



FIRM ADMINISTRATION

Documentation for Firm Administration
functionality on
<https://www.lawsociety.ie/>

Contents

Firm Administration	1
Becoming a Firm Administrator	4
Change Firm Name	4
Edit Firm details	5
Firm PII Cover	6
Firm Payment for Practising Certificates	6
Paying by EFT	8
Submitting an EFT Form	10
PC Reminder Function	11
EFT Payment for Branch Office Firm Admins	12
Firm Applications	13
Firm Law Directory	13

The role of a Firm Administrator

The Law Society of Ireland website provides a facility for a firm's principal, partner or nominated staff member(s) to access the Firm Administration section of the Law Society website in order to perform specific functions on behalf of their firm. Principal/Partners automatically have access to the Firm Administration section for the firm they are resident in. For Industry/State, the solicitor identified as Managing Partner or solicitor-in-charge is deemed to be the Firm Administrator.

The principal/managing partner in the firm must send a request in writing to nominate other solicitors as Firm Admin, and non-solicitors must have a Law Society website login account ([register here](#)) and the principal/managing partner in the firm must send a request in writing to nominate them.

This guide will explain how to nominate/change a Firm Admin and take you through the functions available on the Firm Administration section

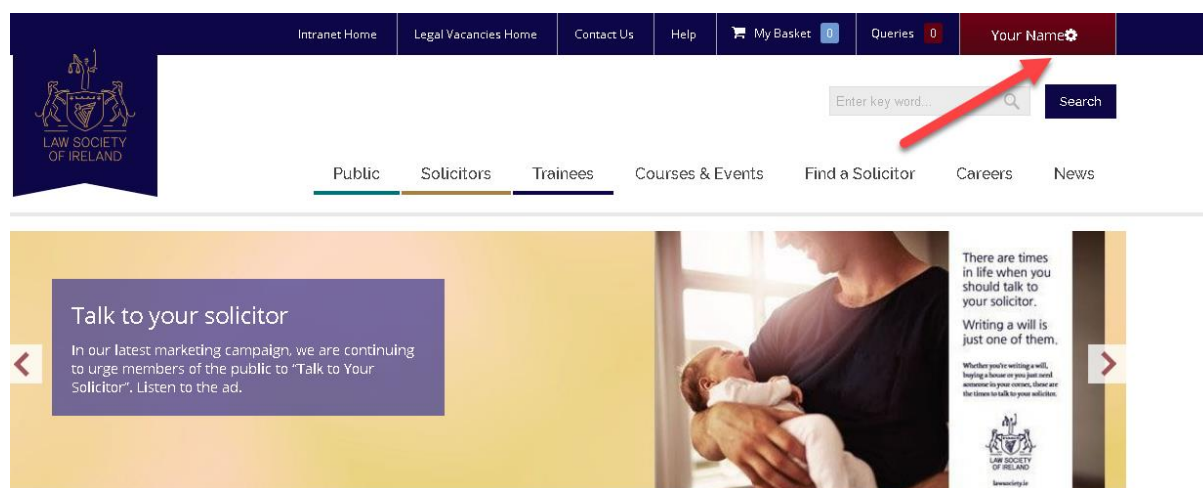
Firm Administration

To access the Firm Administration section of the website, you need to be a partner, principal or approved Firm Administrator. While all solicitors can access the main Firm Administration page after logging in, the sections within are restricted to Firm Administrator access only.

Firstly you will need to log in to the website via the following link:

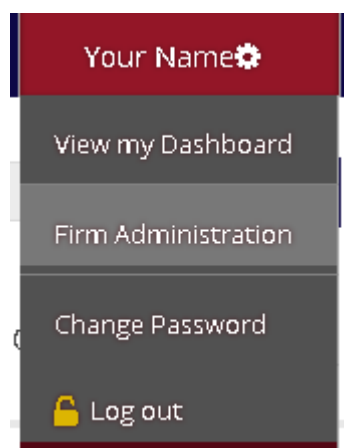
<https://www.lawsociety.ie/login>

Once logged in, you will see your name on the header of the website and a cog beside it.



Law Society of Ireland - Proud of Tradition. Prepared for the Future

Click on your name and then click on Firm Administration.



On this page you can find out:

- how to be a Firm Administrator, and
- how to nominate an administrator for your firm.

