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**LAW SOCIETY**  
OF HONG KONG  

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香港律師會

# **The Law Society's Registration and Payment System User Guide for Law Society members with FAQ**

*(Solicitor members, Associate members, Registered Foreign Lawyers, Trainee Solicitors and Student members)*

Version 1.1 (June 2019)

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# How to login?

All members who intend to access the System through the Web MUST register your mobile numbers for the service. Please click “To Register” at the login page and follow the steps of registration.

Access the System at <https://epayment.hklawsoc.org.hk>

## Login by Membership ID (for solicitor members)

Enter your 7-digit membership ID



Click “I’m not a robot” and you will be required to solve the CAPTCHA.



Once it has been checked, please click “Login” to enter the verification code.

I am a member of the Law Society

Membership ID

I'm not a robot  reCAPTCHA  
Privacy · Terms

Login

Mobile Login

Login Problem

To Register



# How to login? (Cont'd)

## Login by registered mobile number (for other types of members)

Press “Mobile Login”



Enter your registered mobile number



Click “I’m not a robot” and you are required to solve the CAPTCHA.



Once it has been checked, please click “Login” to enter the verification code.

I am a member of the Law Society

Membership ID

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login

**Mobile Login**

Login Problem  
To Register

I am a member of the Law Society

Mobile

I'm not a robot  reCAPTCHA  
Privacy - Terms

Login

Membership ID Login

Login Problem  
To Register



# How to login? (Cont'd)

Enter the 6-digit verification code which was sent to your registered mobile phone and then press “Verify”.

**Important Note :** If you continue entering the wrong verification code 3 times per day, your account will be temporarily locked until restored in the next day.



### Enter a verification code

A text message with a verification code was just sent to \*\*\*\*\*44



# How to register and proceed payment?

1. If you have successfully logged in, you can see the “List of Events/Classes/Seminars.



SERVICES

Event/Course Code	Event Name/Title	Event date	Application Deadline	Fee (HKD)	CPD/RME Points	
MS_PMC_02	Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025	2019/06/27	2019/06/19	100	1.5	<a href="#">View</a> <a href="#">Register</a>
MS000005	Event 1	2019/06/12	2019/06/10	100	0.5	<a href="#">View</a> <a href="#">Register</a>
TESTING - 345MS	IHLCA	2019/06/12	2019/05/31	100	0.0	<a href="#">View</a> <a href="#">Register</a>
TEST100	TEST100	2019/05/31	2019/06/05	100	1.0	<a href="#">View</a> <a href="#">Register</a>

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2. If you want to view more details of the event/course, please click “View” and the Circular displays.

Event / Course Details

Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025

**THE LAW SOCIETY OF HONG KONG**  
香港律師會

31 WING ON HOUSE, 71 DES VOEUX ROAD  
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香港中環德輔道中71號  
永安集團大廈3字樓

TELEPHONE (電話) : (852) 2846 6500  
FACSIMILE (傳真) : (852) 2845 0387  
E-MAIL (電子郵件) : [sg@hklawssoc.org.hk](mailto:sg@hklawssoc.org.hk)  
HOMEPAGE (網頁) : <http://www.hklawssoc.org.hk>

**Index Reference :**  
Law Society: General

CIRCULAR 18-924 (MS) 19 November 2018

**PRACTICE MANAGEMENT SEMINARS**

(1) The future is Expertise Automation - from theory to practice, 2018 to 2025  
Monday, 10 December 2018

(2) Human & Machine - 2018 to 2025:  
The role and skill-set of the lawyer and machine of today and tomorrow  
Tuesday, 11 December 2018

