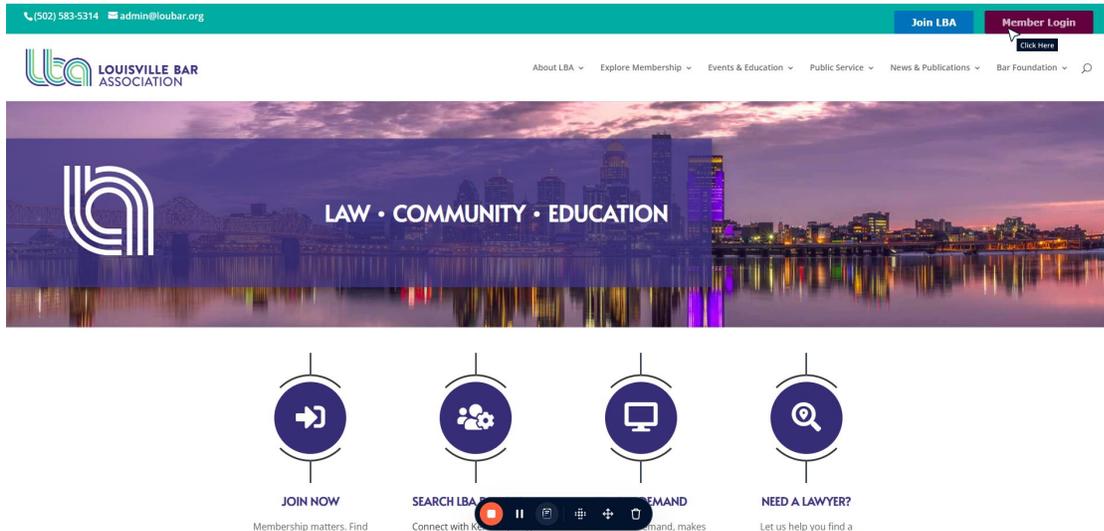


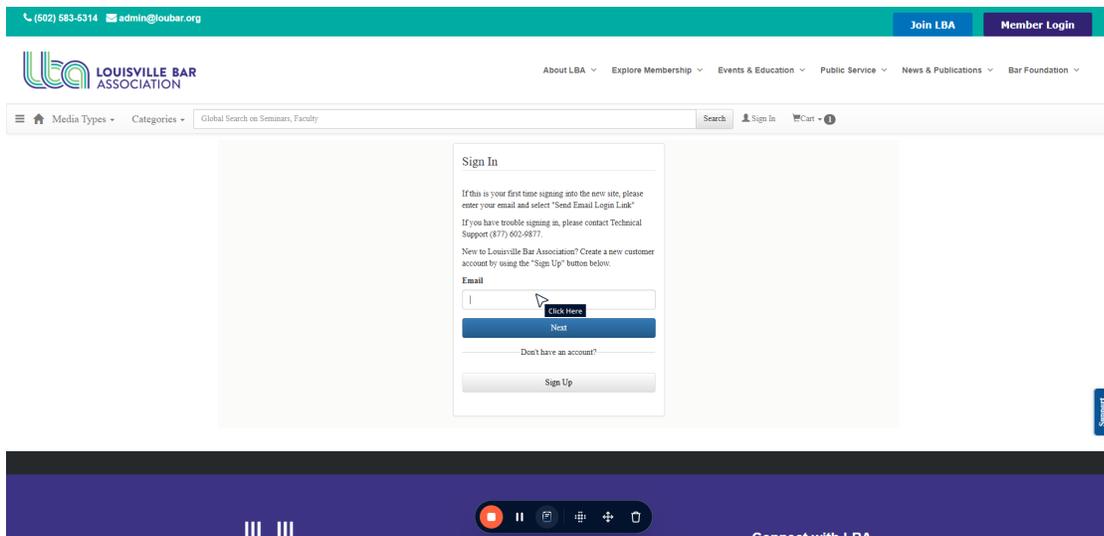
## Tutorial Steps for Accessing and Paying Invoices on LBA Website

Login to [LBA Homepage - Louisville Bar Association](http://www.loubar.org) ([www.loubar.org](http://www.loubar.org))

