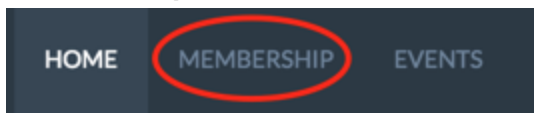


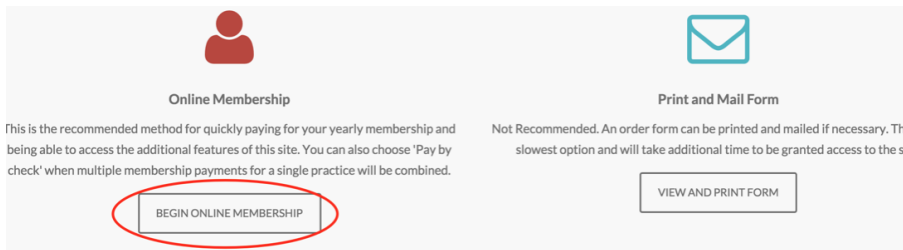


*You should have received an email containing your username and a temporary password.  
If you did not, this tutorial will guide you through the registration process as well.  
Please note: the password is case sensitive.*

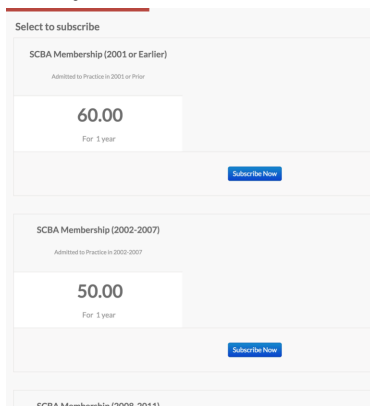
1. Before you can use the website (scba.cc) you must pay membership dues.  
This can be accomplished by going to the website, <http://www.scba.cc> and clicking on **“membership”** from the menu bar at the top of the site:



2. You will see two options, “Online Membership”, and “Print and Mail Form”  
Click **“Begin Online Membership”** to start the process:



3. Next you will see the “Select to subscribe” screen, as pictured below:



Click on the blue **“Subscribe Now”** button that is associated with the membership year you were admitted to the Bar.

4. The “Login To Subscribe This Plan” screen will then be displayed:

**Login To Subscribe This Plan**

**Selected Plan**

SCBA Membership (2001 or Earlier)

Admitted to Practice in 2001 or Prior

**60.00**

For 1 year

**Login**

Username / Email

Password

**Login**

Proceed to Register

**Register**

**If you received a Welcome email containing your username and password, enter those in the login area and click “Login”. Then Skip to Page 4**

**...Or...**

**If you did not receive a welcome email, you will need to click “Register” to create a username, password, and profile.**

5. Registration:

Fill in all of the fields shown, and click on “**next**” to continue:

Details User Profile

Next

Username \*


Name \*

Last name \*

Email Address \*

Password \*

Confirm your password \*

Avatar  Choose File No file chosen

6. Registration (continued)

Fill out all fields on the “User Profile” section.

Select the practice type option that best describes your main area.

Select “Yes” to be Published in the public facing Membership Directory

The screenshot shows a registration form with two tabs: 'Details' and 'User Profile'. The 'User Profile' tab is active. The form contains the following fields and options:

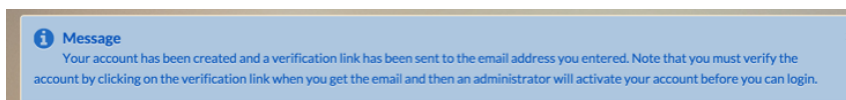
- Address 1:\*
- Address 2:
- City:\*
- Country:
- Postal / ZIP Code:\*
- Phone:\*
- School:
- Bar Admission Year:
- Practice Type (radio buttons):
  - Tort Law/Workers' Compensation
  - Criminal and Traffic Defense
  - Estate Planning / Probate
  - Bankruptcy
  - Divorce and Family Law
  - Employment / Labor Law
  - State, Local Governmental Law
- Public Directory (radio buttons):
  - Yes
  - No
- ARDC Number:

Annotations on the form include:

- A red circle around the 'Register' button.
- Red text: "Choose One that best describes your Main Practice Area" pointing to the Practice Type options.
- Red text: "Select 'Yes' to be listed in public referral directory" pointing to the Public Directory options.
- A red 'Prev' button is also visible.

When completed, click “**Register**” to continue.

Once registration is complete, you will be taken to the invoice payment screen. A message will inform you that your account has been created, but before you can access the site, you must continue to the payment section below.



7. Invoice Payment Screen:

If you are paying online via Credit Card (PayPal), confirm that the amount is correct, and **“Pay with PayPal”** is selected for the Payment Method, then click the blue **“Checkout”** button:

Regular Price (Discountable & Taxable) 60.00

Amount Payable 60.00

Discount code  Apply

Payment Method  ←

8. You will be redirected to the PayPal screen:

**Choose a way to pay**

▼ **Pay with my PayPal account** PayPal

Log in to your account to complete the purchase

Email  ←

PayPal password  ←

This is a private computer. [What's this?](#)

[Forgot email or password?](#)

▶ **Pay with a bank account, debit or credit card, or PayPal Credit**

(Optional) Join PayPal for faster future checkout

[Cancel and return to Sangamon County Bar Association.](#)

If you already have a PayPal account, enter your info and click **“Login”**

..or..

If you would like to pay with a credit or debit card without creating a PayPal account, click **“Pay with a bank account, debit or credit card, or PayPal Credit”**

9. Once you complete the payment process you will be returned to the scba.cc site, where you can save a copy of the membership fee invoice as a PDF for your records or for printing later.