Adding a User to an Existing Account

Everyone at your firm can have their own login to your firm's Direct Legal Support account. To add yourself as a user, sign up with your own email address and your firm's customer account number.

Start here

OPEN THE SIGN-UP FORM →

Or go to directlegal.legalconnect.com/Login and click **New user?** under the login box. Use a current version of Chrome, Edge, Firefox or Safari.

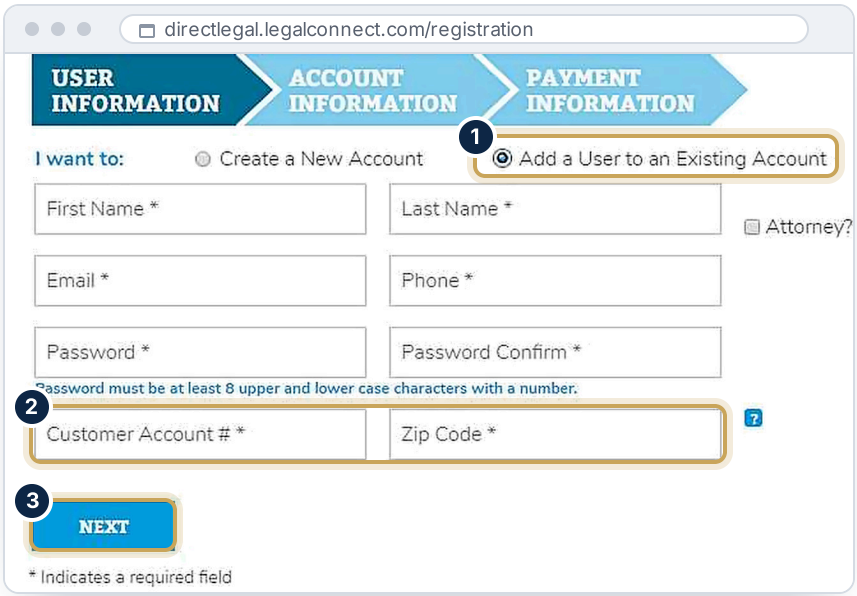
What you will need

- Your name, email address and phone number
- Your firm's Customer Account number, from your account administrator
- The ZIP code on your firm's account
- Your State Bar number, if you are an attorney

1 Choose Add a User to an Existing Account

On the portal login page, click **New user?** under the login box. Next to **I want to**, select **Add a User to an Existing Account** (1).

Enter your **First Name**, **Last Name**, **Email** and **Phone**. Create a **Password** of at least 8 characters, with upper and lower case letters and a number, and type it again in **Password Confirm**. Then enter your firm's **Customer Account #** and **Zip Code** (2). Your account administrator can give you the account number. Click **Next** (3).