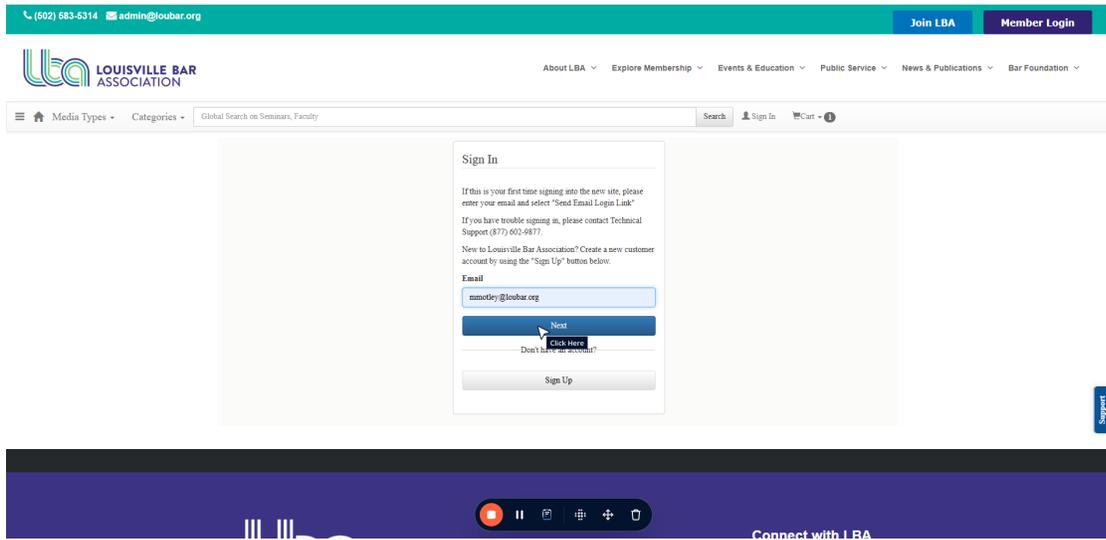
Click on "**Member Login**"



Enter the email associated with your LBA account.



## Click on "Next"



(602) 583-5314 admin@loubar.org

Join LBA Member Login

LOUISVILLE BAR ASSOCIATION

About LBA Explore Membership Events & Education Public Service News & Publications Bar Foundation

Media Types Categories Global Search on Seminars, Faculty Search Sign In Cart

### Sign In

If this is your first time signing into the new site, please enter your email and select "Send Email Login Link"  
If you have trouble signing in, please contact Technical Support (877) 602-9877.  
New to Louisville Bar Association? Create a new customer account by using the "Sign Up" button below.

Email

mmotley@loubar.org

Next

Click Here

Don't have an account?

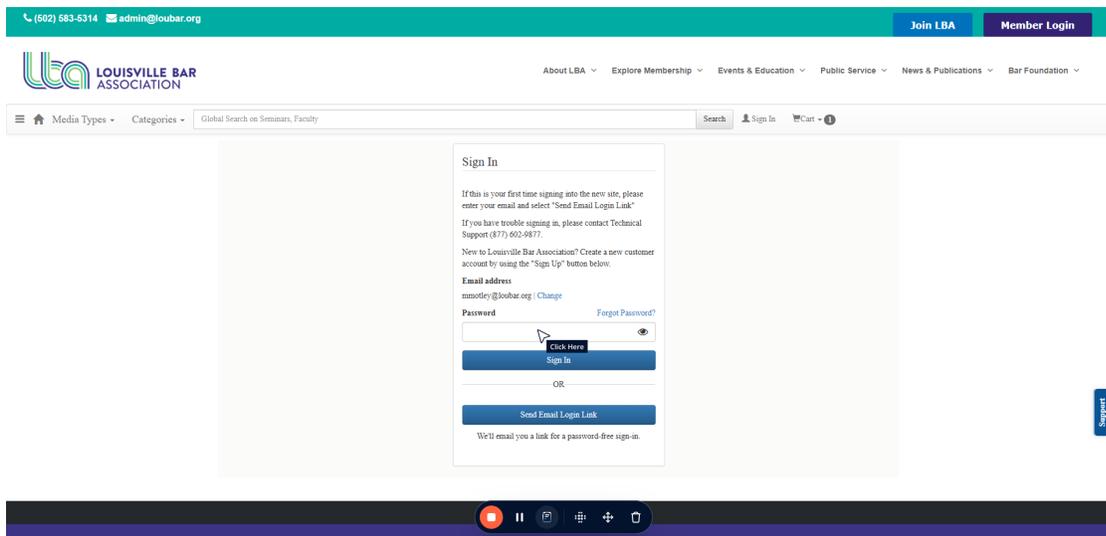
Sign Up

Support

Connect with LBA

**NOTE:** If you have not set up your profile in CE21 you will need to click on "**Send Email Login Link**" and follow the instructions to complete your profile.

If you have setup your profile simply enter your password.



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Email address

mmotley@loubar.org | Change

Forgot Password?