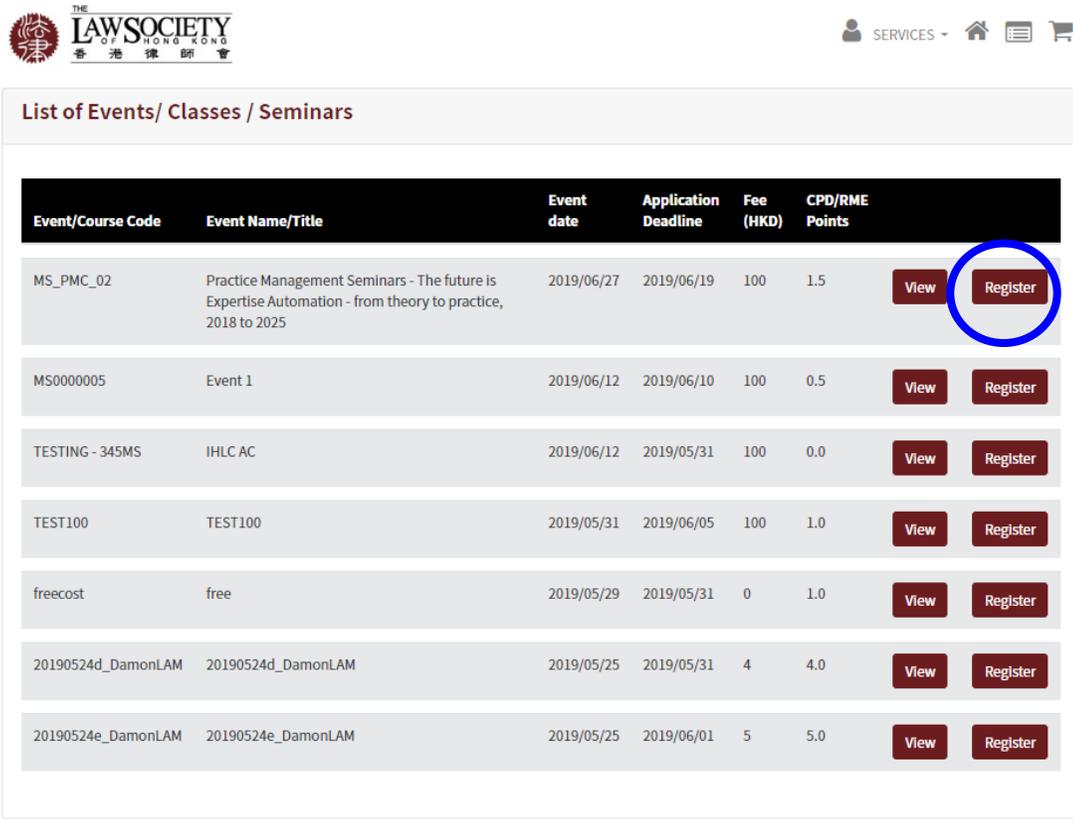
1. The Practice Management Committee is pleased to have invited Ms. Chrissie Lightfoot, one of the World's Top Female Futurists and a prominent international legal figure, to deliver two seminars to members.

2. Ms. Lightfoot is also the author of the book "The Naked Lawyer and Tomorrow's Naked Lawyer: New Tech, New Lawyers, New Law - How to be successful 2018 to 2045" which has been for Me.



# How to register and proceed payment? (Cont'd)

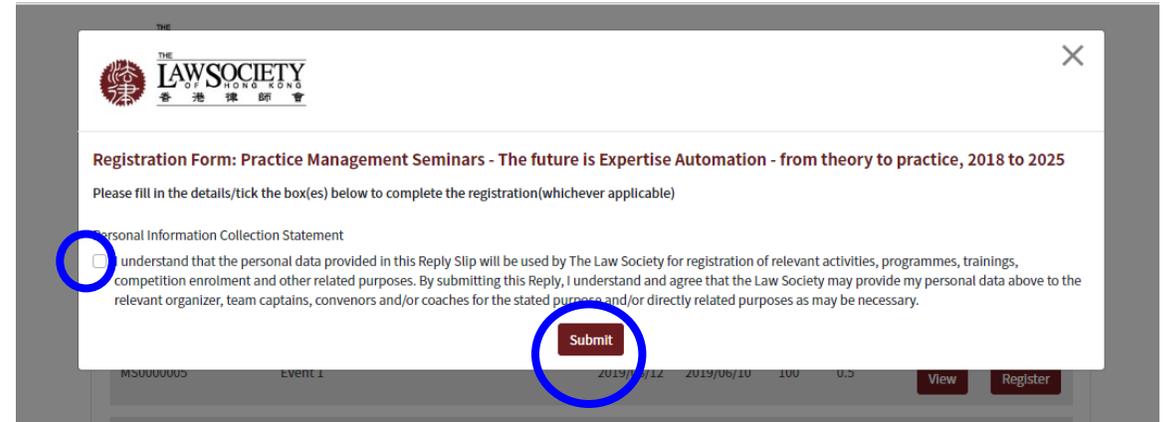
3. To register an event or a course, please click “Register”.



