



## FIRM ADMINISTRATION

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

### Contents

The role of a Firm Administrator	1
Access to Firm Administration facility	2
Becoming a Firm Administrator	3
Firm Details	3
Firm PII Cover	4
Firm Name Applications	4
PC Payments	5
Firm EFT Details	8
Firm Law Directory	9
Firm Applications	11
Contact/Queries	11

### 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. Information on the firm administration facility can also be found on the Law Society's website [www.lawsociety.ie/firm-administrator/](http://www.lawsociety.ie/firm-administrator/).

Principal/partners automatically have access to the Firm Administration section for the firm they are resident in. For Industry/State bodies, 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.

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.

## Access to Firm Administration facility

To access the Firm Administration facility of the website, you need to be a partner, principal or approved Firm Administrator.

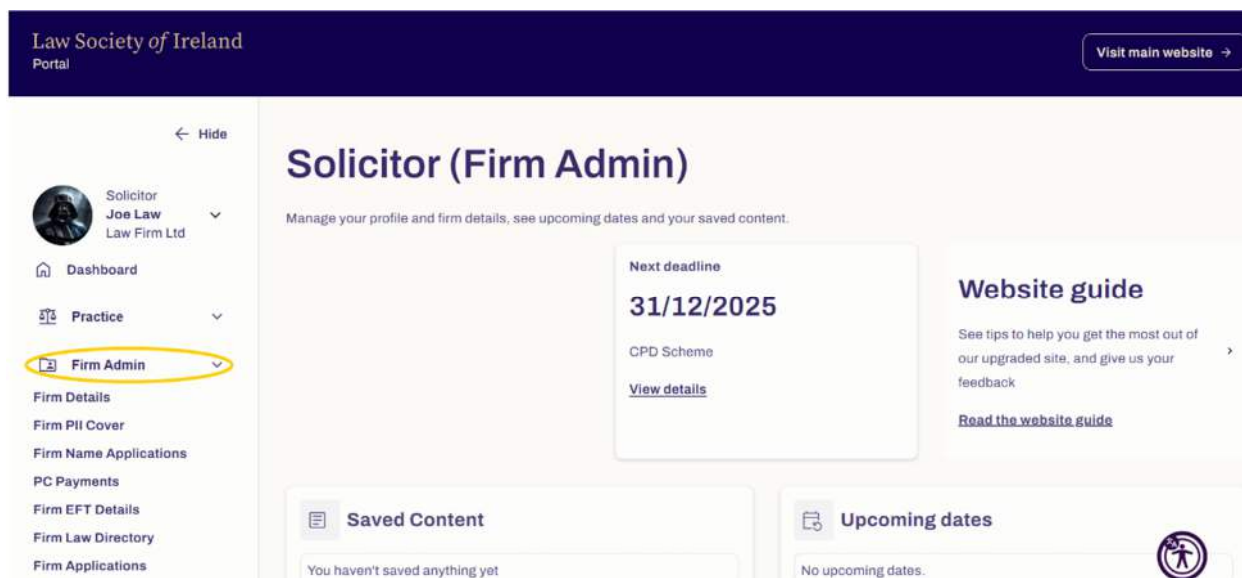
Firstly, you will need to log in to the website via the following link:

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

Once logged in, you will see your name on the header of the website.



Click on your name and then click Firm Administration to view facility.



## Becoming a Firm Administrator

The secure Firm Administration facility 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](mailto:webmaster@lawsociety.ie).
- Other Solicitors - the principal/managing partner in the firm must send a request in writing to [pc@lawsociety.ie](mailto:pc@lawsociety.ie).
- Non-solicitors - must [register a login account \(www.lawsociety.ie/login\)](http://www.lawsociety.ie/login), click on Public tab and then click on 'register here' link. Separately, the principal/managing partner in the firm must send a request in writing to [pc@lawsociety.ie](mailto:pc@lawsociety.ie).
- Industry/State bodies - 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](mailto:pc@lawsociety.ie).

If you need help logging in, please contact [webmaster@lawsociety.ie](mailto:webmaster@lawsociety.ie).