Password

Click Here

Sign In

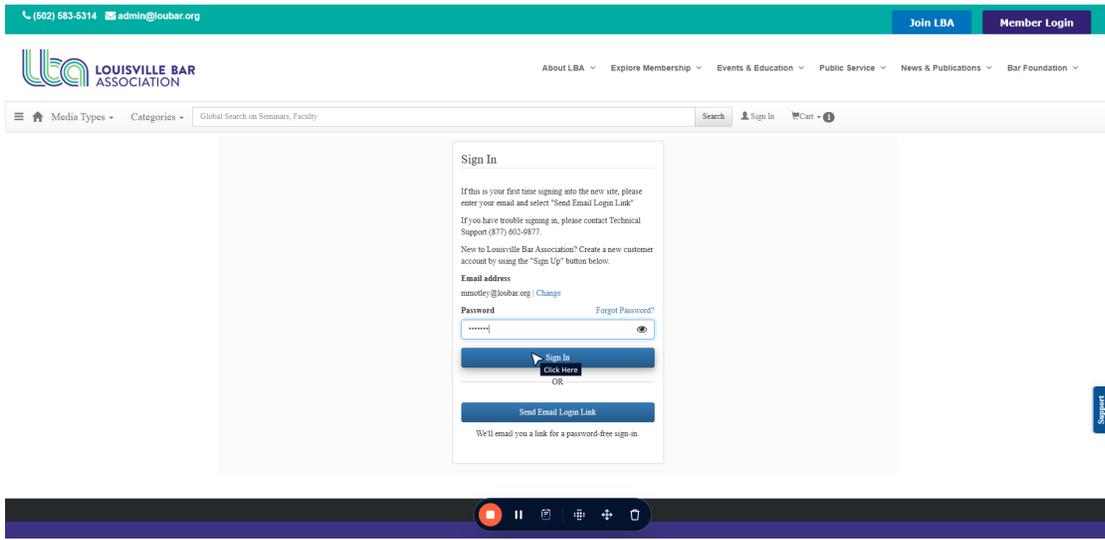
OR

Send Email Login Link

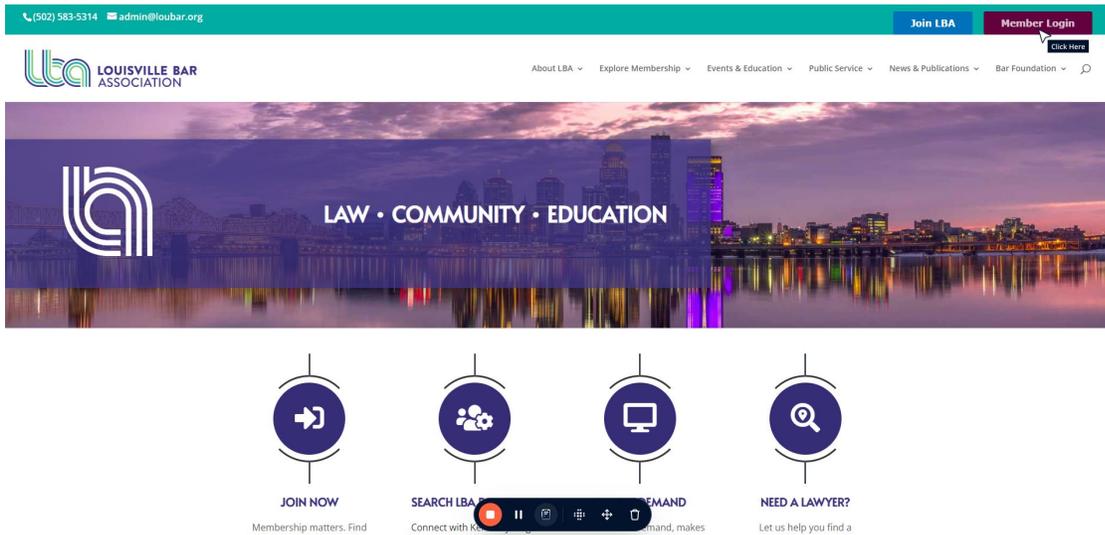
We'll email you a link for a password-free sign in.

