

Creating a New Account

Your Direct Legal Support account lets you place orders online, upload documents, follow every order and download completed documents in one place. Setting it up takes about five minutes.

Start here

CREATE YOUR ACCOUNT →

Or go to directlegal.legalconnect.com/registration. The **New user?** link under the portal's login box opens the same form. Use a current version of Chrome, Edge, Firefox or Safari.

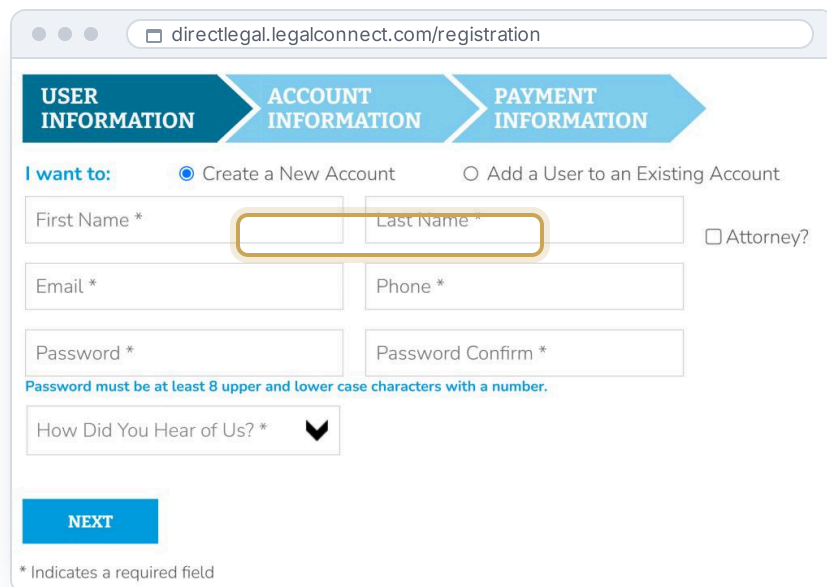
What you will need

- ✓ Your name, email address and phone number
- ✓ Your firm or company name and street address
- ✓ A primary billing contact, and a secondary one if you have one
- ✓ Your State Bar number, if you are an attorney
- ✓ A credit card, which is required to open your account

1 Enter your user information

Make sure **Create a New Account** is selected. 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 choose how you heard about us.

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



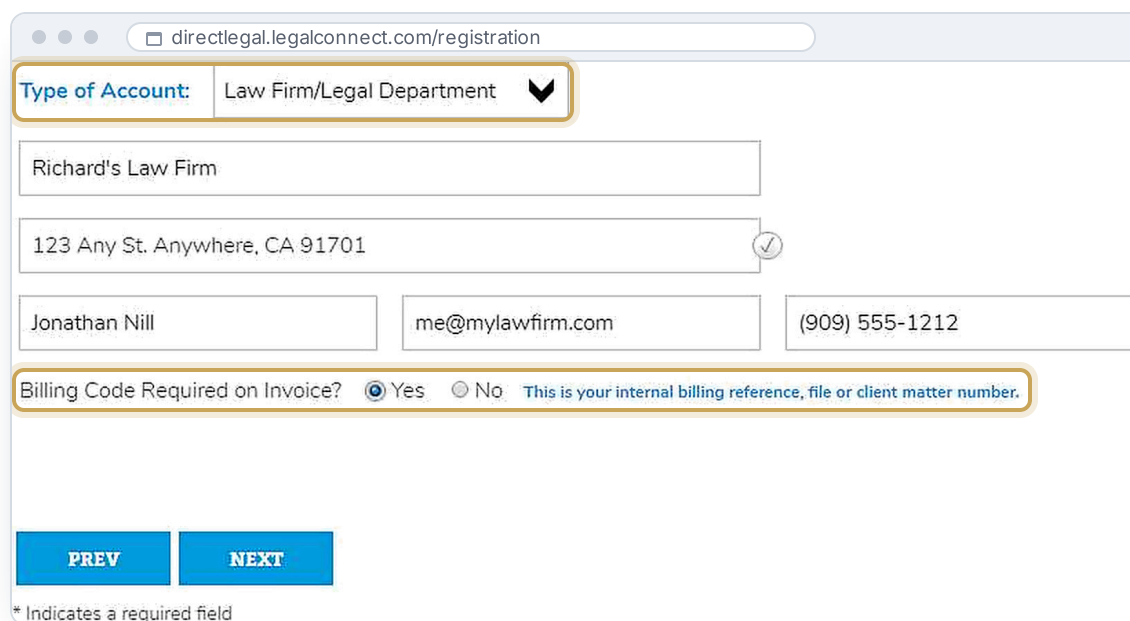
The screenshot shows the registration form at directlegal.legalconnect.com/registration. The form has three tabs: **USER INFORMATION**, **ACCOUNT INFORMATION**, and **PAYMENT INFORMATION**. Under **USER INFORMATION**, there are two radio buttons: **Create a New Account** (selected) and **Add a User to an Existing Account**. Below these are input fields for **First Name ***, **Last Name ***, **Email ***, **Phone ***, **Password ***, and **Password Confirm ***. A checkbox for **Attorney?** is also present. A note states: **Password must be at least 8 upper and lower case characters with a number.** There is a dropdown menu for **How Did You Hear of Us? *** with a downward arrow icon. A blue **NEXT** button is at the bottom. A footnote indicates: *** Indicates a required field**.