You can also find information about what a Firm Administrator can change/access, such as:

- view a list of solicitors for their firms.
- see if a PC application has been submitted by each solicitor linked to the firm.
- generate a schedule of fees.

- (for 2021 renewal) generate and print a pre-filled EFT form to accompany a PC form receipt for selected solicitors.
- request updates to the solicitor listing if it is not up-to-date.
- You can also notify the Law Society of a change of employer in this section. A screenshot can be seen below.

Dashboard

My Applications

Email Preferences

Law Directory

Application Queries

PC/Membership Renewal

Garda Station Search

Address Preferences

Firm Admin

Change Firm Name

Edit Firm details

Firm PII Cover

Firm payment for PC

Firm Law Directory

Firm Applications

My Orders

Mediator Registration

For Firm Administrators

This secure section of the site can only be accessed by a staff member in your firm or organisation, who has been appointed as firm administrator and approved by the Law Society.

Apply to be a firm administrator

For access to this area or to nominate an administrator for your firm, see below:

- **Principal/Partners** - automatically have access to Firm Admin section for the firm they are resident in. For help, email webmaster@lawsociety.ie
- **Other Solicitors** - the principal/managing partner in the firm must send a request in writing to pc@lawsociety.ie
- **Non-solicitors** - must have a login account ([register here](#)) and the principal/managing partner in the firm must send a request in writing to pc@lawsociety.ie
- **Industry/State** - the solicitor identified as Managing Partner or solicitor-in-charge is deemed to be the Firm Administrator. To make a change, contact pc@lawsociety.ie

If you need help logging in, please contact webmaster@lawsociety.ie.

Firm administrator for branch or additional firm

- Where a firm has branches, the Firm Administrator for the Principal Office can access details for the branches if relevant. However, if different, a Firm Administrator for a branch cannot access the Principal Office details or other branches.
- It is not currently possible for the same Firm Administrator to be appointed to more than one firm or organisation.

For queries on any of the above, please contact pc@lawsociety.ie.

Law Directory for firm or organisation

Launched in December 2020, representatives of a firm, or other organisation employing solicitors, who have been approved as a Firm Administrator, can now review their details for their Law Directory entry. This includes reviewing practitioners linked to the firm or organisation, and branch details if relevant. You can also make or request changes:

- [Firm Law Directory](#)

If you cannot access this page and should have access as outlined above, please contact pc@lawsociety.ie for assistance.

Firm payment for Practising Certificate (PC) applications

Administrators can now:

- view a list of solicitors for their firms
- see if a PC application has been submitted by each solicitor linked to the firm
- generate a schedule of fees
- (for 2021 renewal) generate and print a pre-filled EFT form to accompany a PC form receipt for selected solicitors
- request updates to the solicitor listing if it is not up-to-date.

[Access Firm payment for PCs](#)

Becoming a Firm Administrator

The secure Firm Administration section of the site can only be accessed by a staff member appointed as Firm Administrator and approved by the Law Society.

For access to this area or to nominate an Administrator for your firm, see below:

- Principal/Partners - automatically have access to Firm Admin section for the firm they are resident in. For help, email webmaster@lawsociety.ie.
- Other Solicitors - the principal/managing partner in the firm must send a request in writing to pc@lawsociety.ie.
- Non-solicitors - must [register a login account](#) and the principal/managing partner in the firm must send a request in writing to pc@lawsociety.ie.
- Industry/State - the solicitor identified as Managing Partner or solicitor-in-charge is deemed to be the Firm Administrator. To make a change, contact pc@lawsociety.ie.