Support

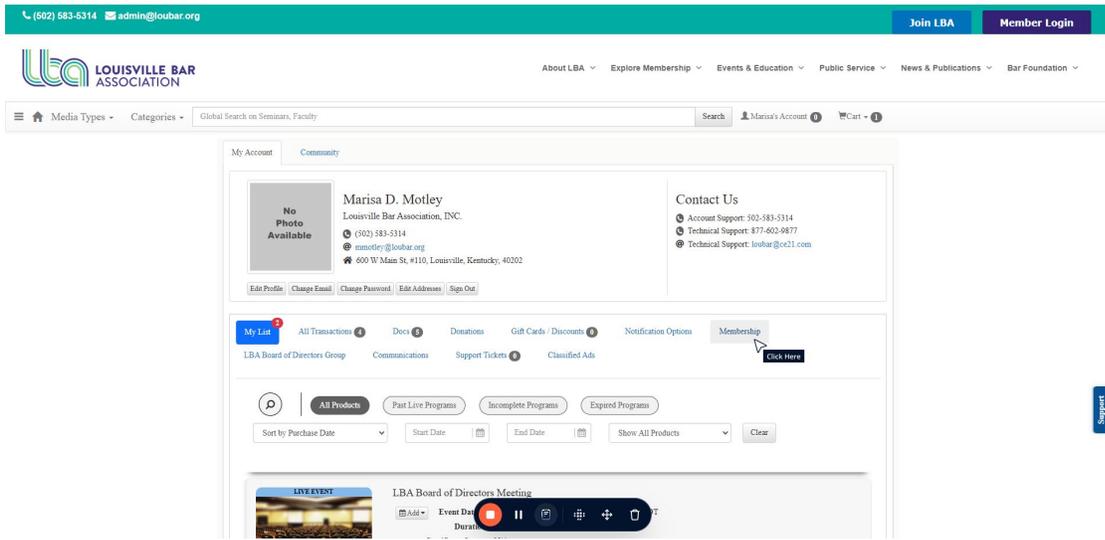
After you enter your password, click on **"Sign In."**



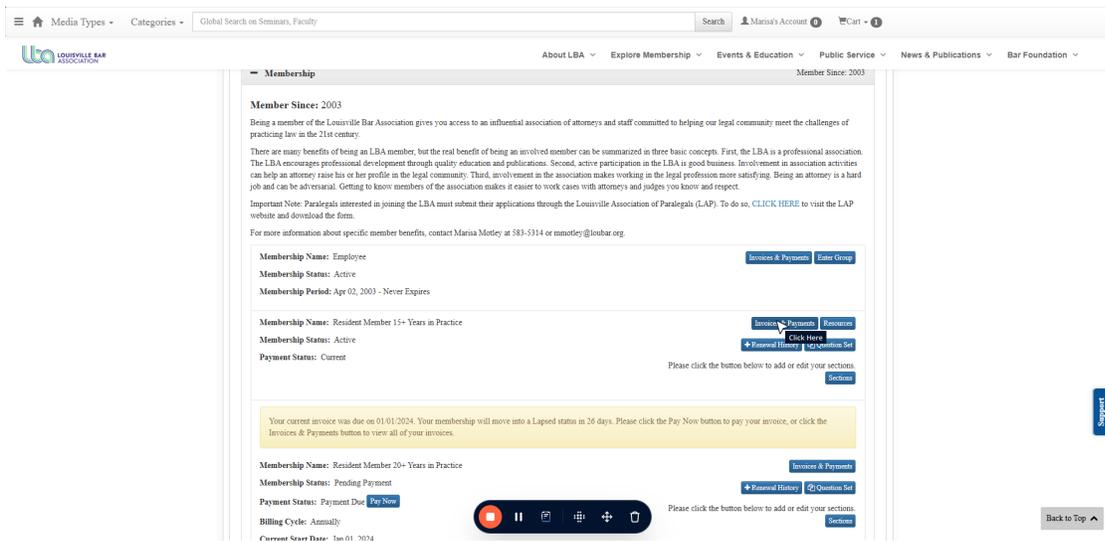
You will be redirected to the LBA Homepage. Click on **"Member Login"** to view your profile.



Once in your profile you will click on "Membership."



Scroll until you see your membership category and click on "Invoices & Payments"



To print your invoice and mail in a check use the hyperlink under **"Invoice #."** A PDF will open in another window for you to print and mail in payment.

The screenshot shows the LBA website interface. At the top, there is a teal header with contact information: (502) 583-5314 and admin@loubar.org. Navigation links include 'Join LBA' and 'Member Login'. The main content area is divided into several sections:

- Group Details:** A table with the following information:

Status:	Active
Renewal Date:	Jan 01, 2026
Payment Status:	Current
Automatic Payments Enabled:	No - <a href="#">Click here to Enable</a>
- Tools:** A box containing 'Print Statement' and 'Resources' buttons.
- Pending Payments:** A section with a 'Pay Multiple' button and a table of pending payments:

<input type="checkbox"/>	Scheduled Date	Amount	Invoice #	Tools
<input type="checkbox"/>	Jan 01, 2025	\$283.25	312-13010	<a href="#">Pay Now</a>

A mouse cursor points to the 'Click Here' link below the 'Pay Now' button.
- Payment History:** A table with columns: Transaction Date, Invoice Date, Order Id, Amount, Invoice #, Payment Made. It shows 'No Records Found'.

