Tutorial Steps for Accessing and Paying Invoices on LBA Website

Login to <u>LBA Homepage - Louisville Bar Association</u> (www.loubar.org)

Click on "Member Login"



Enter the email associated with your LBA account.

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Click on "Next"



<u>NOTE:</u> If you have not set up your profile in CE21 you will need to click on "**Send Email Login Link**" and follow the instructions to complete your profile.

If you have setup your profile simply enter your password.



After you enter your password, click on "Sign In."



You will be redirected to the LBA Homepage. Click on "**Member Login**" to view your profile.





Once in your profile you will click on "Membership."

Scroll until you see your membership category and click on "Invoices & Payments"



To print your invoice and mail in a check use the hyperlink under "**Invoice** #." A PDF will open in another window for you to print and mail in payment.

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To pay online by credit card or e-check, click on "**Pay Now**."

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To save time next year on renewal enroll in "Auto Pay" by clicking "Yes."

OR

If you don't want to enroll in auto pay click on "No."

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To support the LBA by becoming a "Sustaining Member" be sure to click on the icon.

Sustaining members receive the following benefits in 2025: One free hour of conference room rental at the LBA, a printed copy of the 2025 pictorial roster (exclusive to sustaining members only), free limited time access to our new enhanced member profiles in our public directory and more.



When you add Sustaining Member to your cart you will be asked if you would like it to be a reoccurring payment on a one-time donation. Click on appropriate choice.

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Click on "Continue"



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Click on "Place Order" and you have completed your 2025 renewal.

We look forward to celebrating the LBA's 125th anniversary with you and the community in 2025. Thank you for your continued support!