'Phone *', 'Password *', and 'Password Confirm *'. A 'checkbox Attorney?' is present next to the 'Last Name' field. A note states 'Passwords should be at least 8 characters.' Below the password fields are two dropdown menus: 'How Did You Hear of Us? *' and 'Estimated # of Monthly Orders *'. A blue 'NEXT' button is at the bottom left.

Click **Next**.

2 Indicate the **Type of Account** you're creating and enter the organization name and street address, the primary billing contact, and the secondary billing contact (if any).

Indicate if you'll want an internal billing code when placing an order. (You can change this at any time under **My Profile**.)



The screenshot shows the 'ACCOUNT INFORMATION' step. The 'Type of Account:' dropdown is set to 'Law Firm/Legal Department'. The organization name is 'Richard's Law Firm'. The address is '123 Any St. Anywhere, CA 91701'. The primary billing contact is 'Jonathan Nil' with email 'me@mylawfirm.com' and phone '(909) 555-1212'. A question 'Billing Code Required on Invoice?' has 'Yes' selected. A note says 'This is your internal billing reference, file or client matter number.' At the bottom are 'PREV' and 'NEXT' buttons. A footnote states '* Indicates a required field'.

Click **Next**.

- 3 If you choose **ACH/Debit** under **Payment Type**:
Select **Business Checking** and input your Tax ID number (do not add dashes or spaces between numbers), or **Personal Checking** and input your driver's license number and the state of issue.

Provide the Account Holder Name, Bank Name, Bank Account Number, and Bank Routing Number. (Do not add dashes or spaces between the numbers.)

- Verify that the billing address is correct and check **I Agree**, then click **Finish**.

Payment Type: ACH/Debit Credit Card

By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing to debit your bank account for the total amount of fees charged (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking Tax ID *

Account Holder Name *

Bank Name *

Bank Account Number * Bank Routing Number * [View sample](#)

Uncheck this box if the address below is not the address that appears on your bank statement.

15345 Fairfield Ranch Rd Chino Hills CA 91709

I Agree to [Terms of Service](#) and [Privacy Policy](#).

* Indicates a required field

- 3 If you choose **Credit Card** under **Payment Type**:
Provide the First Name and Last Name, Card # (do not add dashes or spaces between numbers), Expiration Date and Security Code (the security code is located on the back of your credit card).

✓ Verify that the billing address is correct and check **I Agree**, then click **Finish**.

The screenshot shows a payment form with three tabs: 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. The 'PAYMENT INFORMATION' tab is active. Under 'Payment Type', 'Credit Card' is selected. A disclaimer states: 'By choosing to use your Credit Card as your payment method, it is understood and agreed that the Credit Card on file will be charged immediately for the total amount of fees charged (including any statutory court or witness fees) & convenience fee will be added to process and collect any statutory court or witness fees required by court rule or statute. All transactions must be in U.S. dollars.' The form includes fields for 'First Name *', 'Last Name *', 'Card # *', 'Security Code *', 'Expiration Month *', and 'Expiration Year *'. There are icons for Visa, Mastercard, and American Express. A 'What is this?' link is next to the Security Code field. A checkbox is checked with the text 'Uncheck this box if the address below is not the address that appears on your credit card statement.' The address field contains '15345 Fairfield Ranch Rd Chino Hills CA 91709'. A checkbox is checked with the text 'I Agree to Terms of Service and Privacy Policy.' There are 'PREV' and 'FINISH' buttons. A footnote at the bottom left says '* Indicates a required field'.

- 4 A verification email will be sent to the email address provided.

The screenshot shows a confirmation page with the heading 'We've sent an email to verify your account.' Below the heading, it says 'To verify that your contact email address is correct, we've sent a verification email.' A bold instruction reads 'YOU MUST CLICK THE LINK IN THAT EMAIL TO VERIFY AND ACTIVATE YOUR ACCOUNT.' A paragraph follows: 'The verification email should arrive in your inbox within the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support during office hours of 9:00 AM - 5:30 PM Pacific Pacific.' Two links are provided: 'To re-send the verification email please click [here](#).' and 'To go back to the home page, please click [here](#).'

Once the email is verified, a new tab will open confirming that the account was created successfully. A Confirmation email will also be sent.

To immediately start placing an order, log in with your Email Address and Password.

Thank you for creating an account with us.

Your email address is verified and your account is active! A welcome email has been sent to mcg@rivercity.com and should arrive in your inbox within the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support during office hours of 8:00 AM - 5:30 PM Pacific.

Log in before to start placing orders. To return the home page [click here](#).

Secure Login

Email Address

Password

Remember me

[Forgot password?](#) or [New user?](#)

[Need assistance?](#)