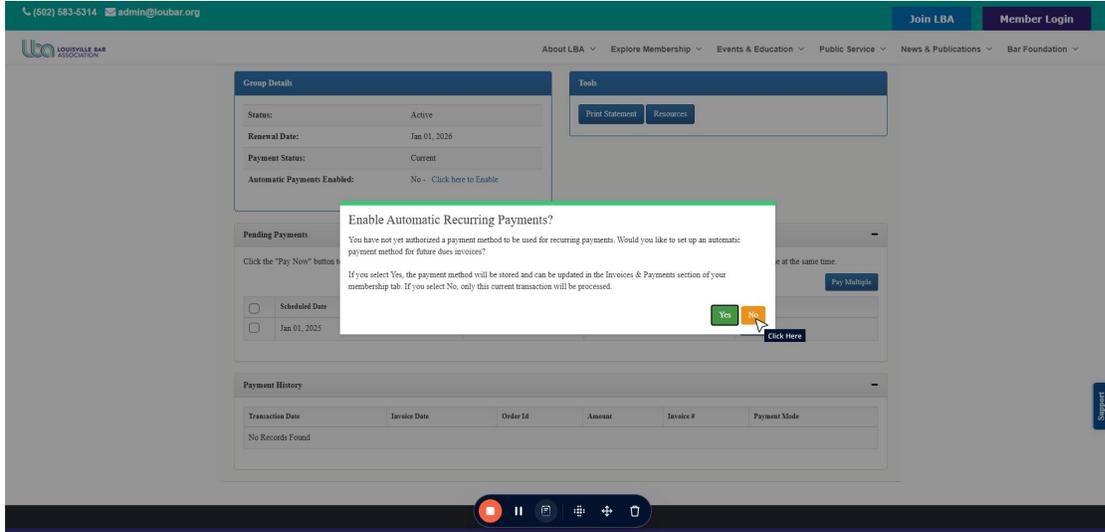
To pay online by credit card or e-check, click on **"Pay Now."**

This screenshot is identical to the one above, but the mouse cursor is pointing to the 'Pay Now' button in the 'Tools' column of the 'Pending Payments' table.

To save time next year on renewal enroll in "Auto Pay" by clicking "Yes."

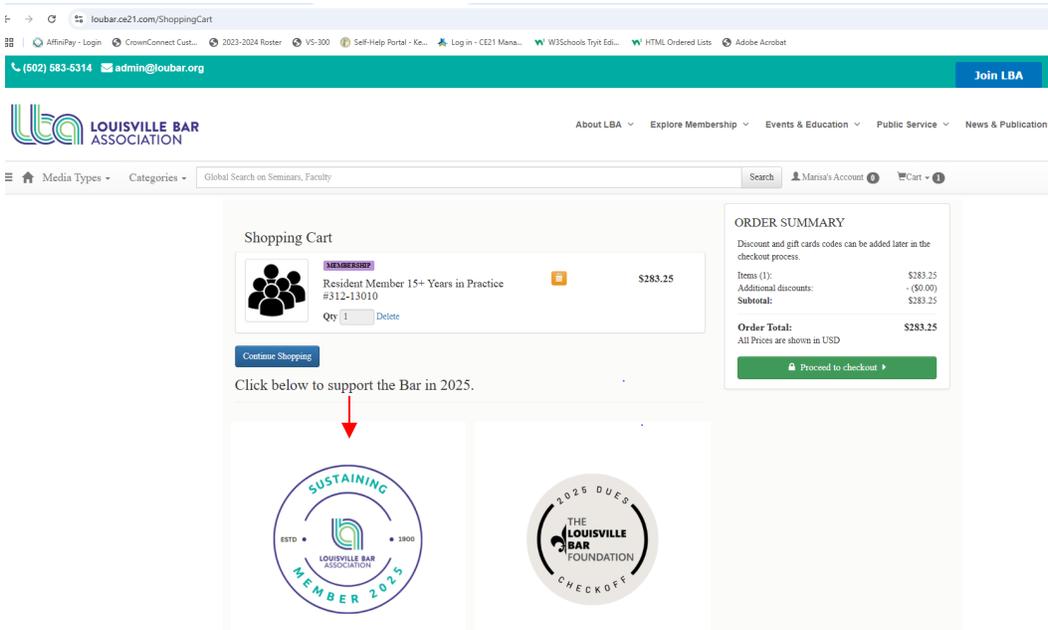
OR

If you don't want to enroll in auto pay click on "No."

