

# The West Virginia State Bar

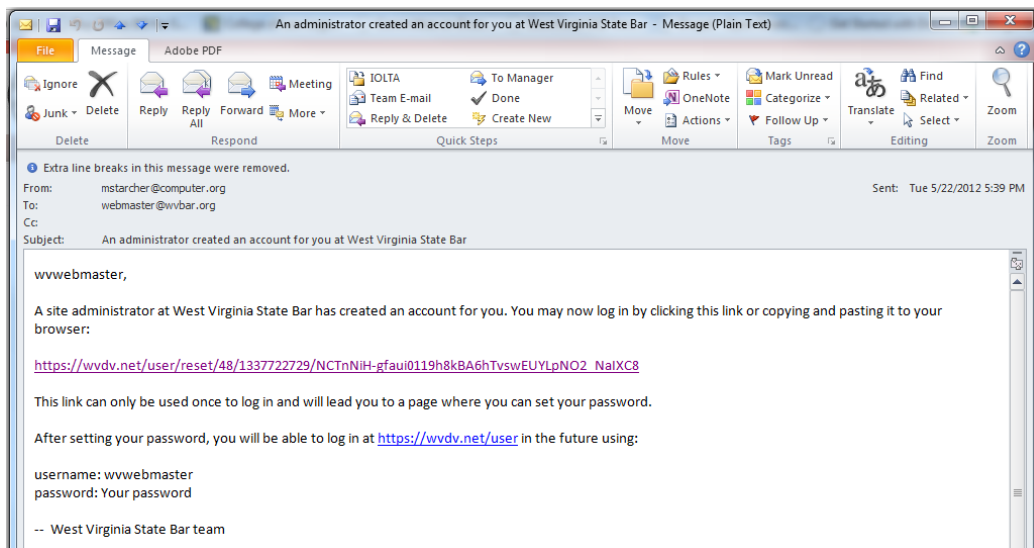
## Membership Dues Online Submission Instructions

### FREQUENTLY ASKED QUESTIONS

- **First Submission** - Your submission at [www.wvbar.org/members/onlinedues.aspx](http://www.wvbar.org/members/onlinedues.aspx) does not instantly send you an email with instructions. Please allow up to three business days to receive a reply email from [support@wvbar.org](mailto:support@wvbar.org) that will include a link to create a password for your new account.
- **Login Credentials** - If you have misplaced or not received the first initial email from [support@wvbar.org](mailto:support@wvbar.org), please go to [www.wvdv.net](http://www.wvdv.net) and reset your password.
- **Large Firm Payments** – If you are a large firm your bar members still need to sign up at [www.wvbar.org/members/onlinedues.aspx](http://www.wvbar.org/members/onlinedues.aspx) so they can attest to their information.
  - Members need to select the **pay by check method** when submitting online and instruct their accounting department to send one check with bar id numbers for all attorneys in the firm unless each attorney wants to pay individually by credit card.
- **Inactive Members** – As an inactive member you do not have to answer the FRD & IOLTA compliance information.