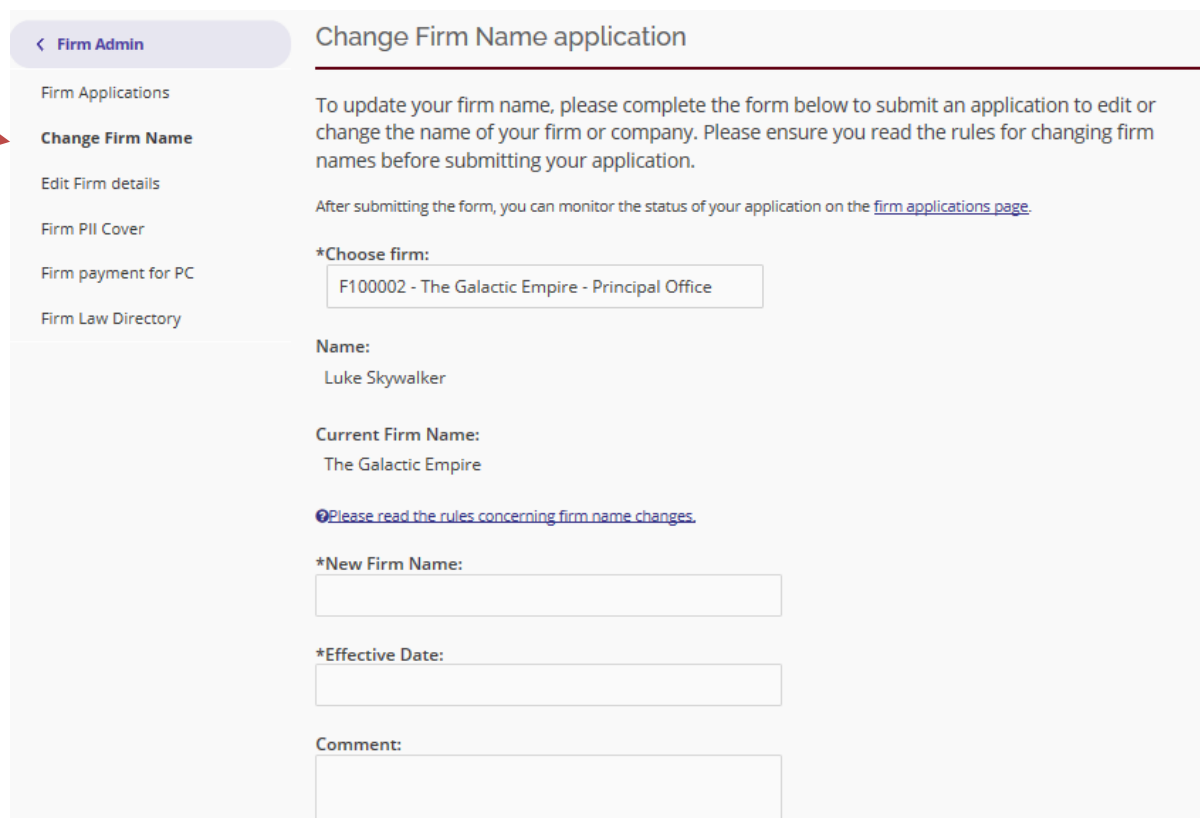
If you need help logging in, please contact webmaster@lawsociety.ie.

Change Firm Name

To edit your Firm Name, you have to complete the form to submit an application for approval by the Society. Please ensure you read the rules for changing firm names before submitting your application.

You can either:

- Click on **Change Firm Name** and fill out the application form, or
- Click on Edit Firm Details and then click **Edit Firm Name**.



< Firm Admin

- Firm Applications
- Change Firm Name**
- Edit Firm details
- Firm PII Cover
- Firm payment for PC
- Firm Law Directory

Change Firm Name application

To update your firm name, please complete the form below to submit an application to edit or change the name of your firm or company. Please ensure you read the rules for changing firm names before submitting your application.

After submitting the form, you can monitor the status of your application on the [firm applications page](#).

***Choose firm:**

F100002 - The Galactic Empire - Principal Office

Name:

Luke Skywalker

Current Firm Name:

The Galactic Empire

[Please read the rules concerning firm name changes.](#)

***New Firm Name:**

***Effective Date:**

Comment:

After submitting the form, you can monitor the status of your application on the firm applications page.

If you are not a Firm Administrator, you will not be able to apply to change the firm name.

Edit Firm details

If you are a Firm Administrator, you will be able to edit these firm details on the page for immediate update:

- Firm Address.
- Firm Emails.
- Firm Phone Numbers.
- Firm Fax.

Edit firm details

If you need to update your firm's address and/or contact details, please use the form below. Additional phone/fax numbers and email addresses will update your Find a Firm profile on the Law Society website.

To edit the firm name, you will need to complete a separate [Change Firm Name application form](#).

***Choose firm:**

F100002 - The Galactic Empire - Principal Office

Firm Name:
F100002 / The Galactic Empire

Edit Firm Name

Firm Address: ?