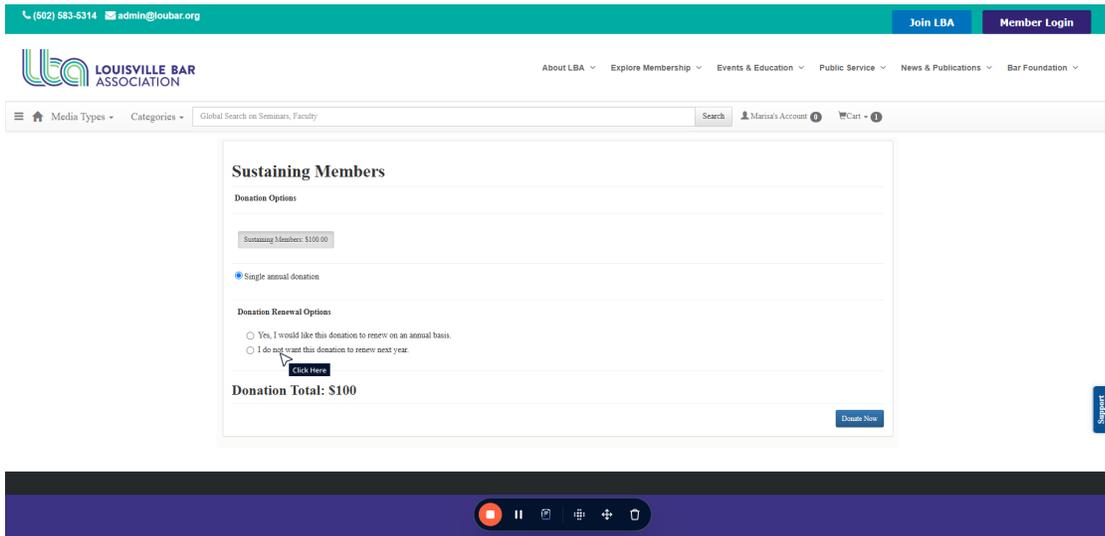


To support the LBA by becoming a "Sustaining Member" be sure to click on the icon.

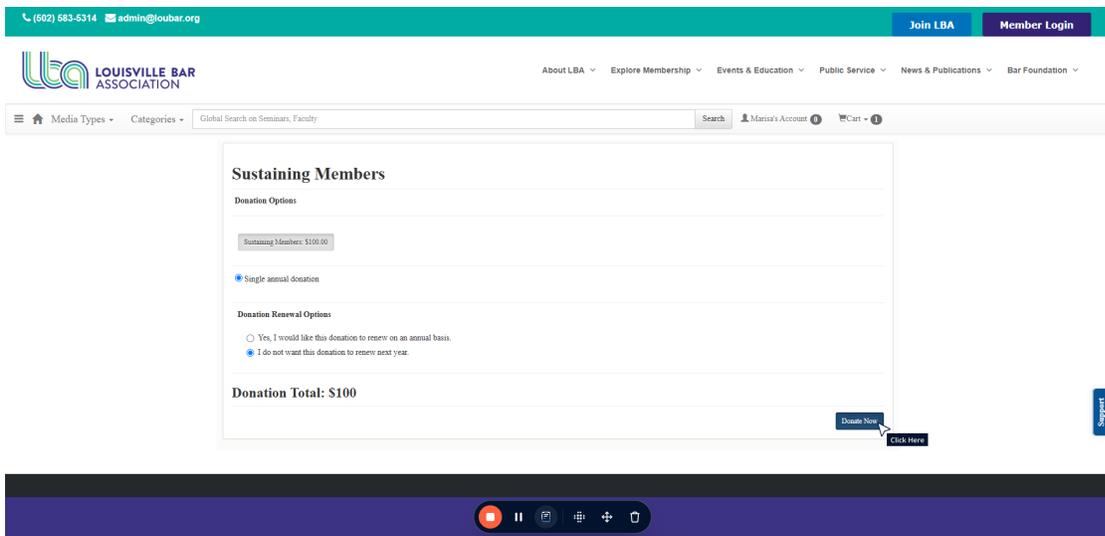
*Sustaining members receive the following benefits in 2025: One free hour of conference room rental at the LBA, a printed copy of the 2025 pictorial roster (exclusive to sustaining members only), free limited time access to our new enhanced member profiles in our public directory and more.*



