



FIRM ADMINISTRATION

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

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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/.

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.

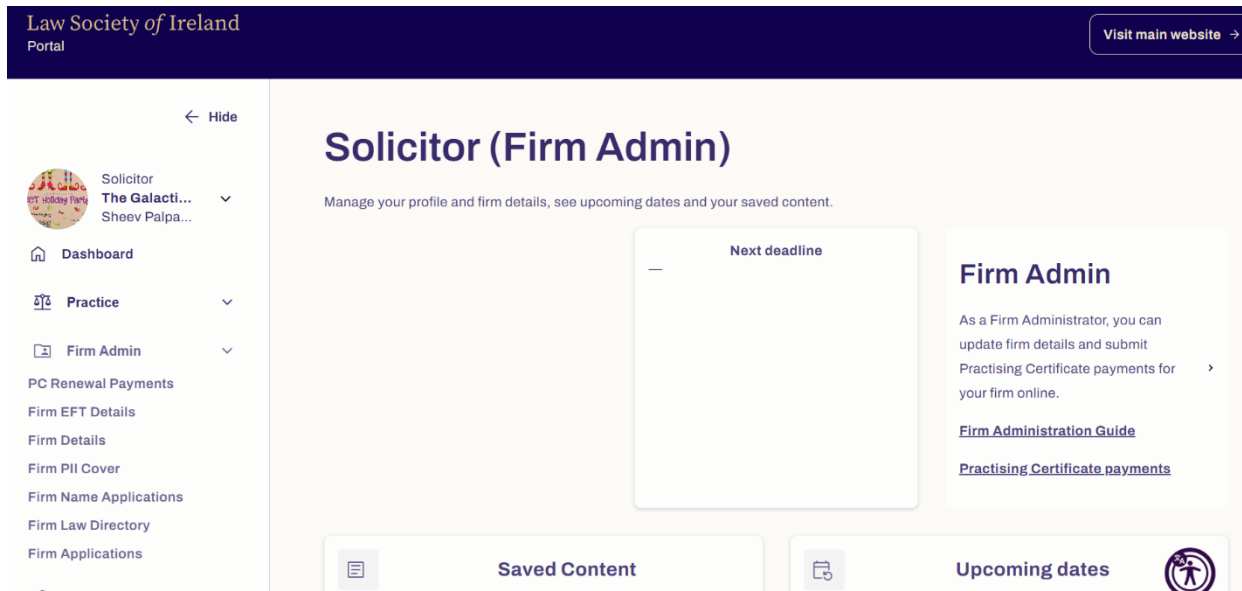
Firstly, you will need to log in to the website via the following link:

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

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



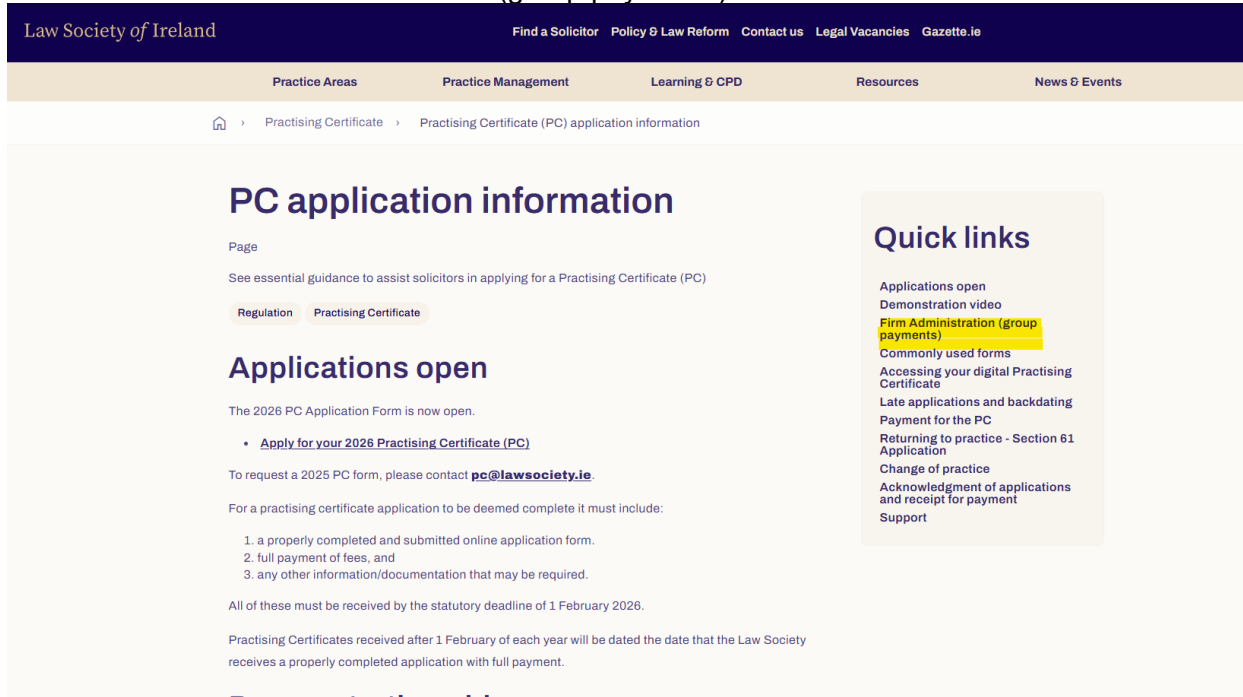
Click on your name and then click Firm Administration to view facility.