### INSTRUCTIONS

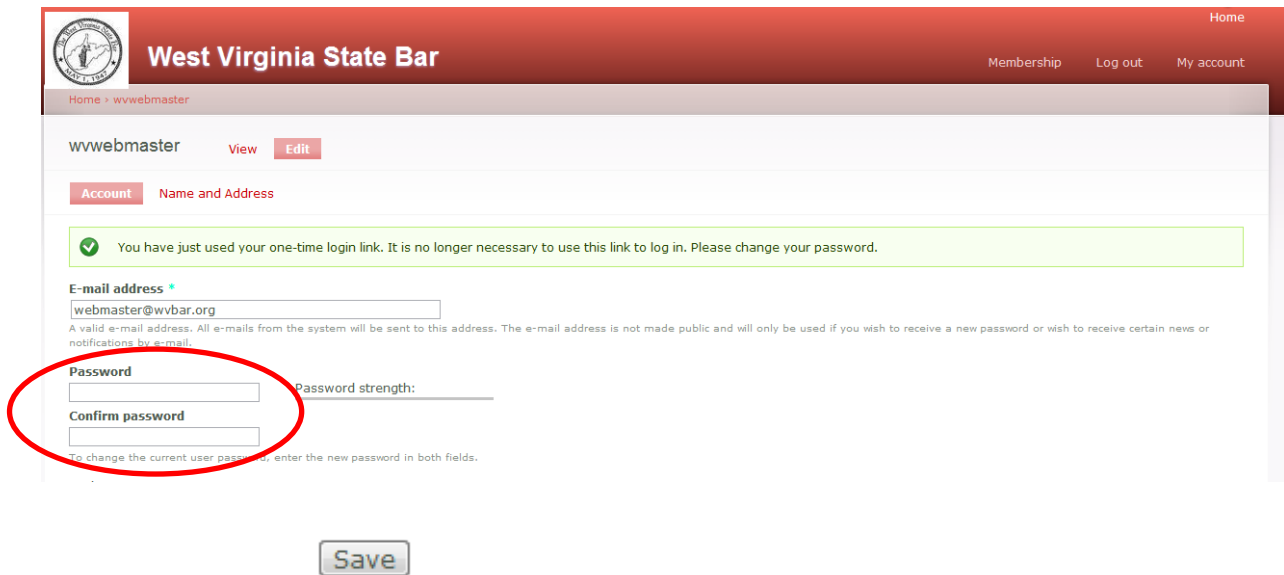
1. Once you have received an email to create an account (see below) you then need to click on the link to create a password for your account.




2. Once your web browser opens up you will then click on log-in.



3. Create your new password by entering it in both boxes.



4. Click on the  button at the bottom of the page.

5. Click on the Home Button located in the top right hand corner of the page.



6. Click on the link “Click here to Update Membership Information”

The screenshot shows the West Virginia State Bar website. The header includes the logo, the text "West Virginia State Bar", and navigation links for "Home", "Log out", and "My account". The main content area features a red-bordered box with the link "Click Here to Update Membership Information" circled in red. Below this link is a paragraph of text: "Update your personal information and complete the appropriate items listed below. Inactive members should indicate their status on page 1 of the form. They will not be required to fill out the Financial Responsibility Disclosure and IOLTA sections. Inactive members may move to the Attestation page and click on the Submit button. Active members must complete the Financial Responsibility Disclosure and IOLTA questions. You must attest to the correctness of the information submitted." Below the text is a "Read more" link. Further down, there is a section titled "West Virginia State Bar Registration" with a welcome message and another "Read more" link.

7. Update your information on “Page 1 Membership Information” → “Page 2 Financial Disclosure Questions” → and “Page 3 Attestation”
8. Click on “Submit FY12-13 Information”
9. Click on “Confirm Contribution” → “Continue”
10. If you already have a PayPal account login with your PayPal username and password, if not click on “Don’t have a Paypal Account?” and fill in your information for payment.

The screenshot shows a PayPal payment page. On the left, there is a "Your order summary" table:

Descriptions	Amount
Online Contribution: Bar Membership... Item price: \$100.00 Quantity: 1	\$100.00
<b>Item total</b>	<b>\$100.00</b>
<b>Total \$100.00 USD</b>	

On the right, under the heading "Choose a way to pay", it says "PayPal securely processes payments for Scanmark Ltd." There are two main options:

- Have a PayPal account?** (with a dropdown arrow) - This option includes a "Log in to your account to pay" instruction, a "PayPal" logo, an email input field containing "mellacem@wbar.org", a "PayPal password" input field, a "Log In" button, and a link "Forgot your email address or password?".
- Don't have a PayPal account?** - This option is circled in red and includes the text "Pay with your debit or credit card as a PayPal guest".

At the bottom, there is a link "Cancel and return to Scanmark Ltd."

**Congratulations!** You have now completed your Membership Dues Annual Renewal with the West Virginia State Bar. You can at any time come back in to [www.wvdv.net](http://www.wvdv.net) to make changes to your Membership information such as address, phone number, email address, etc. with the password that you

If you have questions concerning the requirements for a PLLC, contact Anita R. Casey at 304-558-7993 or [caseya@wvbar.org](mailto:caseya@wvbar.org).

If you have questions concerning the process for online filing contact Mike Mellace at 304-558-8920 or [mellacem@wvbar.org](mailto:mellacem@wvbar.org).