Click **Next**.

2 Enter your account information

Choose the **Type of Account** you are creating. Then enter your organization's name and street address, your primary billing contact and a secondary billing contact, if you have one.

Choose whether you want to enter an internal billing code, such as a file or client matter number, each time you place an order. You can change this at any time under **My Profile**.



directlegal.legalconnect.com/registration

Type of Account: Law Firm/Legal Department

Richard's Law Firm

123 Any St. Anywhere, CA 91701

Jonathan Nill me@mylawfirm.com (909) 555-1212

Billing Code Required on Invoice? ☒ Yes ☐ No This is your internal billing reference, file or client matter number.

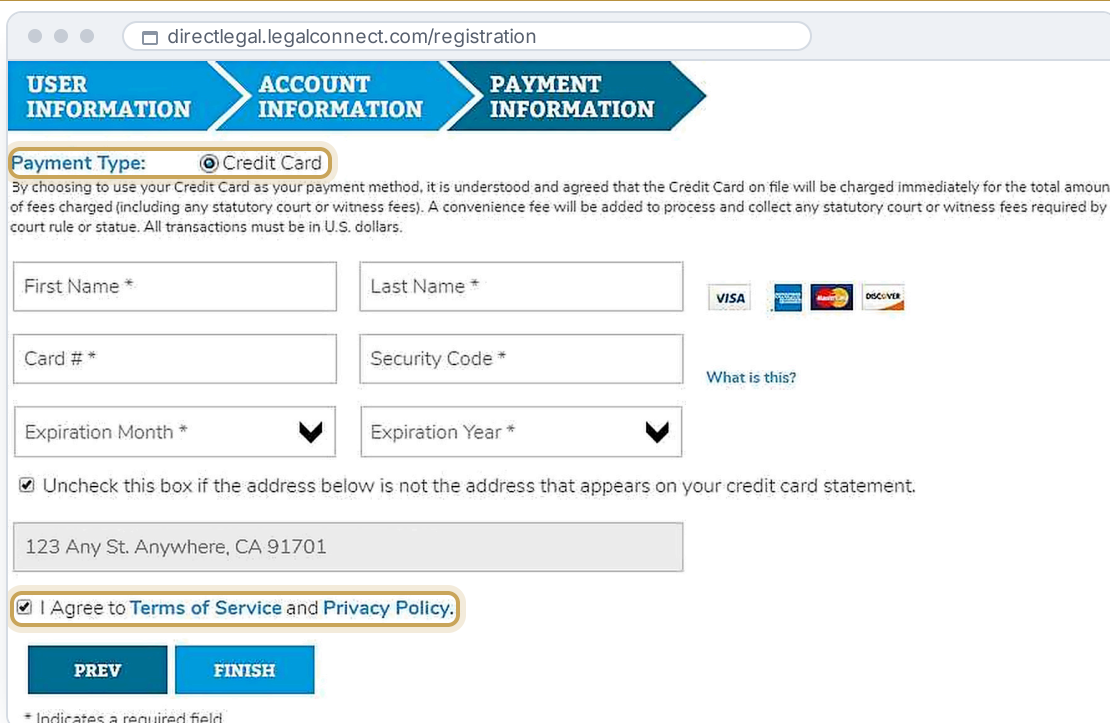
PREV NEXT

* Indicates a required field

Click **Next**.

3 Add your credit card

A credit card is required to open your account. Enter the **First Name** and **Last Name** on the card, the **Card #**, the **Expiration Month** and **Expiration Year**, and the **Security Code** from the back of the card. Type numbers without dashes or spaces. A convenience fee applies to credit card payments, as shown on the form.



directlegal.legalconnect.com/registration

USER INFORMATION **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

Payment Type: ☒ Credit Card

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). A 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.

First Name * Last Name *

Card # * Security Code *

Expiration Month * Expiration Year *

☒ Uncheck this box if the address below is not the address that appears on your credit card statement.