The screenshot shows the Law Society of Hong Kong website interface. At the top left is the logo, and at the top right are navigation icons for 'SERVICES', home, messages, and shopping cart. Below the header is a section titled 'List of Events/ Classes / Seminars'. It contains a table with the following columns: Event/Course Code, Event Name/Title, Event date, Application Deadline, Fee (HKD), CPD/RME Points, View, and Register. The first row is highlighted, and its 'Register' button is circled in blue.

Event/Course Code	Event Name/Title	Event date	Application Deadline	Fee (HKD)	CPD/RME Points	View	Register
MS_PMC_02	Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025	2019/06/27	2019/06/19	100	1.5	View	Register
MS0000005	Event 1	2019/06/12	2019/06/10	100	0.5	View	Register
TESTING - 345MS	IHLC AC	2019/06/12	2019/05/31	100	0.0	View	Register
TEST100	TEST100	2019/05/31	2019/06/05	100	1.0	View	Register
freecost	free	2019/05/29	2019/05/31	0	1.0	View	Register
20190524d_DamonLAM	20190524d_DamonLAM	2019/05/25	2019/05/31	4	4.0	View	Register
20190524e_DamonLAM	20190524e_DamonLAM	2019/05/25	2019/06/01	5	5.0	View	Register

4. The pop-up screen is shown with relevant important notes relating to the event / course. Please tick the appropriate box(es) and/or enter relevant information if so required. Once you have completed, please press “Submit”.