## 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.

The screenshot shows the 'Edit firm details' page on the Law Society of Ireland Portal. The page has a dark blue header with the Law Society of Ireland logo and a 'Visit main website' button. On the left, there is a sidebar with a user profile for 'Jedi Order' and a menu with options like 'Dashboard', 'Practising', 'Firm Admin', 'Firm Details', 'Firm PII Cover', 'Firm Name Applications', 'PC Payments', 'Firm EFT Details', and 'Firm Law Directory'. The main content area is titled 'Edit firm details' and contains instructions for updating firm details. It includes a section for 'Firm details to edit' with a dropdown menu to 'Select a Firm'. There is also a 'Change Firm Name application form' link. A small circular icon with a person is visible in the bottom right corner of the page.

**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 [piihelp@lawsociety.ie](mailto:piihelp@lawsociety.ie).

The screenshot shows the Law Society of Ireland Portal. The header is dark blue with the text 'Law Society of Ireland Portal' and a 'Visit main website' button. The left sidebar is light blue and contains a 'Hide' button, a user profile for 'Jedi Order' (Anakin Skywalker), and a list of navigation items: Dashboard, Practising, Firm Admin, Firm Details, Firm PII Cover (selected), Firm Name Applications, PC Payments, Firm EFT Details, Firm Law Directory, and Firm Applications. The main content area is white and titled 'Firm PII Cover'. It contains a message: '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 [piihelp@lawsociety.ie](mailto:piihelp@lawsociety.ie).' Below this is a 'Firm' section with a dropdown menu labeled 'Select a Firm'. A small circular logo is visible in the bottom right corner of the main content area.

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

## Firm Name Applications

To edit your Firm Name, you have to complete the form to submit an application for approval by the Law Society. Please ensure you read the rules for changing firm names before submitting your application. You can click on Firm Name application and fill out the application form and then click Submit.

The screenshot shows the Law Society of Ireland Portal. The header is dark blue with the text 'Law Society of Ireland Portal'. The left sidebar is light blue and contains a 'Hide' button, a user profile for 'Jedi Order' (Anakin Skywalker), and a list of navigation items: Dashboard, Practising, Firm Admin, Firm Details, Firm PII Cover, Firm Name Applications (selected), PC Payments, Firm EFT Details, Firm Law Directory, and Firm Applications. The main content area is white and titled 'Firm Name Application'. It contains a 'Firm' dropdown menu with the value 'F100004 - Jedi Order - Principal Office'. Below this are three sections: 'Name' with the value 'Dárth surnáme', 'Current Firm Name' with the value 'Jedi Order', and 'New Firm Name' with the value 'Test Test'. At the bottom, there is an 'Effective Date' field with the value '05/06/2025'.

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.

## PC Payments

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

In this section, an administrator can:

- Review application status (submitted / not submitted)
- Review payment status (paid / not paid)
- Review breakdown of practising certificate fee for the individual application following submission by clicking on the  $\wedge$  symbol
- Generate a pre-filled EFT Payment form detailing the schedule of fees payable.
- Add or remove a solicitor to their firm.

The screenshot shows a web portal for 'Firm Payment for Practising Certificates'. At the top, there's a dark blue header with 'Portal' on the left and 'Visit main website →' on the right. A left sidebar contains a user profile for 'Sole Practitioner Jedi Order Anakin Skyw...' and a menu with items like 'Dashboard', 'Practising', 'Firm Admin', 'Firm Details', 'Firm PII Cover', 'Firm Name Applications', 'PC Payments', 'Firm EFT Details', 'Firm Law Directory', and 'Firm Applications'. The main content area has the title 'Firm Payment for Practising Certificates' and a sub-header 'Review details for solicitors in your firm, the status of current practising certificate applications and generate an EFT form. Please forward the generated EFT payment form once you have transferred payment to pc@lawsociety.ie, to assist the Society in identifying the payment.' Below this is a green informational box with an 'i' icon, stating: 'You can generate an EFT form for any application with the status of 'Submitted' and 'Not Paid'. Check the box beside solicitor names then click the generate EFT button that appears above the table. This option is not available for applications that are 'Not Submitted', but you can send a reminder to applicants with this status. To expand the list of solicitors, you can update the default number from '25' in the View field below to the number of solicitors in your firm/organisation. You can then select individual applications and generate an EFT payment form for those specific solicitors.' At the bottom of the main area is a dropdown menu showing 'F100006 - The Galactic Republic' and a circular logo on the right.

### Payment and updates

- To pay for a list of solicitors, use the tick box beside the word 'Solicitor' in the left column to select all (in header) or tick the row for specific solicitors, then click **Download EFT For Selected Solicitors**.
- To add a solicitor who is missing from the list, click **Update Listing** to send us the details including their solicitor number.

