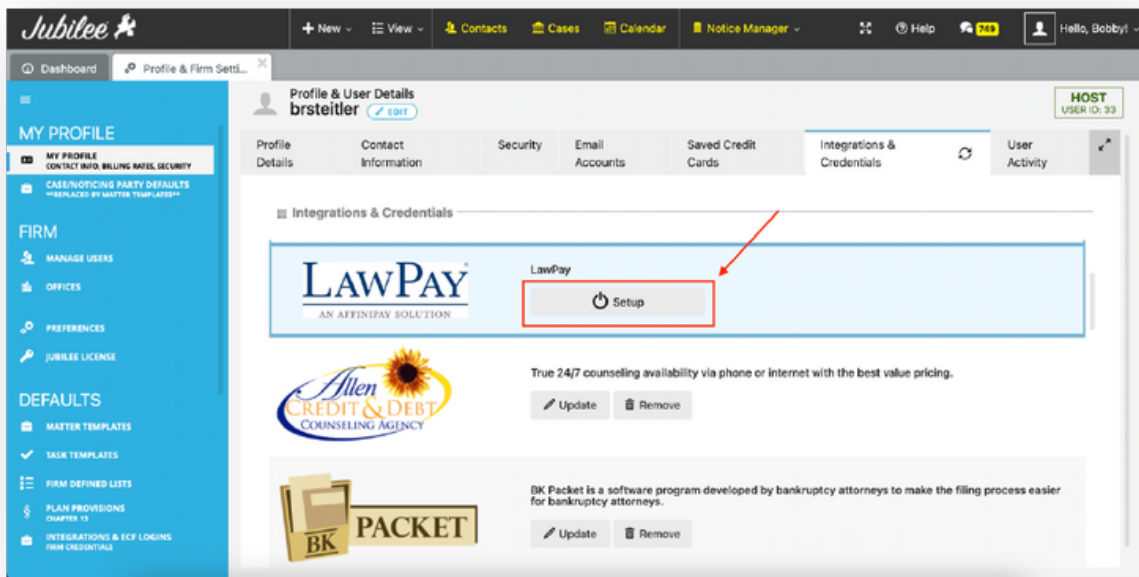
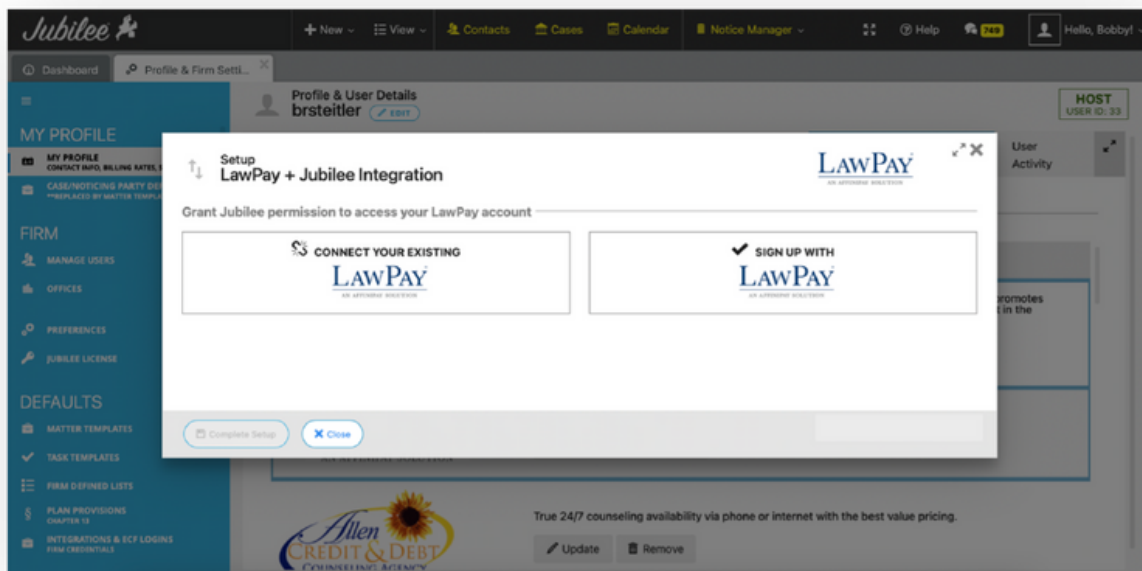