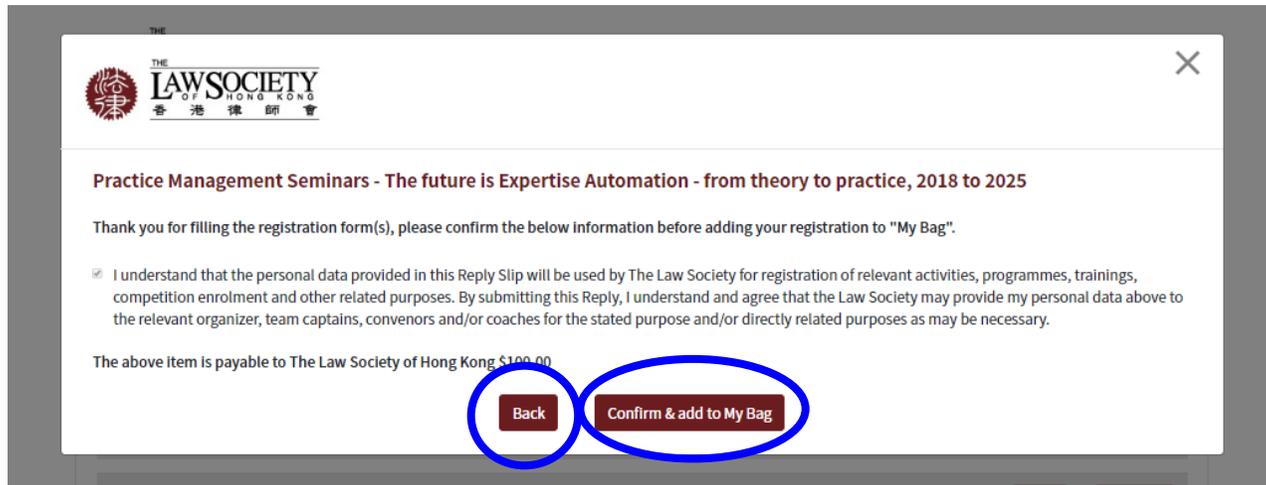


The screenshot shows a registration form pop-up window. At the top left is the Law Society of Hong Kong logo. The title of the form is 'Registration Form: Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025'. Below the title is a checkbox labeled 'Personal Information Collection Statement' with the text: 'I understand that the personal data provided in this Reply Slip will be used by The Law Society for registration of relevant activities, programmes, trainings, competition enrolment and other related purposes. By submitting this Reply, I understand and agree that the Law Society may provide my personal data above to the relevant organizer, team captains, convenors and/or coaches for the stated purpose and/or directly related purposes as may be necessary.' The checkbox is circled in blue. At the bottom right of the form is a 'Submit' button, also circled in blue.

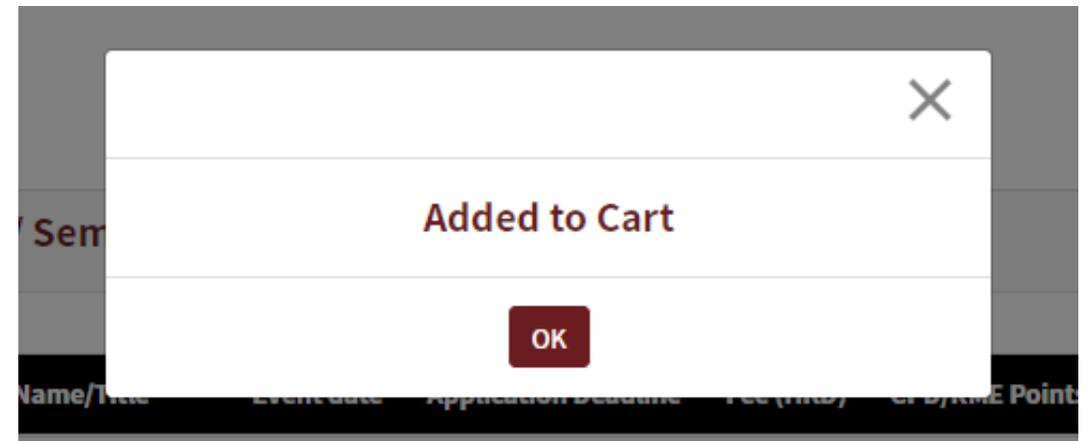


# How to register and proceed payment? (Cont'd)

5. The review page is shown. If you wish to edit the information in the previous page, please press “Back”.



6. If you confirm to sign up the event/course, please click “Confirm & add to My Bag”. The event/course is kept in the cart by showing the pop-up screen with wordings “Added to Cart”.

