

SUSTAINING LAW FIRM Online Renewal INSTRUCTIONS:

Click here to [Login](#)

1. Enter your email address.
2. Enter your password that was issued to you. If you don't remember the password call me (925)370-2543 or email jcomages@cccba.org. (If you want to change the password to your own choosing let me know and I will update the database.)

You will then see this screen:

Click in each box below to Filter, Select and View the status of all Attorneys in your Firm:

Still waiting for Renewal Payment Pending Confirmed

[Click to Show My Attorneys](#)

Click on each "Renewal" icon  to begin the Renewal process for any Member not renewed for the current year.

Click here  to notify the Association of any Members no longer with your Firm.

When finished Click the "Confirmed" box above to filter and then select all Renewed Members and print your Invoice.

3. Click in each box below to Filter, Select and View the status of all Attorneys in your Firm:
4. When finished, Click the "Payment Pending" box above then click Name to highlight all attorneys. You can then print a final invoice and mail a check. OR, NEW FEATURE THIS YEAR, SCROLL TO THE BOTTOM OF THE PAGE AND CLICK "Apply Payment" TO PAY BY CREDIT CARD.

Don't hesitate to ask if you need help, I am here to assist in any way I can.

Thank you for renewing. Your continued membership is appreciated!