Please note that cheques won't be accepted for the 2026 renewal, so please pay by EFT.

\*It is important that the solicitors in your firm are fully aware of the amount payable for their practising certificates i.e., additional contributions and/or membership subscriptions. This is to

avoid unnecessary delays in the processing of their applications where fee amounts have to be amended manually by the Law Society.

A Firm Administrator can complete and generate the required EFT Payment Form for one or multiple solicitors with the details the Law 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](mailto:pc@lawsociety.ie).

### Paying by EFT

When paying for a list of solicitors, the Firm Administrator needs to send to the Law Society the generated EFT Payment form by email to [pc@lawsociety.ie](mailto:pc@lawsociety.ie) following the transfer of payment by EFT.

To generate the EFT Payment 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 For Selected Solicitors** (at top or bottom of page).

The screenshot displays a web interface for generating an EFT payment form. At the top, there is a button labeled "Download EFT for selected solicitors" with a blue arrow pointing to it. Below this is a table with the following columns: "Solicitor", "Application", "Payment", "Paid by", and "Total". The table contains five rows of data:

Solicitor	Application	Payment	Paid by	Total
<input checked="" type="checkbox"/> Breha Organa	Submitted	Not Paid	Firm	3090.00
<input type="checkbox"/> Anakin Skywalker	Not submitted	Not Paid	Solicitor	
<input type="checkbox"/> Han Solo	Not Submitted			
<input type="checkbox"/> Dáith sumáine	Not Submitted			
<input type="checkbox"/> Mace Windu	Not Submitted			

Below the table, there are "REMIND" buttons for the rows where the application is "Not Submitted". At the bottom of the interface, there is another button labeled "Download EFT for selected solicitors" with a blue arrow pointing to it. The interface also includes pagination controls showing "View 25" and "1-5 of 5".

A prompt will appear on screen noting that your EFT has been downloaded to your device. The completed form looks like this:



## EFT Payment Form

**Attention: we have updated our bank details for EFT payments. Please ensure that you update any details saved in your banking system with the details below.**

### Payment Details:

Name                      **The Galactic Republic**  
Firm Number            **F100006**  
Date                      **18/12/2024**  
Reference                **REG-687675-s79998-F100006**

EFT Payment Total    **€6051**  
Virtual IBAN:           **IE68SBOX42424200000702**  
BIC:                      **NFXNIE22XXX**

Your Virtual IBAN ensures that your PC payment is linked to the correct application. To learn more about changes to Law Society EFT payments, visit [www.lawsociety.ie/payments](http://www.lawsociety.ie/payments)

### Contact Details

Contact Name           **John Delaney**  
Contact Number        **(01) 6704000**  
Contact Email           **personemail1-88322@ls-static.com**

**Notes:** Please use the reference as noted above to ensure the EFT payment is assigned to the correct application without delay. Failure to include this reference will result in the delay on processing payment.

The Law Society cannot be held responsible for any delay which occurs in processing applications to obtain practising certificate where payment has been forwarded to another Law Society account which does not deal with practising certificates/membership fees. You are required to ensure that monies have been sent to the correct Virtual IBAN.

### REGULATION DEPARTMENT

George's Court, Georges Lane  
Dublin 7

T    +353 879 8700  
E    [pc@lawsociety.ie](mailto:pc@lawsociety.ie)

[www.lawsociety.ie](http://www.lawsociety.ie)

**When making your payment, it is necessary to use the reference as noted in your Downloaded EFT Payment Form. If you have made changes and downloaded your EFT Payment Form more than once, please note the latest reference from the EFT being used. It is necessary to add this reference number on the 'transaction reference' with your bank. This links the payment to the solicitors' practising certificates. There is no need to add any additional information 'REG-6xxxx-s12345' will suffice, any changes made to this reference number will cause delays in processing your payments.**



## PC Reminder Function

Firm Admins can send a reminder to individual solicitors who have not submitted their PC applications by clicking **Remind**.

This automatically sends a PC reminder email to the individual.

<input type="checkbox"/> Solicitor	Application	Payment	Paid by	Total	
John Delaney	Submitted	Paid	Solicitor	3026.00	▼
Lukes Skywalker	Submitted	Paid	Solicitor	2951.00	▼
<input checked="" type="checkbox"/> Han Solo	Not submitted	Not Paid	Solicitor		REMIND
QC Test User	Submitted	Paid	Solicitor	3175.00	▼

## 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 for PC section.

To generate an EFT Payment 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 for Selected Solicitors.