Line 1: *
Street 1

Line 2:
Address line 2 if relevant

Line 3:
Address line 3 if relevant

Line 4:
Address line 4 if relevant

If you are not a Firm Administrator, you will not be able to edit the firm details.

Firm PII Cover

If you are a Firm Administrator, you will be able to see details in relation to the firm's PII Cover.

This will include the year, the broker, the insurer(s), the policy number and the coverage dates. If you have a query in relation to the PII, contact piihelpline@lawsociety.ie.

Firm PII Cover

See below for a list of your firm's Professional Indemnity Insurance (PII) cover - sorted by year, most recent cover listed at the top. If you have a query, please contact lawpii@lawsociety.ie.

***Choose firm:**

F100002 - The Galactic Empire - Principal Office

Year	Broker	Insurer(s)	Policy No.	Coverage Dates
2021	PYV Ireland	Brit Insurance Company	usetheforceluke	01/12/2020 - 30/11/2021

:

If you are not a Firm Administrator, you will not be able to see details in relation to the firm's PII Cover.

Firm Payment for Practising Certificates

If you are a Firm Administrator, you will be able to see details in relation to the Firm Payment for Practising Certificates.

In this section, an administrator can:

- Review details for solicitors in their firm.
- Check the status of current practising certificate applications.
- Generate a schedule of fees for payment.
- Generate a pre-filled EFT form.

Firm Payment for Practising Certificates

Review details for solicitors in your firm, the status of current practising certificate applications and generate a schedule of fees for payment.

Payment and updates

- To pay for a list of solicitors, use the tick box in the left column to select all (in header) or tick the row for specific solicitors, then click **Generate Schedule of Fees**.
- If paying by **EFT**, don't forget to complete and send us the [EFT form](#).
- To update a solicitor's details or remove them, click **Update** to send us the changes.
- To add a solicitor that's missing from the list, click **Add new solicitor** to send us the details including their solicitor number.
- You can email a solicitor who has not submitted their application yet using **Send Reminder**.

*Choose firm:

F100002 - The Galactic Empire - Principal Office

Solicitor details														
<input type="checkbox"/>	Name	Position	Start Date		PC Applied	Reg Fee	Comp	LSRA	Sub	SBA	FLAC	CLC	Total	EFT Form Generated
<input type="checkbox"/>	Darth Vader	Partner	01/01/2020	Update	Paper	1113.00	720.00	287.00	20.00	60.00	15.00	30.00	2245.00	Download

Payment and updates

- To pay for a list of solicitors, use the tick box in the left column to select all (in header) or tick the row for specific solicitors, then click **Generate Schedule of Fees**.
- To update a solicitor's details or remove them, click **Update** to send us the changes.
- To add a solicitor who is missing from the list, click **Add new solicitor** to send us the details including their solicitor number.

Please note that cheques won't be accepted for the 2021 renewal, so please pay by EFT. You can use a new pre-filled EFT form since December 2020.

A Firm Administrator can complete and generate the required EFT form for one or multiple solicitors with the details the Society needs, so we can link your payment correctly.

Only Firm Administrators can see this area. If you are a Firm Administrator but can't see or access this function, please email pc@lawsociety.ie.

Firm Payment for Practising Certificates

You appear to not have permission to access this function. please contact pc@lawsociety.ie for assistance if you believe this to be incorrect.

