

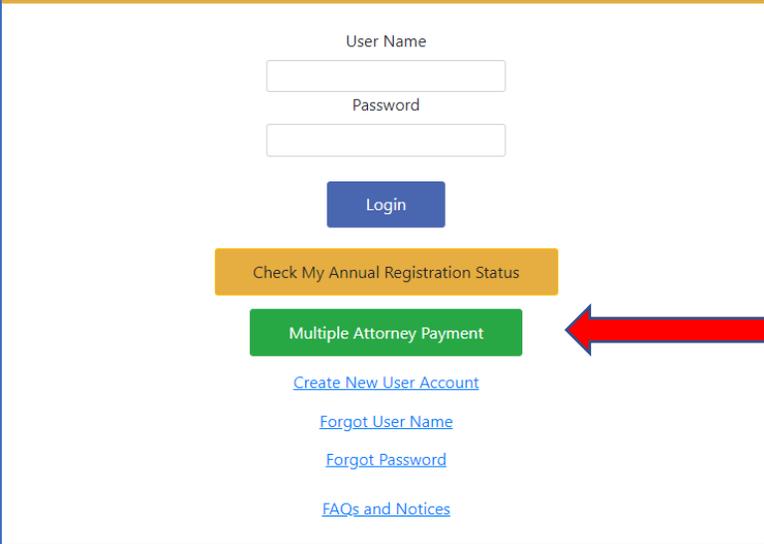
Kansas Attorney Registration

Multiple Attorney Payments

Attorneys can register online and at the end, choose the option to have their firm or office pay. Office personnel will then be able to access the portal and pay for multiple attorneys with one credit card payment – as long as each attorney has submitted their online registration.

Here are the instructions for office personnel:

1. Click on the Multiple Attorney Payment tab on the main page of the portal – you do not need to create an account or log in.



User Name

Password

Login

Check My Annual Registration Status

Multiple Attorney Payment

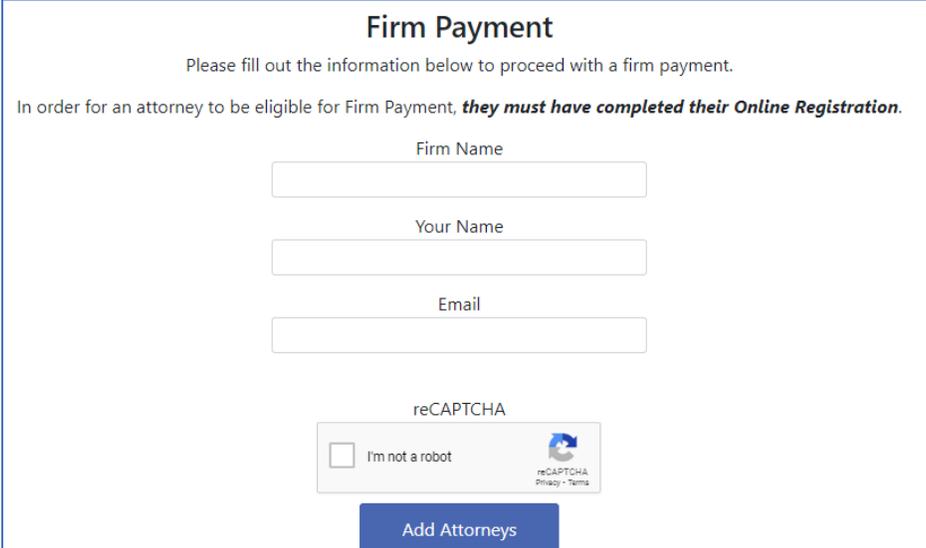
[Create New User Account](#)

[Forgot User Name](#)

[Forgot Password](#)

[FAQs and Notices](#)

2. Fill in your firm name, your name, email address and click “I’m not a robot” and then add attorneys.



Firm Payment

Please fill out the information below to proceed with a firm payment.

In order for an attorney to be eligible for Firm Payment, **they must have completed their Online Registration.**

Firm Name

Your Name

Email

reCAPTCHA

I'm not a robot

reCAPTCHA
Privacy - Terms

Add Attorneys

3. Type in the registration number of one of the attorneys to pay and click “Add Attorney”. The attorney’s name and registration number will then be listed below the “Add Attorney” button. Continue doing this until you have entered all of the attorneys you are submitting a payment for.

Select Attorneys

In the textbox below, please enter an attorney's Registration Number to add it to your list. Clicking the Add Attorney button will query our database for that attorney. Please confirm the name returned is correct.

If you have a large number of attorneys you would like to pay for you can [Upload a File](#).

Please enter one Registration Number at a time.

Registration
Number to Add

Reg Num	Attorney Name	Action
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4. If you have a large number of attorneys to pay for, you can upload a spreadsheet. The spreadsheet must consist of **1** column with **1** registration number in each row. No other information should be on the spreadsheet. It must also be saved in a .csv format. The maximum number of attorneys allowed is 99. If you have more than that, you will need to do additional payments.

Firm Payment Upload File

In the field below please specify a file that contains the attorneys you are going to pay for.

Our payment processor will only accept 99 payments at one time. If the list supplied is larger than 99, please separate it into smaller lists. We apologize for the inconvenience.

Only .csv files are accepted. Your file should contain 1 column that has one Registration Number per row.

No file chosen

- After you have input the numbers, or uploaded the spreadsheet, if the attorney has not completed their registration online, then the message “Invalid Attorneys” will display. You will not be able to pay for that attorney until they submit their online registration.

Invalid Attorneys

The following attorneys were not able to be processed for payment. Please review the reasons below. If corrections are needed, please [resolve](#) and resubmit.

Registration Number	Registration Issue
xxxxx	Attorney has not completed their Online Registration.

Back to Add Attorneys

Back to Login

- Once you have entered valid attorneys, you can verify the names and registration #'s. **PLEASE CHECK THIS CAREFULLY** or you could end up paying for attorneys that are not in your firm or office.
- After verification, then you can click on the “Proceed to Payment” button and it will take you to the payment processor screen where you can enter your credit card information.

Valid Attorneys

Please review the list below. If the list of valid attorneys is correct, you can click the Proceed to Payment button below to proceed to our payment vendor.

#####.	Fees	Fee Amounts
	Test Attorney #xxxxx	
	2021/22 KS Attorney Registration Annual Registration Fee	
	Sub Total	\$200.00
	Total	\$200.00

Proceed to Payment

Back to Add Attorneys

Back to Login

- After your payment has been processed, a summary page will display a listing of all of the attorneys that payment was submitted for.