## Firm EFT Details

The Law Society upgraded its EFT payment system in 2025 by introducing Virtual International Bank Account Numbers [Virtual IBANs] for both individuals and firms. Information relating to payments and Virtual IBANs can be found on the Society's website:

<https://www.lawsociety.ie/Help/payment>

**\*\* Please ensure before making payments on behalf of your firm that you have updated your firm's banking details by changing the Law Society's former bank account details to your firm's new Virtual IBAN and BIC details.**

You can access the firm's Virtual IBAN details in the 'Firm EFT Details' on your 'Firm Administration' tab on your online Dashboard. Please ensure to select the Virtual IBAN for Law Society/Regulation, when paying for practising certificates.




Law Society of Ireland

Portal

[Visit main website →](#)

← Hide



Sole Practitioner  
**Jedi Order**  
Anakin Skyw...

○ Dashboard

□ Practising

□ Firm Admin

Firm Details

Firm PII Cover

Firm Name Applications

PC Payments

Firm EFT Details

Firm Law Directory

Firm Applications

## Firm EFT Payment Details

Please use the details below to ensure that your payment is correctly recorded.

Visit your EFT Details page to make a personal payment.

\* These virtual IBANs are uniquely assigned to this firm. Please use the correct virtual IBAN depending on which department you're making a payment to.

Firm or branch

F100004 - Jedi Order - Principal Offi...

Virtual IBAN

Virtual IBAN

## 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**.

Law Society of Ireland

Portal

[Visit main website →](#)

← Hide



Sole Practitioner  
**Jedi Order**  
Anakin Skyw...

○ Dashboard

□ Practising

□ Firm Admin

Firm Details

Firm PII Cover

Firm Name Applications

PC Payments

Firm EFT Details

Firm Law Directory

Firm Applications

## 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. For other updates, you may need to contact us - as outlined below.

To view details for your firm, select from the dropdown. If you have any queries, please email [lawdirectory@lawsociety.ie](mailto:lawdirectory@lawsociety.ie).

Branch

F100004 - Jedi Order - Principal Offi...

## Firm Details

[Edit Firm Details >](#)

To view details for your firm, select from the dropdown. If you click **Edit Firm Details**, you will be brought back to the page where you can submit any changes.

9 | Page

Law Society of Ireland

Portal

[Visit main website →](#)

← Hide

Sole Practitioner

Jedi Order

Anakin Skyw...

Dashboard

Practising

Firm Admin

Firm Details

Firm PII Cover

Firm Name Applications

PC Payments

Firm EFT Details

Firm Law Directory

## 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](#).

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.

Firm details to edit

Select a Firm

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

Firm Admin

Firm Details

Firm PII Cover

Firm Name Applications

PC Payments

Firm EFT Details

Firm Law Directory

Firm Applications

Firm Name Applications

Profile

Applications

Orders & Payments

Account

Branch

F100004 - Jedi Order - Principal Offi...

## Firm Details

Edit Firm Details >

Firm ID

F100004

Firm Name

Jedi Order

Firm Address

Solicitors

Various planets

Line 2

Line 3

Dublin EC1A 2FG

43543gdfd

DX EC1A 2FG

For other updates, you may need to contact us at [lawdirectory@lawsociety.ie](mailto:lawdirectory@lawsociety.ie).

10 | Page


## 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:

Law Society of Ireland  
Portal

Visit main website →

← Hide



Sole Practitioner  
**Jedi Order**  
Anakin Skyw...

Dashboard

Practising

Firm Admin

Firm Details

Firm PII Cover

Firm Name Applications

PC Payments

Firm EFT Details


Firm Law Directory

Firm Applications

## Firm Applications

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  
F100004 - Jedi Order - Principal Office ▼

Application	Status	Submitted date	Actions
<a href="#">Audit Application</a>	Passed	14/08/2025	
<a href="#">SelfAssessment Application</a>	Ready for Audit	14/08/2025	
<a href="#">Firm Name Application</a>	Submitted	06/06/2025	

If you click the application, you will be able to see the application and information related to it. In one example above, you can see the current firm name change was submitted on 6 June 2025.

## Contact/Queries

For all queries about the Firm Administration section or PC payments, please email [pc@lawsociety.ie](mailto:pc@lawsociety.ie).

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