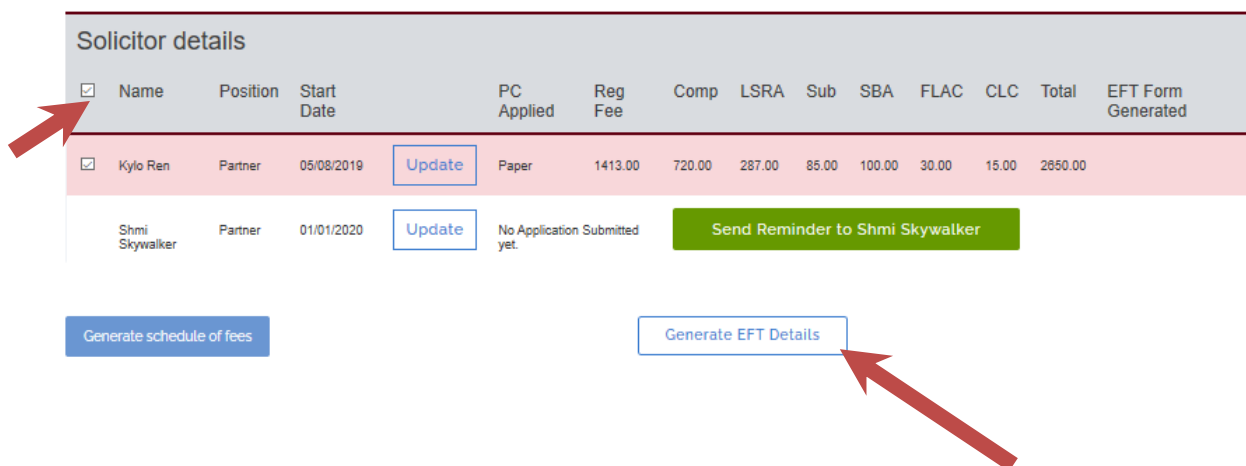
Paying by EFT

When paying for a list of solicitors, the Firm Administrator needs to send us a PC receipt for every solicitor, along with the generated EFT form.

Solicitors can access the PC receipt after submitting their PC form online.

To generate the EFT form, you:

- Use the tick box in the left column header to select all if you are generating for a list of solicitors, or tick the row for specific solicitors.
- Then click **Generate EFT Details** in the bottom right.



The screenshot shows a table titled "Solicitor details" with the following columns: ☒, Name, Position, Start Date, , PC Applied, Reg Fee, Comp, LSRA, Sub, SBA, FLAC, CLC, Total, and EFT Form Generated. The first row, for "Kylo Ren", is highlighted in pink. The second row, for "Shmi Skywalker", has a green button "Send Reminder to Shmi Skywalker" instead of a total value. Below the table are two buttons: "Generate schedule of fees" and "Generate EFT Details". A red arrow points to the first checkbox in the header, and another red arrow points to the "Generate EFT Details" button.

<input checked="" type="checkbox"/>	Name	Position	Start Date	<input type="button" value="Update"/>	PC Applied	Reg Fee	Comp	LSRA	Sub	SBA	FLAC	CLC	Total	EFT Form Generated
<input checked="" type="checkbox"/>	Kylo Ren	Partner	05/08/2019	<input type="button" value="Update"/>	Paper	1413.00	720.00	287.00	85.00	100.00	30.00	15.00	2650.00	
	Shmi Skywalker	Partner	01/01/2020	<input type="button" value="Update"/>	No Application Submitted yet.	<input type="button" value="Send Reminder to Shmi Skywalker"/>								

The pre-filled EFT form will be generated like this:

EFT Details

Firm Name:

The Galactic Empire - Principal Office

Firm Number:

F100002

Reference Number: 430818

S200004-F100002

Amount(£):

6805

Payment Date:

10/12/2020

Contact Name:

Luke Skywalker

Contact Number:

Contact Email:

PersonEmail1-88302@ls-static.com

Individual Solicitor's Details

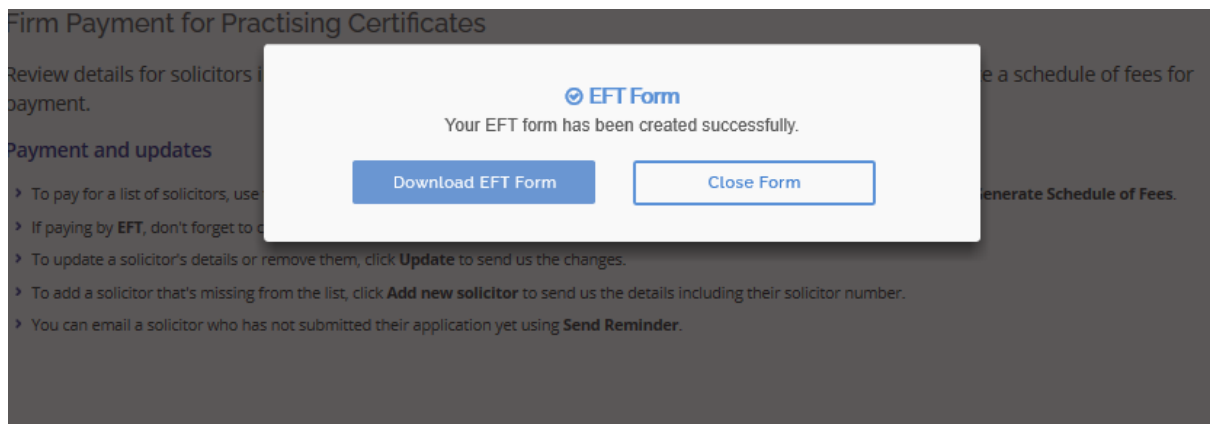
Solicitor ID	Solicitor Name
S200004	Darth Vader
S200012	Leia Organa
S200000	Luke Skywalker

