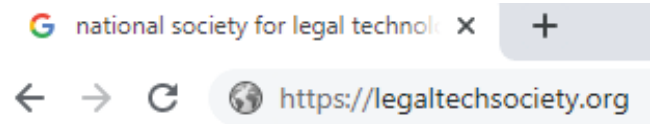




1. Log in to your NSLT Membership at www.LegalTechSociety.org



2. Under **Students**, select the Student Home Page.



3. In the Navigation Bar, select Join Us.



4. Select **Edit your member profile**.



5. In Membership details, click **Change**.



6. Select the bubble next to the Membership Certificate program you wish to change to, then click **Next**.

Change membership level

Select membership level * Mandatory fields

* Membership level **Student Membership - eDiscovery Technology Certificate - \$160.00 (USD)**
Subscription period: 1 year
No automatically recurring payments
1 year access to eDiscovery Technology Certificate program.

Please note: full price of the new membership term will be billed. No refund will be done. Contact your site administrator if you are expecting a refund.

Cancel Next

7. Fill in all required fields. If you purchased a discount code, type in the code in the Enter discount code box. Select **Update and next**.

Change membership level

New level: Student Membership - eDiscovery Technology Certificate - \$160.00 (USD)
Subscription period: 1 year
No automatically recurring payments

Cancel Back Update and next

Your profile * Mandatory fields

First name: Sample
Last name: Student
Email: sample@sample.com
Phone: xxxxxxxx
School: NSLT
What course do you want?
Grade Level: Paralegal
What course level do you want to take?
* Instructor's name:
What is your instructor's name?

Discount code
Enter discount code

Cancel Back Update and next

8. Review and confirm your information. If you did not use a discount code, select **Pay online**.

Review and confirm

Level: Student Membership - Legal Technology Certificate - \$160.00 (USD)
Subscription period: 1 year
No automatically recurring payments
Total amount: **\$160.00 (USD)**

Cancel Back Invoice me Pay online

Once your payment is processed, you will have the new software courses added to your existing Portal Profile. This may take a few hours to update. **Do not create a second Portal.**

You will use your same membership credentials to log into your new membership.

If you need assistance, please email:
Admin@LegalTechSociety.org