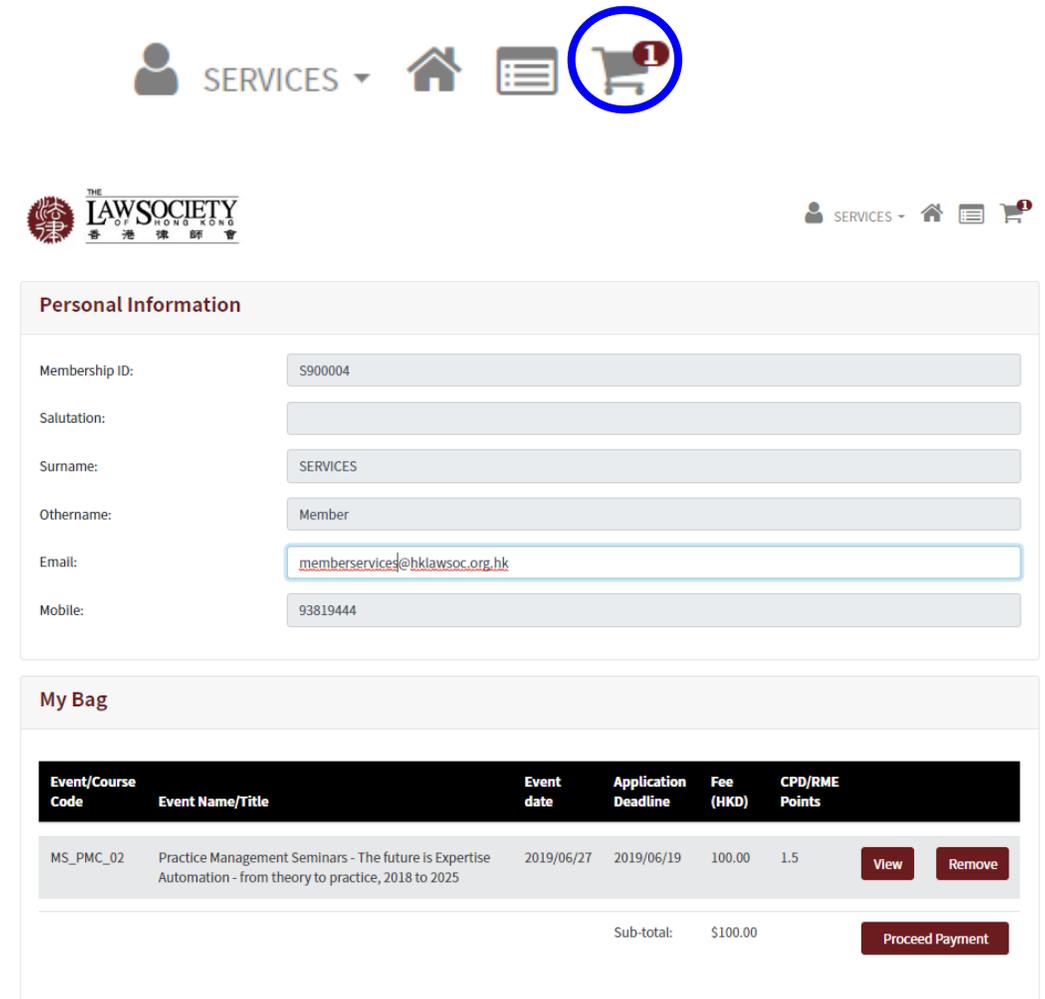


# How to register and proceed payment? (Cont'd)

7. Once the event/course has been added successfully, you can see a number next to “My Bag” icon.

8. To complete the registration and proceed with payment, please click “My Bag” icon. Then, the page with “Personal Information” on the top and “My Bag” on the bottom is shown. Please check your information before proceeding to the next step.

**Important Note** : Please be reminded to check / edit your information and ensure the information is accurate. You must provide your email address which will be used for future communications in relating to event/course registration and payment.



The screenshot shows the user interface of the Law Society of Hong Kong website. At the top, there is a navigation bar with a user profile icon, a 'SERVICES' dropdown menu, a home icon, a menu icon, and a shopping cart icon with a red '1' notification badge. Below the navigation bar is the Law Society of Hong Kong logo and another set of navigation icons. The main content area is divided into two sections: 'Personal Information' and 'My Bag'.

**Personal Information**

Membership ID:	S900004
Salutation:	
Surname:	SERVICES
Othername:	Member
Email:	<a href="mailto:memberservices@hklawsoc.org.hk">memberservices@hklawsoc.org.hk</a>
Mobile:	93819444