Confirm

- Firm Administrators can review the information, which includes the total amount, solicitor names and a reference number.
- You can edit the Reference Number.
- Please note that we will append the Law Society order number to the reference (the number situated beside the Reference Number label).
- To proceed to **Confirm** EFT Payment, you must enter a contact number shown above.

Submitting an EFT Form

When you click **Confirm**, this message will be displayed:



You can then select **Download EFT Form** and you will have the option to save or open the form (it will open in a separate window), or print the form.


- If you made a mistake, you can simply generate the form again and it will overwrite the previous form for your selected solicitors.
- You then send the form with each solicitor's PC receipt page, which solicitors can access after submitting their PC form online and selecting the EFT payment option.
- For every solicitor where a form has already been generated, you will see **Download** in the EFT column beside their names – click on **Download** to see the details.

Solicitor details

<input type="checkbox"/>	Name	Position	Start Date		PC Applied	Reg Fee	Comp	LSRA	Sub	SBA	FLAC	CLC	Total	EFT Form Generated
<input type="checkbox"/>	Darth Vader	Partner	01/01/2020	Update	Paper	1113.00	720.00	287.00	20.00	60.00	15.00	30.00	2245.00	Download
<input type="checkbox"/>	Leia Organa	Principal	01/12/2019	Update	Online	1113.00	720.00	287.00	55.00	60.00	30.00	15.00	2280.00	Download
<input type="checkbox"/>	Luke Skywalker	Partner	03/11/2019	Update	Online	1113.00	720.00	287.00	55.00	60.00	30.00	15.00	2280.00	Download
	Owen Lars	Partner	28/06/2020	Update	No Application Submitted yet.									
	Paul John	Partner	01/09/2020	Update	No Application Submitted yet.									
	Wedge Antilles	Partner	24/06/2020	Update	No Application Submitted yet.									

The completed form looks like this:

EFT Payment Form



Payment Details:

Firm Name:	<input type="text" value="The Galactic Empire - Principal Office"/>	Notes: Individual/firm/company name
Firm Number:	<input type="text" value="F100002"/>	
Reference:	<input type="text" value="430818-S200004-F100002"/>	This reference will be used to identify the payer i.e Firm/individual/company name or Firm/individual number
Amount:	<input type="text" value="6805"/>	
Date:	<input type="text" value="8/12/2020"/>	Date in which the payment was made

Contact Details:

Contact Name:	<input type="text" value="Luke Skywalker"/>	Person to contact in event of query.
Contact Number:	<input type="text" value="0888446575"/>	
Contact Email:	<input type="text" value="PersonEmail1-88302@ls-static.com"/>	

Individual Solicitor's Details:

Solicitor No	Name
S200000	Luke Skywalker
S200004	Darth Vader

Bank Account Details:

Account Name:	Law Society of Ireland, Bank of Ireland 2 College Green Dublin 2
Bank Account No:	30082088
IBAN:	IE40 BOFI 9000 1730 0820 88
Branch Code:	90-00-17 Bank Identifier code: BOFIE2D

Notes: General references such as "Law Society" or "practising certificates" will not be accepted. Failure to include this information will result in the application form being returned as incomplete.

PC Reminder Function

Firm Admins can send a reminder to individual solicitors who haven't yet submitted their PC applications by clicking **Send Reminder to**.

This automatically sends a PC reminder email to the individual.

