

Equal Justice Works 2011 Law School Membership Registration Guide

Law School Registration and Login: <https://www.myinterfase.com/equaljusticeworks/employer/>

Step 1: Creating an Account

To renew your law school membership, you will need to reactivate your account by logging into the system pictured below. Login information is the same as last year. You were sent an email reminder containing your username and password. If you have not received the message, please contact membership@equaljusticeworks.org.

Please note: Returning employers & law schools may use last year's login information to update their profile and register for this year's event.

- **Returning Users:** Enter your username and password below and click *LOGIN*.
- **New Users:** If you have NOT registered with this site before, click the *Click Here to Register* link below to create a new account.

If you are an **employer**, please download our [Employer User Guide](#) for instructions on how to register.

If you are a **law school**, registering for your [Law School Membership](#), please download our [Law School User Guide](#) for instructions on how to register.


Important:

- **Using a PC?** We recommend Internet Explorer version 6.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

For further assistance, please email Adam Chamy, the Law School Program & Member Services Coordinator, at achamy@equaljusticeworks.org. You should disable any popup blocker when using this site.

Username (your email address):

Password:



[Click here to register!](#)

When you have logged in you should see the screen below. Press "Submit Profile."

Your JusticeWork! account has been created.

Step 1 of 3 is now complete!


Please click [Submit Profile](#) to proceed to **Step 2: Register to Attend Your Event**

Step 2: Register to Attend

After creating an account, you will need to register to “attend” the Equal Justice Works Law School Membership. Click on the “**Register to Attend Events**” tab to begin. Then, click on “**Search**” to view all available events.

Home	My Profile	My Jobs	My Interview Schedules & Requests	Register to Attend Events	Sign Out
----------------------	----------------------------	-------------------------	---	---	--------------------------

[Home](#)

 [Resource Library](#)

Welcome, Adam Chamy

Thank you for creating an account with Equal Justice Works.

Instructions for Employers: Please select Register under the "Register to Attend Events" tab to complete your registration for the Conference and Career Fair.

Instructions for Law Schools: Please select Register under the "Register to Attend Events" tab to complete your Law School Membership Registration.

Announcements Printer F

Step 2 of 3: Register to Attend Your Event

Employers: To register for the Conference and Career Fair click the "Register to Attend Events" tab on the top of the webpage. Then follow the highlighted instructions above the search list.

Law Schools: To renew your law school membership, click the "Register to Attend Events" tab on the top of the webpage. Then follow the

Task List



Step 2: Register to Attend (continued)

To register, click on the Register link included with the Equal Justice Works Law School Membership listing.

Step 2 of 3: Register to Attend your Event


Instructions for Employers: Click on the register button besides the Equal Justice Works Conference and Career Fair event to register for the Equal Justice Works Conference and Career Fair.

Instructions for Law Schools: Click on the Register button besides the Equal Justice Works Law School Membership event to register or renew your Law School Membership.

Career Event Search Results

[\[Change Criteria\]](#)

|< < 1 > >| Page 1 of 1, items 1 to 1 of 1

Career Event Name	Event Type	Start Date/Time	End Date/Time	Location	Category	Students	Action	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Equal Justice Works Law School Membership	Employer Only Event	5/5/2011 9:00 AM	8/31/2011 5:00 PM	Online	Workshop	0	Register	

|< < 1 > >| Page 1 of 1, items 1 to 1 of 1

Step 3: Registration Information

Please fill out information about your law school. All fields marked with * are required. Once you have completed all required fields click "**Continue**" at the bottom of the pages

NOTE: For fields that allow multiple selections, use CTRL to select more than one.

Registration Information

Career Event Name: Equal Justice Works Law School Membership

* **Organization Name:**

* **First Name:**

Middle Initial:

* **Last Name:**

Address Line 1:

Address Line 2:

* **City:**

* **State:**

* **Zip Code:**

* **Phone:**

Alt Phone:

* **E-mail:**

Website:

Show Contact Info:

Organization Profile:

Logo (must be a jpg or gif):

Step 3: Registration Information

Attendance Fees & Payment

To complete your registration, click the check box under Attendance Fees to confirm your membership fee, choose your payment method, and click "Continue." Equal Justice Works only accepts Credit Cards or Check.

Fees

Attendance Fees	
Title	Amount
<input type="checkbox"/> Equal Justice Works Law School Membership 2011-2012 Membership to Equal Justice Works for the 2011-2012 membership year.	\$2,000.00

Please select your Payment Method below. You will only be able to choose an option if there is a fee associated with this event.

We only accept Visa, MasterCard and American Express as Credit Card options.

Payment

Amount Paid: 0
PO Number:
Pay Status: Not Paid
Payment Date:
Payment Method:

Recruiter Enrollment

Please add any applicable secondary contacts or law school professionals affiliated with your school in the fields marked "Recruiter". If there is no individual you would like to add, simply click "Continue."

Attending Recruiters

Recruiter Name	Recruiter Phone	Recruiter Email	Action
Adam Chamy	21413	adamchamy@gmail.com	[Edit] [Remove]

Add New Recruiter

*Recruiter Name: Recruiter Phone: Recruiter Email:

Credit Payment

If you choose "Credit" as your payment method, fill out the requested information. Fields marked with * indicate required fields. Press "Submit Payment" when ready to send. Please click the "Submit Payment" button only once.

Note that your receipt and statement will indicate a charge from "CSO Research, Inc." NOT from Equal Justice Works.

* Please input credit card information before continuing

Credit Card Payment

* Credit Card Number: * Card Type:

Visa, Mastercard, and American Express only. Enter only numbers (no dashes or spaces).

* Security Code/CVV2:

What is this?

* Expiration Month/Year: /

* First Name:

* Last Name:

* Billing Address 1:

Billing Address 2:

* Billing City:

* Billing State:

* Billing Zip/Postal:

* Daytime Phone Number:


* E-mail Address:

Event: Equal Justice Works Law School Membership
Registration ID: 206
Transaction Amount: 2,000.00

Important: Only click Submit Payment once.

Note: Once your payment has been submitted successfully a receipt for this payment will be e-mailed to the e-mail address listed in this payment screen.


This charge will appear on your receipt and your credit card statement from **CSO Research, Inc..**



Step 4: Invoices and Receipts

If you chose to **pay with a check**, your payment will be confirmed upon receipt of your check. You may generate an invoice anytime – whether payment has been received or not by clicking “Invoice.” Please enable pop ups in your browser preferences so that the invoice will generate.

If you chose to **pay with a credit card**, your payment will be immediately registered in the CSO system. To generate a receipt, click the “Receipt” button. Please enable pop ups in your browser preferences so that the invoice will generate.

Fees [Edit]			
Item	Description	Amount	Quantity
Equal Justice Works Law School Membership 2011-2012	Membership to Equal Justice Works for the 2011-2012 membership year.	\$2,000.00	1
Total Fees: \$2,000.00			
Payment [Edit]			
Below is your payment information for this event:			
<ul style="list-style-type: none">• Generate an invoice - click Create Invoice.• Generate a receipt (only available if marked as Paid) - click Create Receipt.			
* Amount Paid: \$0.00			
Amount Due: \$2,000.00			
PO Number:			
Pay Status: Not Paid			
Payment Date:			
Payment Method: Check			
 <input type="button" value="Invoice"/>			