**My Bag**

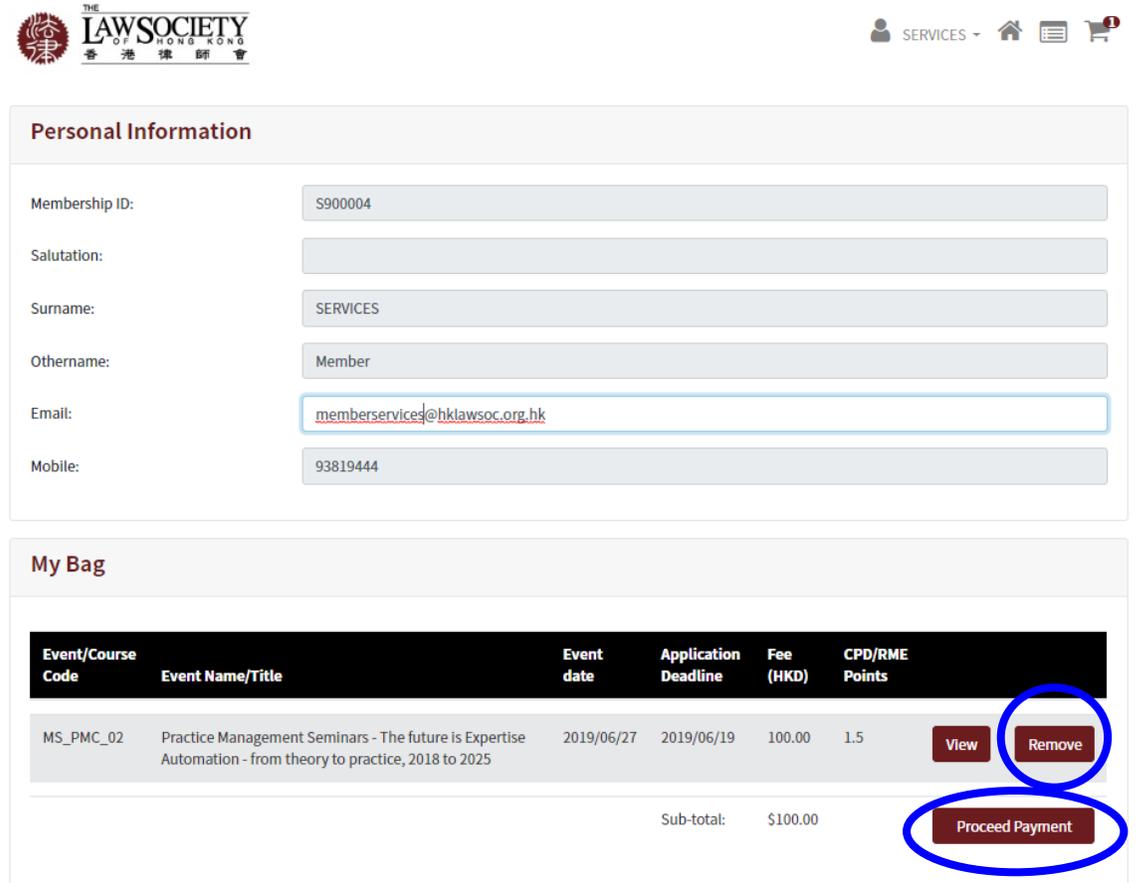
Event/Course Code	Event Name/Title	Event date	Application Deadline	Fee (HKD)	CPD/RME Points	
MS_PMC_02	Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025	2019/06/27	2019/06/19	100.00	1.5	<a href="#">View</a> <a href="#">Remove</a>
				Sub-total:	\$100.00	<a href="#">Proceed Payment</a>



# How to register and proceed payment? (Cont'd)

8. To remove the selected event/course from the cart, please click “Remove”.

9. To continue the registration for the paid or free event / course, please click “Proceed Payment”.



The screenshot shows the website interface for The Law Society of Hong Kong. At the top, there is a logo and navigation links for 'SERVICES', home, and a shopping cart. Below the logo is a 'Personal Information' section with input fields for Membership ID (S900004), Salutation, Surname (SERVICES), Othername (Member), Email (memberservices@hklawsoc.org.hk), and Mobile (93819444). Below this is a 'My Bag' section containing a table of items in the cart. The table has columns for Event/Course Code, Event Name/Title, Event date, Application Deadline, Fee (HKD), and CPD/RME Points. A single item is listed: MS\_PMC\_02, Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025, with an event date of 2019/06/27, application deadline of 2019/06/19, fee of 100.00, and 1.5 CPD/RME points. To the right of the item are 'View' and 'Remove' buttons. The 'Remove' button is circled in blue. Below the table, there is a 'Sub-total: \$100.00' and a 'Proceed Payment' button, which is also circled in blue.