Solicitor details														
<input type="checkbox"/>	Name	Position	Start Date		PC Applied	Reg Fee	Comp	LSRA	Sub	SBA	FLAC	CLC	Total	EFT Form Generated
<input type="checkbox"/>	Darth Vader	Partner	01/01/2020	Update	Paper	1113.00	720.00	287.00	20.00	60.00	15.00	30.00	2245.00	Download
<input type="checkbox"/>	Leia Organa	Principal	01/12/2019	Update	Online	1113.00	720.00	287.00	55.00	60.00	30.00	15.00	2280.00	Download
<input type="checkbox"/>	Luke Skywalker	Partner	03/11/2019	Update	Online	1113.00	720.00	287.00	55.00	60.00	30.00	15.00	2280.00	Download
	Owen Lars	Partner	28/06/2020	Update	No Application Submitted yet.									
	Paul John	Partner	01/09/2020	Update	No Application Submitted yet.									
	Wedge Antilles	Partner	24/06/2020	Update	No Application Submitted yet.									

EFT Payment for Branch Office Firm Admins

Firm Administrators for branch (rather than principal office) firms, will only be able to see the branch office solicitors in the Firm Payment section.

To generate an EFT form for an individual solicitor in the branch office, tick the box beside the person's name or if paying for a list of solicitors, use the tick box in the left column to select all (in header), then click Generate EFT Details.

*Choose firm:

F100006 - The Galactic Republic

Solicitor details														
<input type="checkbox"/>	Name	Position	Start Date		PC Applied	Reg Fee	Comp	LSRA	Sub	SBA	FLAC	CLC	Total	EFT Form Generated
<input checked="" type="checkbox"/>	Kylo Ren	Partner	05/08/2019	Update	Paper	1413.00	720.00	287.00	85.00	100.00	30.00	15.00	2650.00	
	Shmi Skywalker	Partner	01/01/2020	Update	No Application Submitted yet.									

[Generate schedule of fees](#)
[Generate EFT Details](#)

Firm Applications

If you are a **Firm Administrator**, you will be able to see the list of firm applications. Within here you will see the application, the submitted date, the status and whether or not there are queries in relation to your application. See below an example of how it displays:

List of Firm Applications

A list of firm specific rather than individual applications (such as changing the firm name or address) that have been submitted online are listed below in date order, along with their status.

Click on the application name to view a copy of the form submitted. If there are any queries from the Law Society, click on the **view queries** link to view and respond to queries related to that application.

***Choose firm:**

F100002 - The Galactic Empire - Principal Office

Application	Submitted Date	Status	Queries
Firm Name Application - The Galaxy Empire	06/06/2020	Denied	

If you click the application you will be able to see the application and information related to it. In our example, you can see the current firm name change was submitted on 6 June 2020, but has been denied.

Firm Law Directory

In this area, a Partner or approved Firm Administrator can review the data the Law Society holds for your firm and branches, if relevant. The quickest way to update firm details, such as address, name or contact information, is through the website. The quickest way to update firm details, such as address, name or contact information, is through the website by clicking **Edit Firm Details**.

For other updates, you may need to contact us at lawdirectory@lawsociety.ie.

To view details for your firm, select from the dropdown.

If you need to add or remove any practitioners in your firm, please click on **Edit Practitioner** to send the details to the Law Society. This edit will not be immediate.

Select your Firm:

F100003 - The First Order

Firm Details

Edit Firm Details

Firm ID: F100003

Firm Name: The First Order

Firm Address: Solicitors Forest Moon of Endor Co. Down
Northern Ireland 7

Name of Managing
partner/Solicitor-in-charge:

Telephone number(s):

Mobile Number:

Fax number(s):

Firm email(s):

Web address:

Town Agents:

Practitioner(s) within firm

Edit Practitioner

If you need to add or remove any practitioners, please click on Edit to send the details to the Law Society.

Partners

Solicitors

Consultants

If you click **Edit Firm Details**, you will be brought back to the page where you can submit any changes.

← Firm Admin	<h3>Edit firm details</h3>
Firm Applications	If you need to update your firm's address and/or contact details, please use the form below. Additional phone/fax numbers and email addresses will update your Find a Firm profile on the Law Society website.
Change Firm Name	
Edit Firm details	To edit the firm name, you will need to complete a separate Change Firm Name application form .
Firm PII Cover	*Choose firm:
Firm payment for PC	<input type="text" value="Please Select"/>
Firm Law Directory	

Contact/Queries

For all queries about the Firm Administration section or PC payments, please email pc@lawsociety.ie.

If you are experiencing login issues or have any other technical queries, please contact webmaster@lawsociety.ie or use the Web Chat function on the Law Society website.