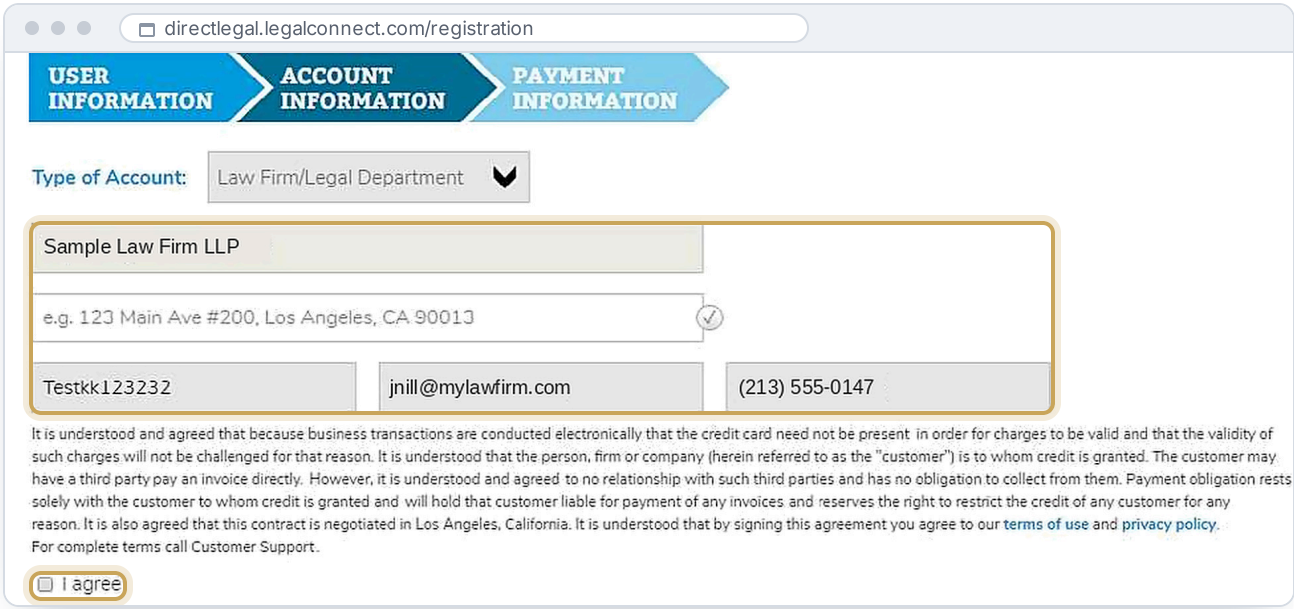


Attorneys: Check the **Attorney?** box, then enter your State Bar ID number.

2 Confirm your firm's account

The **Account Information** screen shows the account that matches the number and ZIP code you entered. Check that it is the correct account.

Read the terms, check **I agree**, then click **Finish**.



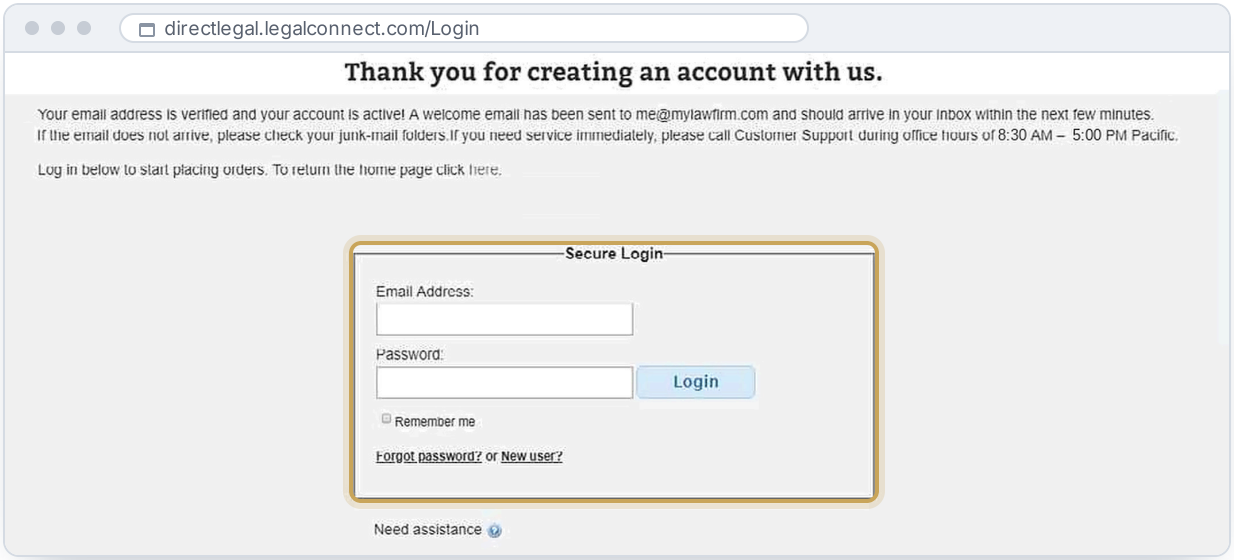
> **Wrong account:** Check the Customer Account number and ZIP code with your account administrator, or call us at (800) 675-5376.

3 Verify your email address

We send a verification email to the address you entered. **Click the link in that email** to verify it. If it hasn't arrived within a few minutes, check your junk mail folder.

4 Log in and start ordering

Once your email is verified, a new tab opens to confirm that your account was created, and we send you a confirmation email. To start placing orders right away, log in on that page with your email address and password.



LOG IN TO THE PORTAL →

Setting up a new firm?

If your firm doesn't have a Direct Legal account yet, choose **Create a New Account** on the sign-up form instead. See our **Creating a New Account** guide.

Forgot your password?

Click **Forgot password?** under the login box to reset it.

Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com. Ready to order? Log in to the portal.

(800) 675-5376