123 Any St. Anywhere, CA 91701

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

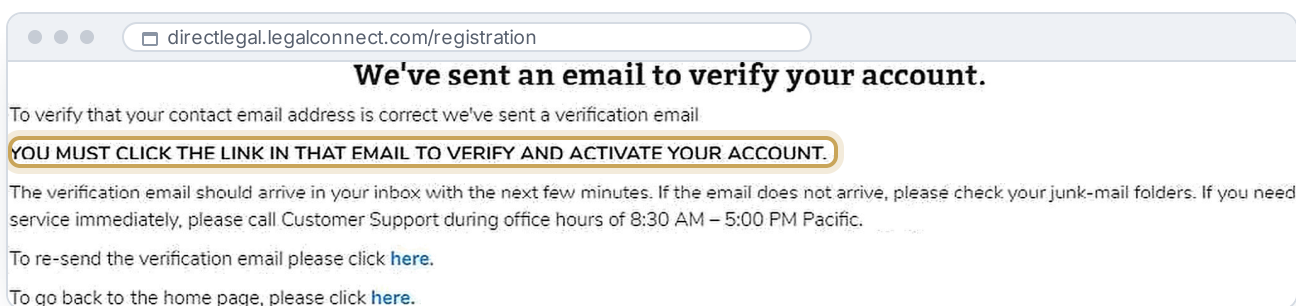
PREV **FINISH**

* Indicates a required field

Before you finish: Make sure the billing address matches your card statement. If it doesn't, uncheck the box and enter the correct address. Check **I Agree** to the Terms of Service and Privacy Policy, then click **Finish**.

4 Verify your email address

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



directlegal.legalconnect.com/registration

We've sent an email to verify your account.

To verify that your contact email address is correct we've sent a verification email

YOU MUST CLICK THE LINK IN THAT EMAIL TO VERIFY AND ACTIVATE YOUR ACCOUNT.

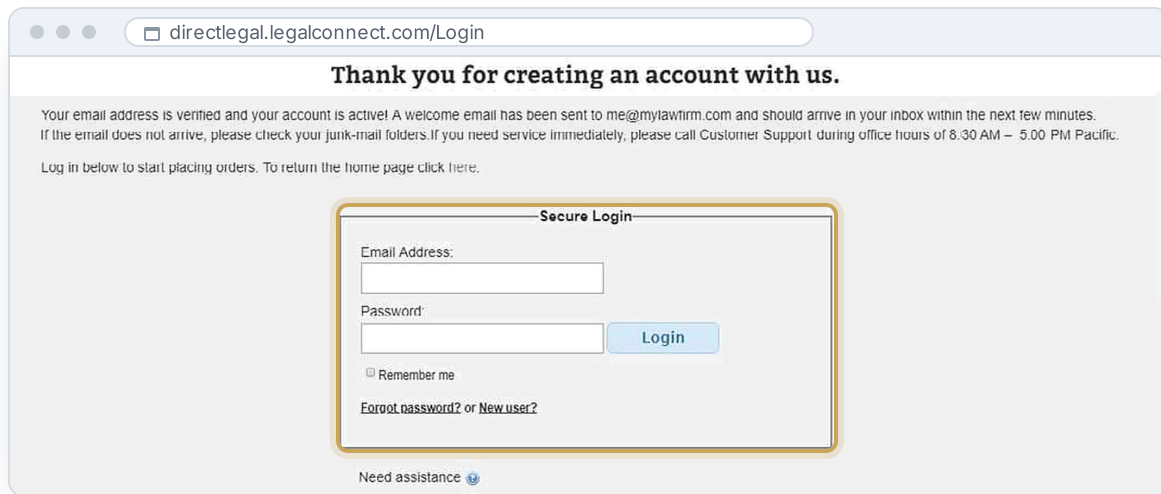
The verification email should arrive in your inbox with the next few minutes. If the email does not arrive, please check your junk-mail folders. If you need service immediately, please call Customer Support during office hours of 8:30 AM – 5:00 PM Pacific.

To re-send the verification email please click [here](#).

To go back to the home page, please click [here](#).

5 Log in and place your first order

Once your email is verified, a new tab opens to confirm that your account is active, and we send you a welcome email. Log in with your email address and password to start placing orders.



The screenshot shows a web browser window with the address bar displaying "directlegal.legalconnect.com/Login". The main heading reads "Thank you for creating an account with us." Below this, a message states: "Your email address is verified and your account is active! A welcome email has been sent to me@mylawfirm.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 8:30 AM – 5:00 PM Pacific. Log in below to start placing orders. To return the home page click here." A "Secure Login" box contains fields for "Email Address:" and "Password:", a "Remember me" checkbox, and a "Login" button. Below the box are links for "Forgot password?" and "New user?". At the bottom of the page is a "Need assistance" link with a help icon.

[LOG IN TO THE PORTAL →](#)

What you can do in your account

- ✓ Order process serving, court filing, e-filing, e-recording, writ levies and more
- ✓ Upload your documents securely with each order
- ✓ Follow the status of every order online
- ✓ Download proofs of service and file-stamped copies when they are ready

Good to know

Adding a coworker? On the sign-up form, choose **Add a User to an Existing Account** instead of creating a new one.

Ordering records by subpoena? Records Retrieval orders use a separate portal. See directlegal.com/order-legal-support-services.

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