

2009-2010 CCBA Renewal Directions

Step One: Renew your CCBA membership and section membership

- Go to the website at www.colliercountybar.org and click on the link that says “Renew your membership” or copy and paste this link into your browser: <http://www.colliercountybar.org/payduesmbrtype.cfm>
- Log in to the site using your user name and password. If you do not know them, contact Lisa Mead.
- Noting the descriptions of each, **select your membership type.**
- Click to continue.
- If asked to confirm that you wish to continue renewing your membership, click to continue.
- You will be brought to your personal information page, please review the information listed and correct as necessary. **Keep in mind that information for the directory is pulled directly from this site.** Please note that fields marked with an asterisk (*) are required.
 - **User name and password:** you can change these at this time if you like.
 - Fill in your **name** as you would like it to appear in the directory.
 - **Florida Bar Number** – this is required for regular members.
 - **Company Name**
 - **Address**
 - **City, State and Zip code**
 - **Phone and fax numbers**
 - **Preferred email** – list the email you wish us to use.
 - **Remove from email blasts: If you wish to receive the member communications from the CCBA leave this selection at “no.”** Changing it to yes will exempt you from all group mailings.
 - **Sections:** Please select the sections that you wish to join. If you are new to the section, select “new” if you are renewing your section membership,

select “renew”. Hold the CTRL key (Command for Mac users) and click to select multiple sections. **Note: selection here will be added to your dues invoice.**

- **Sections:** Repeat your section memberships here in order to receive emails regarding section news and events.
- **Licensed in Other States:** List here any state or country in which you are licensed.
- **Are you willing to take a pro-bono case this year:** select yes or no. We will compile a list of those interested.
- **Optional Foundation Contribution:** If you would like to make a contribution to the Collier County Bar Foundation at this time, please list the dollar amount here. **Note: selection here will be added to your dues invoice.**
- **Click to submit.**
- **Your registration has now been received.** Please select your payment method. If you wish, you can enter your credit card information and your renewal will be processed automatically. If you prefer, select the invoice option. Please note that your renewal will not be activated until we receive your payment. **Payment must be received prior to August 1, 2009 in order for your information to be included in the directory.**
- **DO NOT LOG OUT IF YOU WISH TO PROCEED WITH THE NEXT STEP.** Simply click the home link to return to the front page of the site.

Step Two: Directory Orders

- **If you wish to order 2009-2010 CCBA Directories follow these steps.** Please note that directories will be shipped directly to the address we have on file.
- If you do not wish to purchase the directory, proceed to step 3.
- From the homepage of the website select the link “**Place Your Directory Order**” or copy and paste the following link into your browser:
<http://www.colliercountybar.org/displayemailforms.cfm?emailformnbr=112227> You should not need to log in again.
- Your name and email information will already be completed.

- **Select the number of directories you wish to purchase.**
- **Click to submit.**
- **Your directory order has been received.** Please select your payment method. If you wish, you can enter your credit card information and your order will be processed automatically. If you prefer, select the invoice option. Please note that your order will not be processed until we receive your payment. **Payment must be received prior to August 1, 2009 in order to receive the directory.**
- **DO NOT LOG OUT IF YOU WISH TO PROCEED WITH THE NEXT STEP.** Simply click the home link to return to the front page of the site.

Step Three: Areas of Practice and Board Certification Listings

- **If you wish to purchase listings in the front of the 2009-2010 CCBA Directory, please complete the following steps.** Please note that each listing is \$10.
- If you do not wish to purchase listings, please skip to step 4.
- From the homepage of the website, select the link “**Purchase Area of Practice Listings**” or copy and paste the following link into your browser: <http://www.colliercountybar.org/displayemailforms.cfm?emailformnbr=112229> You should not need to log in again.
- Your name and email address will already be completed.
- **Select the area of practice listings that you wish to purchase.** To select multiple listings hold the CTRL key (Command for Mac users) and click.
- **Select the board certification listings that you wish to purchase.** Please note that by doing so, you are verifying that you are board certified in the areas selected. To select multiple listings hold the CTRL key (Command for Mac users) and click.
- **Click to submit.**
- **Your area of practice listings order has been received.** Please select your payment method. If you wish, you can enter your credit card information and your order will be processed automatically. If you prefer, select the invoice option. Please note that your order will not be processed until we receive your payment. **Payment must be received prior to August 1, 2009 in order for the listings to be included in the directory.**

- DO NOT LOG OUT IF YOU WISH TO PROCEED WITH THE NEXT STEP. Simply click the home link to return to the front page of the site.

Step Four: Lawyer Referral Service Membership

- **If you wish to be a member of the Lawyer Referral Service, please complete the following steps.** Please note that annual membership in the LRS is \$100.
- If you do not wish to join LRS, you have completed the membership renewal process.
- From the homepage of the website, select the link “**Join the LRS**” or copy and paste the following link into your browser:
<http://www.colliercountybar.org/displayemailforms.cfm?emailformnbr=112236> You should not need to log in again.
- **Please read the paragraph stating the insurance requirements for all members of the LRS.**
- Your name and email information will already be completed.
- **LRS Membership Fee:** If you wish to become a member of LRS, you must select “yes” here.
- **Select the areas in which you wish to be listed.** Please note that membership in the LRS is a flat fee and there is not a charge per panel listing. To select multiple listings hold the CTRL key (Command for Mac users) and click.
- **Click to submit.**
- **Your Lawyer Referral Service application has been received.** Please select your payment method. If you wish, you can enter your credit card information and your membership will be processed automatically. If you prefer, select the invoice option. **Please note that your application will not be processed until we receive your payment as well as the Declaration Page of your insurance.**

Don't forget to submit your picture for the directory to
ccba@earthlink.net

**Congratulations, you have completed your membership
renewal for the 2009-2010 year!**