Event/Course Code	Event Name/Title	Event date	Application Deadline	Fee (HKD)	CPD/RME Points		
MS_PMC_02	Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025	2019/06/27	2019/06/19	100.00	1.5	View	Remove
				Sub-total:	\$100.00	Proceed Payment	



# How to register and proceed payment? (Cont'd)

## For paid events/courses

You will then be directed to PayPal site. Please input your payment details and complete the payment. If you have successfully registered the event/course and completed the payment, the page with thank you message will be shown.

## For free events/courses

If you have successfully registered the event/course, the page with thank you message will be shown.

The Law Society of Hong Kong

PayPal \$250.00 HKD English

Have a PayPal account? [Log In](#)

or

Pay with debit or credit card  
We don't share your financial details with the merchant.

Country or region  
Hong Kong SAR China

Card number

Expiry Date CSC

Last name First name

PayPal is the safer, faster way to pay  
No matter where you shop, we help keep your financial information more secure.

**Billing Address**

Address line 1

Address line 2

District/Area

Region

**Contact Information**

Phone number Mobile Mobile number +852

Email address

The security you want.  
The protection you deserve.

Creating a PayPal account is optional but if you do, you'll get **PayPal Buyer Protection** on all eligible purchases, plus faster checkout every time you shop. [See terms](#)

Create a PayPal account? (It only takes a moment.)

Yes, I'd like to create a PayPal account.  
Password

No, I don't want an account now.

[Continue](#)



Thank you for your payment!  
A confirmation email has been sent to your email account.



# How to view enrollment record?

1. Click “My Enrollment Record” shown in the tool bar on the top right corner.



2. The list of events / courses you have successfully registered will be shown.



## My Enrollment Record

Enrollment Date	Event/Course Code	Event Name/Title	Event Date	Application Deadline	Fee (HKD)	CPD/RME Points	
2019/05/15	MSCCTEST002	Standing Committee on Member Services - Briefing Session on Cyber Security for Small and Medium Law Firms	2019/07/17	2019/06/28	100.00	2.0	<a href="#">View</a>
2019/05/15	MSCCTEST003	Practice Management Seminar	2019/06/28	2019/05/24	0.00	2.0	<a href="#">View</a>
2019/05/30	MS_PMC_02	Practice Management Seminars - The future is Expertise Automation - from theory to practice, 2018 to 2025	2019/06/27	2019/06/19	100.00	1.5	<a href="#">View</a>
2019/05/16	MS_SCMS_01	Members' Quarterly Lunch Gathering - How to Start Up your Arbitration Practice	2019/06/21	2019/06/13	0.00	1.0	<a href="#">View</a>
2019/05/29	MS_20190004	Father's Day DIY Workshop	2019/06/13	2019/06/06	200.00	0.0	<a href="#">View</a>
2019/05/30	MS0000005	Event 1	2019/06/12	2019/06/10	100.00	0.5	<a href="#">View</a>
2019/05/15	MSCCTEST001	Members' Quarterly Lunch Gathering	2019/06/10	2019/05/30	0.00	1.0	<a href="#">View</a>



# Confirmation email

After making a successful application, you will receive the confirmation email from [no\\_reply@hklawsoc.org.hk](mailto:no_reply@hklawsoc.org.hk) with the subject “Confirmation from The Law Society Registration and Payment System”.

**Important Note : Your successful registration and payment does not mean that your seat has been secured. A separate confirmation of enrollment will be sent to you if your seat is secured.**

**From:** The Law Society of Hong Kong [[mailto:no\\_reply@hklawsoc.org.hk](mailto:no_reply@hklawsoc.org.hk)]  
**Sent:** 24 May 2019 15:53  
**To:** |  
**Subject:** Confirmation from The Law Society Registration and Payment System



Dear Member SERVICES,

Thank you for your payment. Your application for the following event(s) is now completed.

Event/Course Code: [iTEst0523\\_2](#)  
Event Name/Title: [iTEst0523\\_2](#)  
Date: 2019-05-28 00:00:00  
Fee (HKD): 0.00

Your application is now being processed. A confirmation from The Law Society/The Academy of Law will be sent by email to all successfully enrolled members.