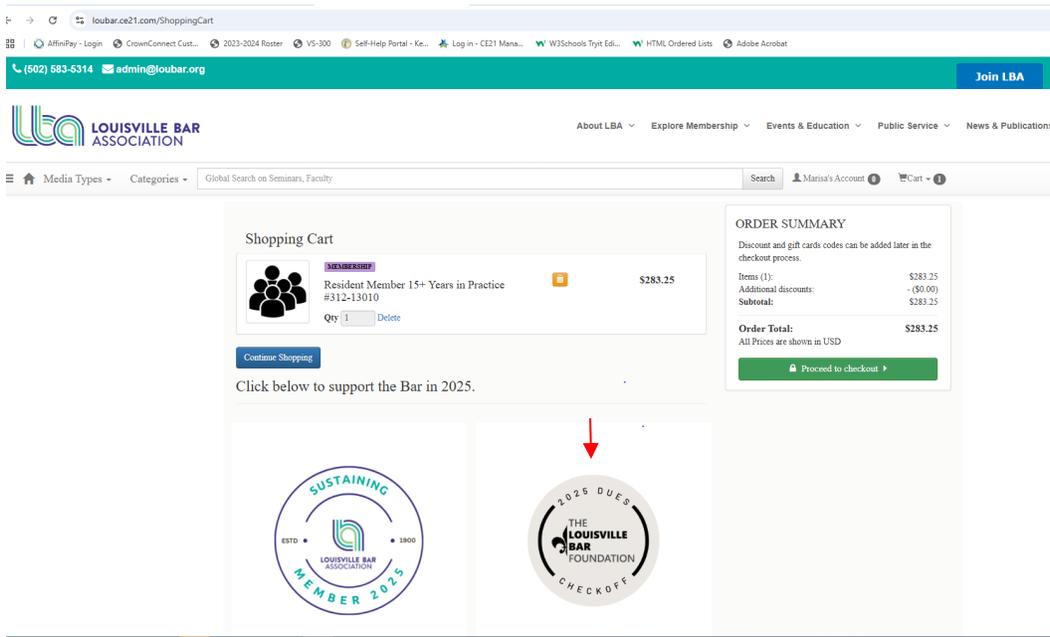
When you add Sustaining Member to your cart you will be asked if you would like it to be a reoccurring payment on a one-time donation. Click on appropriate choice.



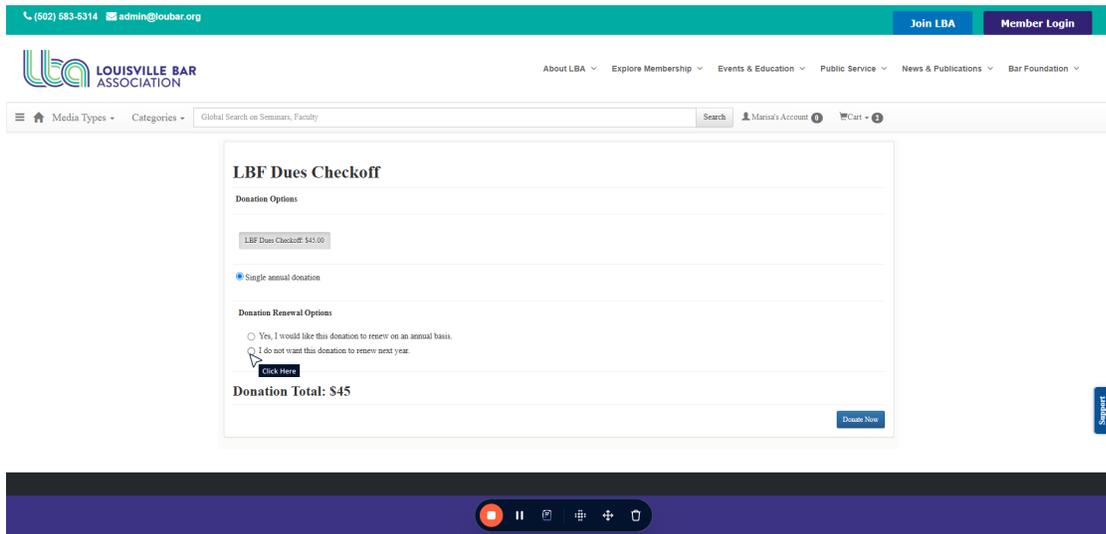
Click on "Donate Now" and it will be added to your cart.



To support the LBF through the Dues Checkoff be sure to click on the icon.



When you add LBF Dues Checkoff to your cart you will be asked if you would like it to be a recurring payment on a one-time donation. Click on appropriate choice.



Click on "**Donate Now**" and it will be added to your cart.

Once you've added your dues, sections and contributions you will see all the items listed in your cart. Click on **"Proceed to checkout"** to complete your transaction.

The screenshot shows the 'Shopping Cart' page of the Louisville Bar Association website. The header includes the phone number (602) 583-5314, email admin@loubar.org, and buttons for 'Join LBA' and 'Member Login'. The navigation menu includes 'About LBA', 'Explore Membership', 'Events & Education', 'Public Service', 'News & Publications', and 'Bar Foundation'. The cart contains three items: 'Resident Member 15+ Years in Practice #312-13010' for \$283.25, 'Sustaining Members' for \$100.00, and 'LBF Dues Checkoff' for \$45.00. An 'ORDER SUMMARY' box on the right shows a subtotal of \$428.25 and a 'Proceed to Checkout' button. A 'Continue Shopping' button is located below the cart items.