## Setting up LawPay in Jubilee (Existing LawPay Customers)

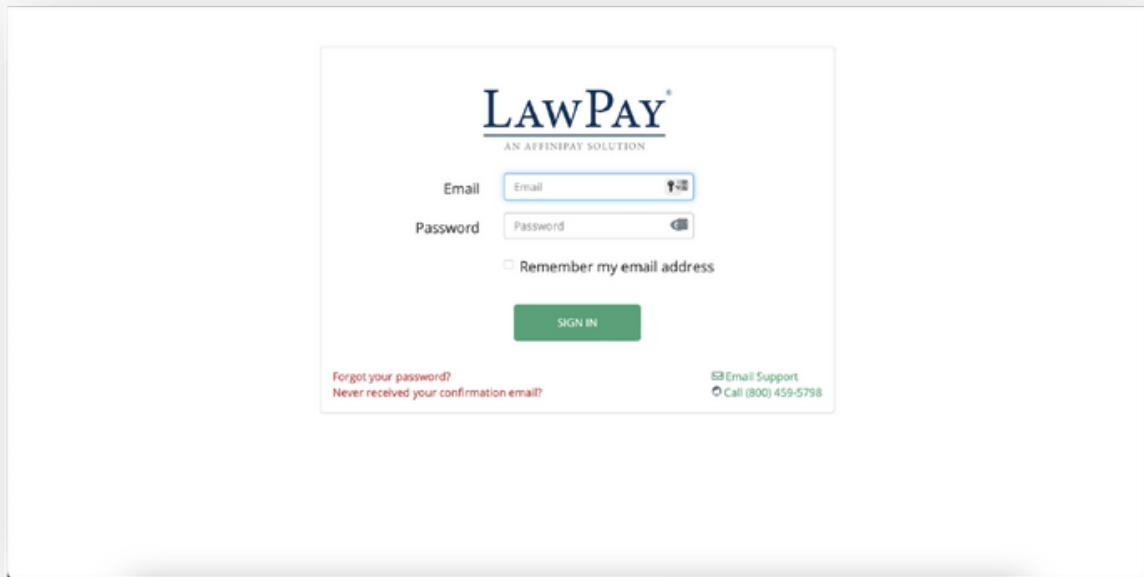
1. Within Jubilee, go to Profile & Firm Settings – My Profile - Integrations & Credentials tab – and click the Setup button in the LawPay section.



2. If you are an existing LawPay customer, click on the “CONNECT YOUR EXISTING LawPay” account option. If you do not currently have a LawPay account, please see the “Setting up LawPay in Jubilee (New LawPay Customers)” instructions at the end of this document.

