



## ***Legal Aid Online Authorization Form for Additional Users***

### **This form is only for law firms with more than three lawyers**

*Legal Aid Online* makes it easy for law firms with more than three lawyers to manage their legal aid accounts. By adding an additional user, your bookkeeper can have access to multiple accounts through his/her own User ID. This saves them the hassle of having to sign into multiple accounts one at a time: every account will be at their fingertips. All accounts submitted by lawyers at your firm can be reviewed. Individual lawyers will also have their own independent User ID.

This form allows law firms with more than three lawyers to assign a person(s) to have full access to your *Legal Aid Online* account(s) and all related functions of *Legal Aid Online*. This includes the ability to submit accounts for payment, review account activity including fees paid to date and amounts owing on accounts, and to change your contact information and address.

### **How do I authorize additional users?**

**You must have more than three lawyers in your law firm to request additional users.** This form must be completed, and each lawyer in your law firm who wants to authorize an additional user to access their *Legal Aid Online* account must sign this form. If you have more than 10 lawyers in your law firm, please use a second form. Additional forms are available on the Legal Aid Ontario website at [www.legalaid.on.ca](http://www.legalaid.on.ca).

*It will take five (5) business days to set up a new user.*

### **How do I remove access from additional users?**

Authorization for the additional user will remain in effect until each individual lawyer in the law firm cancels it with written notification to Legal Aid Ontario. All you need to do is complete this form and check the "remove" box beside your additional user's name and sign the form to authorize the change. Firms can also add a new user at the same time by checking the "add" box beside the new user's name.

If you change law firms, it is your responsibility to notify Legal Aid Ontario that the additional user is no longer authorized to access your *Legal Aid Online* account.

*Once Legal Aid Ontario receives the completed form, it will take five (5) business days to remove the additional user's access to your Legal Aid Online account.*

### **What if I have three lawyers or less in my firm?**

You do not need to fill out this form if you have three lawyers or less in your law firm. You can share your User ID and password directly with your bookkeeper.

**Legal Aid Ontario is not responsible for any activity on *Legal Aid Online* by the persons you have authorized to access your *Legal Aid Online* account. You agree to accept responsibility and liability for all transactions or activities that occur under your account whether made by you or any other designated person.**

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### **Law Firm Requesting Authorization for Additional Users:**

Firm name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

**Please return this authorization form to Legal Aid Ontario by mail to: Lawyer Service Centre, 40 Dundas Street West, Suite 200, Toronto, ON M5G 2H1, or by fax to: 416-979-7326. For assistance with completing this form call the Lawyer Service Centre at 416-979-9934 or toll free at 1-866-979-9934. Please note: when calling from the Greater Toronto Area, you must dial (416)979-9934. The 1-866 number does not accept local calls.**



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**Additional User information:**

The following individual(s) are to authorized to receive full access to my *Legal Aid Online* account, or are to have access removed from my *Legal Aid Online* account, (Please check the appropriate box below).

	<b>Add access</b>	<b>Remove access</b>
Name (print): _____	<input type="checkbox"/>	<input type="checkbox"/>
Name (print): _____	<input type="checkbox"/>	<input type="checkbox"/>
Name (print): _____	<input type="checkbox"/>	<input type="checkbox"/>

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**Authorizing Lawyers:**

1. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
2. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
3. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
4. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
5. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
6. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
7. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
8. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
9. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____
10. Name (print): _____	Signature: _____
Solicitor Number: _____	Date: _____

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