Click on **"Continue"**

The screenshot shows the checkout page of the Louisville Bar Association website. The header and navigation menu are identical to the previous screenshot. The page is divided into two main sections: 'Personal Info' and 'Confirm Cart and Payment'. The 'Personal Info' section includes a dropdown menu for 'Company/Firm' with 'Louisville Bar Associatio...' selected. The 'Confirm Cart and Payment' section shows the 'ORDER SUMMARY' with a subtotal of \$428.25 and a 'Continue' button. A 'Discount Code' field with an 'Apply' button is also present. Below the checkout area, there are two circular logos: 'SUSTAINING MEMBER 2025' and '2025 DUES THE LOUISVILLE BAR FOUNDATION CHECKOFF'. A 'Continue Shopping' button is located below the cart items.

To pay by credit card fill in the necessary information.

The screenshot shows the payment form for a credit card. The form is titled "I am paying with a Credit Card" and includes the following fields:

- Credit Card Type:** A dropdown menu with "--Select Card Type--" selected.
- Credit Card Number:** A text input field with a "Click Here" tooltip.
- Expiration Date:** A dropdown menu with "1- January" selected.
- CVV:** A text input field.
- Name On Card:** A text input field with "Maria Motley" entered.

Below these fields is the "Billing Information" section, which includes:

- Billing Full Name:** A text input field with "Maria Motley" entered.
- Choose from your existing addresses:** A radio button selected, with two address options:
  - 600 W Main St, #110, Louisville, Kentucky 40202, United States (Default) Edit
  - 87 Arlington Dr., Shelbyville, Kentucky 40065, United States Edit | Delete
- Or, Add a new address:** A radio button not selected.

At the bottom of the form, there are three radio buttons for payment methods:

- I am paying by company check
- I am paying by personal check
- I am paying by ACH/eCheck

On the right side of the form, there is a summary of the order:

- Items (3): \$428.25
- Additional discounts: -\$0.00
- Subtotal: \$428.25
- Order Total: \$428.25
- All Prices are shown in USD
- Discount Code: A text input field with an "Apply" button.
- Place Order: A green button.

The top of the page features a navigation bar with contact information (502) 583-5314, admin@loubar.org, and buttons for "Join LBA" and "Member Login". A "Support" button is located on the right side of the page.

If you prefer to pay by ACH/eCheck select the option. You will need your routing number and account number.

The screenshot shows the payment form for ACH/eCheck payment. The form is titled "I am paying by ACH/eCheck" and includes the following fields:

- Expiration Date:** A dropdown menu with "1- January" selected.
- CVV:** A text input field.
- Name On Card:** A text input field with "Maria Motley" entered.

Below these fields is the "Billing Information" section, which includes:

- Billing Full Name:** A text input field with "Maria Motley" entered.
- Choose from your existing addresses:** A radio button selected, with two address options:
  - 600 W Main St, #110, Louisville, Kentucky 40202, United States (Default) Edit
  - 87 Arlington Dr., Shelbyville, Kentucky 40065, United States Edit | Delete
- Or, Add a new address:** A radio button not selected.

At the bottom of the form, there are three radio buttons for payment methods:

- I am paying by company check
- I am paying by personal check
- I am paying by ACH/eCheck

On the right side of the form, there is a summary of the order:

- Items (3): \$428.25
- Additional discounts: -\$0.00
- Subtotal: \$428.25
- Order Total: \$428.25
- All Prices are shown in USD
- Discount Code: A text input field with an "Apply" button.
- Place Order: A green button.

The top of the page features a navigation bar with contact information (502) 583-5314, admin@loubar.org, and buttons for "Join LBA" and "Member Login". A "Support" button is located on the right side of the page.

Before completing your renewal if you'd like to copy another person in your office to receive a copy of your receipt fill in their email address.

The screenshot shows the LBA website's checkout process. At the top, there is a teal header with contact information: (502) 583-5314 and admin@loubar.org. Navigation links include 'Join LBA' and 'Member Login'. The main content area is divided into two columns. The left column contains a form for account holder information, including fields for Account Holder Type (Business), Name, Bank Account Number, Routing Number, and Account Type (Checking). Below these fields is a section for choosing from existing addresses, with two options: '600 W. Main St, #110, Louisville, Kentucky 40202, United States (Default)' and '87 Arlington Dr, Shelbyville, Kentucky 40065, United States'. There is also an option to 'Or, Add a new address'. A note states: 'If you would like a copy of your receipt sent to another email, enter it here. Additional Receipt Email'. The right column shows a summary of items (3) for \$428.25, with an additional discount of \$0.00, resulting in a subtotal of \$428.25. The order total is also \$428.25. A 'Discount Code' field with an 'Apply' button is present. A green 'Place Order' button is at the bottom of the summary. A 'Support' button is visible on the right side of the page.

Click on “Place Order” and you have completed your 2025 renewal.

We look forward to celebrating the LBA’s 125<sup>th</sup> anniversary with you and the community in 2025. Thank you for your continued support!