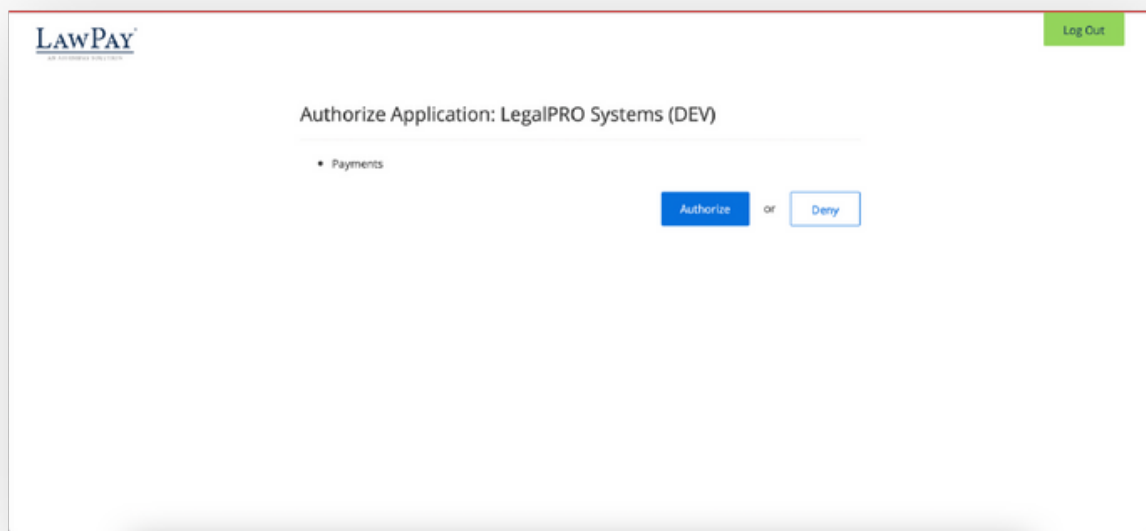


3. You will be directed to the LawPay sign in page where you will need to enter your LawPay credentials.



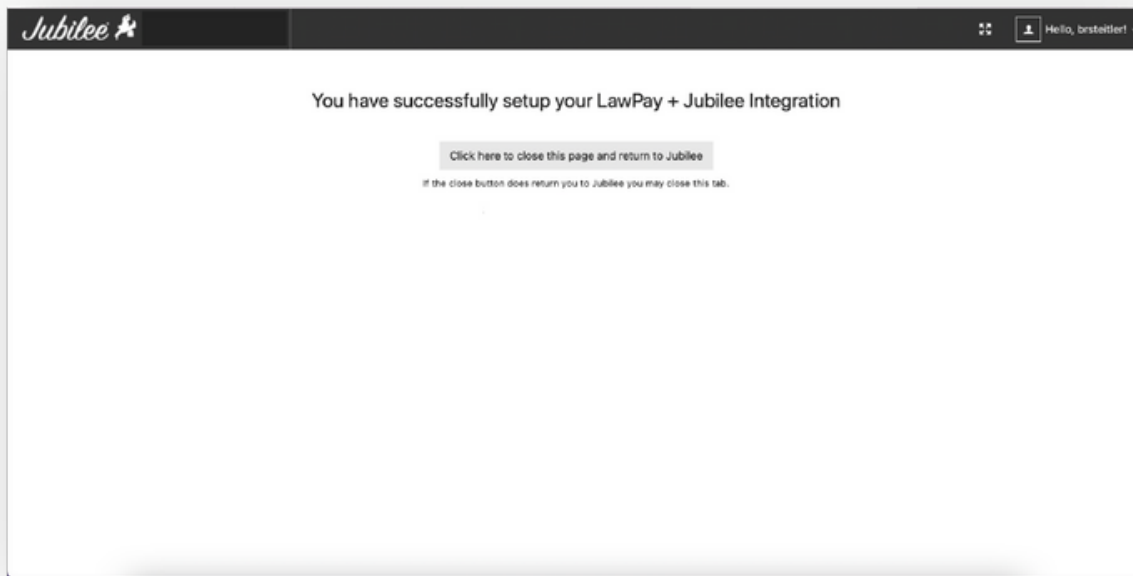
The image shows the LawPay sign-in page. At the top center is the LawPay logo with the tagline "AN AFFINIPAY SOLUTION". Below the logo are two input fields: "Email" and "Password". The "Email" field has a blue border and a small icon of an envelope. The "Password" field has a blue border and a small icon of a key. Below these fields is a checkbox labeled "Remember my email address". A green "SIGN IN" button is centered below the checkbox. At the bottom left, there are two links: "Forgot your password?" and "Never received your confirmation email?". At the bottom right, there are two links: "Email Support" and "Call (800) 459-5798".

4. 1.Next you will need to authorize Jubilee to access your LawPay account.

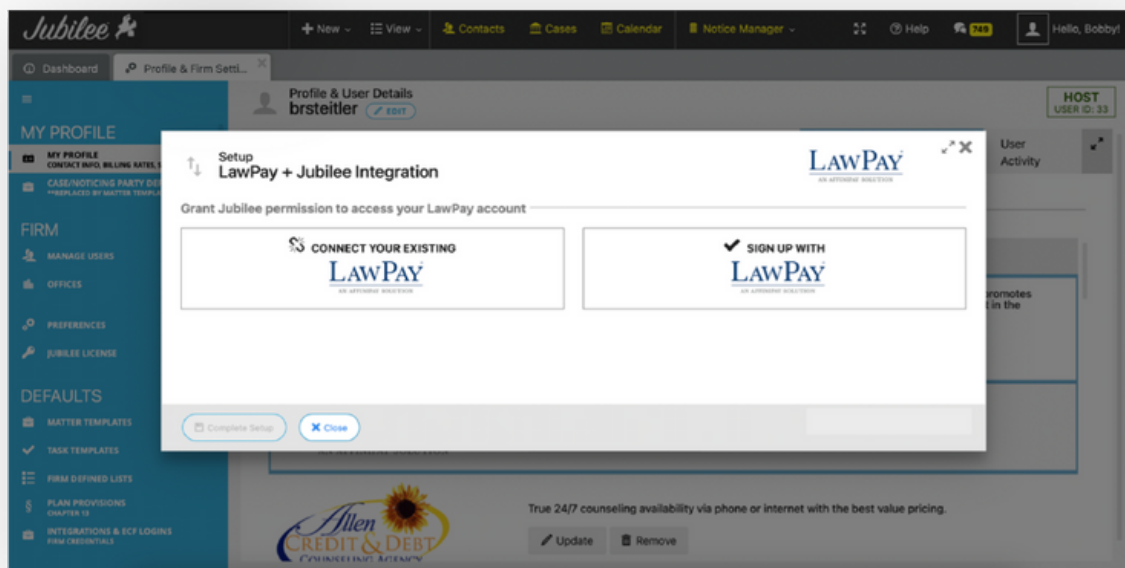


The image shows the LawPay authorize application page. At the top left is the LawPay logo. At the top right is a green "Log Out" button. The main heading is "Authorize Application: LegalPRO Systems (DEV)". Below the heading is a list of permissions, with "Payments" selected. At the bottom right are two buttons: "Authorize" and "Deny", separated by the word "or".

5. You will receive a confirmation stating the connection has been established. Click the button to close the page and return to Jubilee.



6. Click on the Complete Setup button. You can now accept credit, debit, and ACH payments directly through Jubilee.



Posted below is a quick video demo on how to use the payments functionality within Jubilee and a link to schedule a 1 on 1 training session, if you would like a walkthrough. Feel free to contact our office with any questions.

[Video Tutorial for Jubilee Payments](#)

[Schedule your training](#)