Cancellation Policy:

We regret that once you have confirmed and paid for your registration, there is NO REFUND or cancellation except where the event is cancelled by The Law Society of Hong Kong/The Academy of Law (as shall be appropriate).

If you have NOT applied for the event/course or have any enquiry on the payment, please contact the Law Society at [epayment@hklawsoc.org.hk](mailto:epayment@hklawsoc.org.hk)

For other enquiries, please contact the handling department/staff or the Law Society at (852) 2846 0500.



# FAQ

## Login

### 1. How can I access the Law Society's Registration and Payment System ("the System")?

Through the Law Society's website ("the Web")

Please visit <https://epayment.hklawsoc.org.hk> to access the System.

You have to register your mobile phone number with the Law Society before accessing the System. Please click "To register" at the login page and follow the steps of registration.

Through the Law Society's App ("the App") (launching soon)

Please click on the 'Registration and Payment' icon which is hyperlinked to the Platform.

To download and activate the App, please click [here](#) for the Installation and Activation Guide. Please note currently the App is only available to full members and trainee solicitors.



# FAQ (Cont'd)

## 2. Do I have to install any software on my computer to access the System?

No. We are using a Web-Based and App-based registration platform. All that is needed to access and manage your account is a Web browser / Mobile App with Internet Access.

## 3. After I entered my 7-digit membership ID / mobile number and clicked “Login”, an error message titled “To Register” is shown. What shall I do?

For data privacy reason, all members who intend to access the System through the Web **must** register their mobile numbers for the service.

If you have not registered your mobile number, you should register via [Online Reply Slip](#) (Login to Members' Zone is required).



# FAQ (Cont'd)

**4. I have registered my mobile number, however, I have forgotten my membership ID or do not have membership ID. What are the steps to access the System?**

Members may choose to click “Mobile Login” at the login page and enter your registered mobile phone number to login.

**5. How long will it take to activate my account after I registered my mobile phone number through the Online Reply Slip?**

All registrations submitted during working hours (i.e. before 5:45 p.m.) on Monday and Wednesday (“the processing day”) (or the previous working day if the day falls on a public holiday) will be activated after one working day. For registrations submitted on/after 5:45 p.m. of the processing day, they will be handled on the next processing day and the account will be activated one working day thereafter.



# FAQ (Cont'd)

## 6. I cannot receive the verification code. What shall I do?

Please check the following:

- a. You have entered your number correctly.
- b. Your phone has full access with a strong signal.
- c. Confirm with your mobile provider that you are able to receive SMS messages and/or phone calls.

If you have fulfilled the above checking, please email us at [epayment@hklawsoc.org.hk](mailto:epayment@hklawsoc.org.hk) for assistance.

## 7. Can I change my registered mobile phone number?

If you wish to change your registered mobile phone number, please login to the Members' Zone and provide your new registered mobile number via the [Online Reply Slip](#). Please refer to [Question 5](#) above concerning the date of activation.



# FAQ (Cont'd)

## Registration

### **8. How can I ensure the registration of event has been submitted successfully?**

You may check:

- a. My Enrollment Record in the System;
- b. Confirmation email sent by [no\\_reply@hklawsoc.org.hk](mailto:no_reply@hklawsoc.org.hk)

### **9. Shall I treat that my enrollment to the event is confirmed after successful payment?**

No. The Law Society will send you a separate confirmation of enrollment if your seat is secured.

### **10. Can the System support multiple registrations under a single payment?**

Yes. The system allows you to register multiple registrations and pay at the end with a single payment.



# FAQ (Cont'd)

## Payment

**11. Will the Law Society receive my credit card information when I enter it for payment via the System?**

The Law Society will not receive any credit card information. All payments are handled directly by the payment gateway service provider.

**12. My browser does not respond during the payment process. What shall I do?**

Please close the browser and re-login to the System. Click the “My Enrolment Record” to check the status of your enrolment and payment. Alternatively, you can email us at [epayment@hklawsoc.org.hk](mailto:epayment@hklawsoc.org.hk) for assistance.

**13. Can I register an event via the System but submit a cheque to the Law Society for payment?**

No. If you register through the System, you must pay through the System.



The End