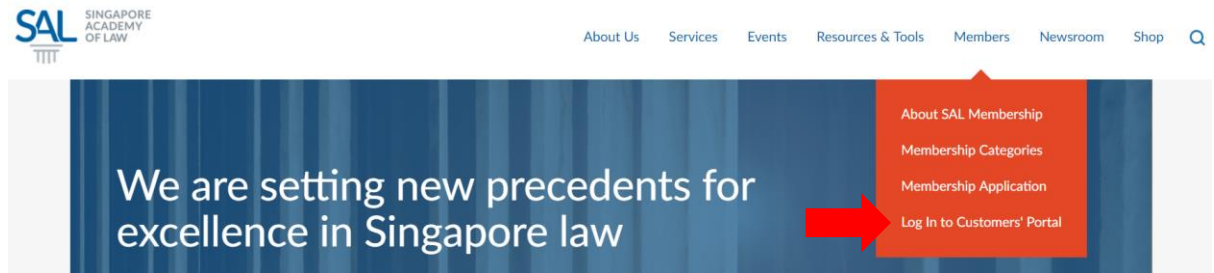


## How to convert your Associate Student or Associate membership to Ordinary membership

1. Click on the **Log In to Customers' Portal** link in the Members menu. You will be directed to the LegalOne login screen.



2. Enter your LegalOne username and password.



3. In the Customer Portal page, click on the **Update Membership Information** link.

The screenshot shows the SAL Members' Online Portal. The user is logged in as Z9999. The page displays a welcome message: 'Welcome to the SAL Members' Online Portal ZZ'heng Wei Wei David'. Below the welcome message, there is a section for 'Update Membership Information' which is highlighted with a red box. The text next to it says: 'You have a Credit Dollar balance of C\$ 0.00 which will expire on 31 Dec 2017.' Below this, there is a 'BILL PAYMENT' section with a green header. The text says: 'You can now settle your outstanding bills online through Credit Card (Visa or MasterCard).' Below this is a table with columns: Select, Document Date, Document Description, Document No., and Amount (\$\$). The table shows a 'Total Outstanding Balance' of 0.00. Below the table, it says: 'You have no outstanding bills.'

Select	Document Date	Document Description	Document No.	Amount (\$\$)
			<b>Total Outstanding Balance:</b>	<b>0.00</b>

4. Click on the **Register for Ordinary Membership** link.

The screenshot shows the 'UPDATE PERSONAL DETAILS' page of the SAL Members' Online Portal. The user is logged in as 'z9999'. The page includes a navigation bar with 'MEMBERS HOME', 'BOOKSHOP', and 'SHOPPING CART'. A green header bar contains 'UPDATE PERSONAL DETAILS'. The main content area has a sidebar with various update options, and a main form area with fields for 'Title', 'Full Name', 'Surname', 'First Name', 'Card Name', 'ID Type', 'ID No.', and 'Date of Birth'. A red box highlights the 'Register for Ordinary Membership' link in the sidebar.

5. Key in **Admission Date and Admission No.**

The screenshot shows the 'REGISTER FOR ORDINARY MEMBERSHIP' page of the SAL Members' Online Portal. The user is logged in as 'z9999'. The page includes a navigation bar with 'MEMBERS HOME', 'BOOKSHOP', and 'SHOPPING CART'. A green header bar contains 'REGISTER FOR ORDINARY MEMBERSHIP'. The main content area has a sidebar with various update options, and a main form area with fields for 'Admission Date', 'Admission Number', and 'Legal Service Officer Appointment Date'. A red box highlights the 'Admission Date' and 'Admission Number' fields.

6. Select the confirmation box and click on the **Submit** button

7. You may wish to print the Registration Form for your reference.