While on the main website, you can also access the Firm Administration area through Practising Certificate renewal button:



Then click on the Firm Administration (group payments) within the Quick links:



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.

- 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 \(www.lawsociety.ie/login\)](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.
- 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.

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

PC Renewal 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.

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.

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Jedi Order
Anakin Skywalker

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Firm Payment for Practising Certificates

Review details for solicitors in your firm, the status of current practising certificates applications and generate an EFT form. Please forward the generated EFT payment form once you have transferred payment to pc@lwsociety.ie, to assist the Society in identifying the payment.



You can generate an EFT form for any solicitor 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.

F100004 - Jedi Order - Principal Clerk

Payment Details

The Law Society has updated how EFT payments are processed. You will need to update any details that you may have previously entered in your online banking services. [Learn more about EFT payments to The Law Society.](#)

F100004 - Jedi Order - Principal Clerk's Unique VISA for
general Law Society of Ireland EFT payments

EFTNFXN91090167200008

BIC

NFXNIE22XXX



Search Filter

Enter keyword



View 25 < 1 - 12 of 12 >

<input type="checkbox"/>	Solicitor	Application	Payment	Paid by	Total	
<input type="checkbox"/>	Wedge Ant Bos	Not Submitted				REVIEW
<input type="checkbox"/>	John Delaney	Submitted	Not Paid	Solicitor	2604.00	View EFT
<input type="checkbox"/>	Jyn Erso	Approved	Paid	Solicitor	0.00	
<input type="checkbox"/>	Briha Organo	Submitted	Not Paid	Solicitor	2660.00	View EFT
<input type="checkbox"/>	Shmi Skywalker	Not Submitted				REVIEW
<input type="checkbox"/>	Anakin Skywalker	Not submitted	Not Paid	Solicitor		REVIEW
<input type="checkbox"/>	Test Solicitor1	Submitted	Not Paid	Solicitor	3175.00	
<input type="checkbox"/>	Test Solicitor2	Submitted	Not Paid	Solicitor	2751.00	
<input type="checkbox"/>	Han Solo	Not Submitted				REVIEW
<input type="checkbox"/>	Death kumina	Not submitted	Not Paid	Solicitor		REVIEW
<input type="checkbox"/>	Auto CC Test Now	Not submitted	Not Paid	Solicitor		REVIEW
<input type="checkbox"/>	Mace Windu	Not Submitted				REVIEW

View 25 < 1 - 12 of 12 >

Is someone missing from this list?

If a solicitor in your firm is not appearing in the list, click the button below to let us know.

UPDATE LISTING



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 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).

<input type="checkbox"/> 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	REMIND
<input type="checkbox"/> Han Solo	Not Submitted			REMIND
<input type="checkbox"/> Dáirh sumáine	Not Submitted			REMIND
<input type="checkbox"/> Mace Windu	Not Submitted			REMIND

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

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

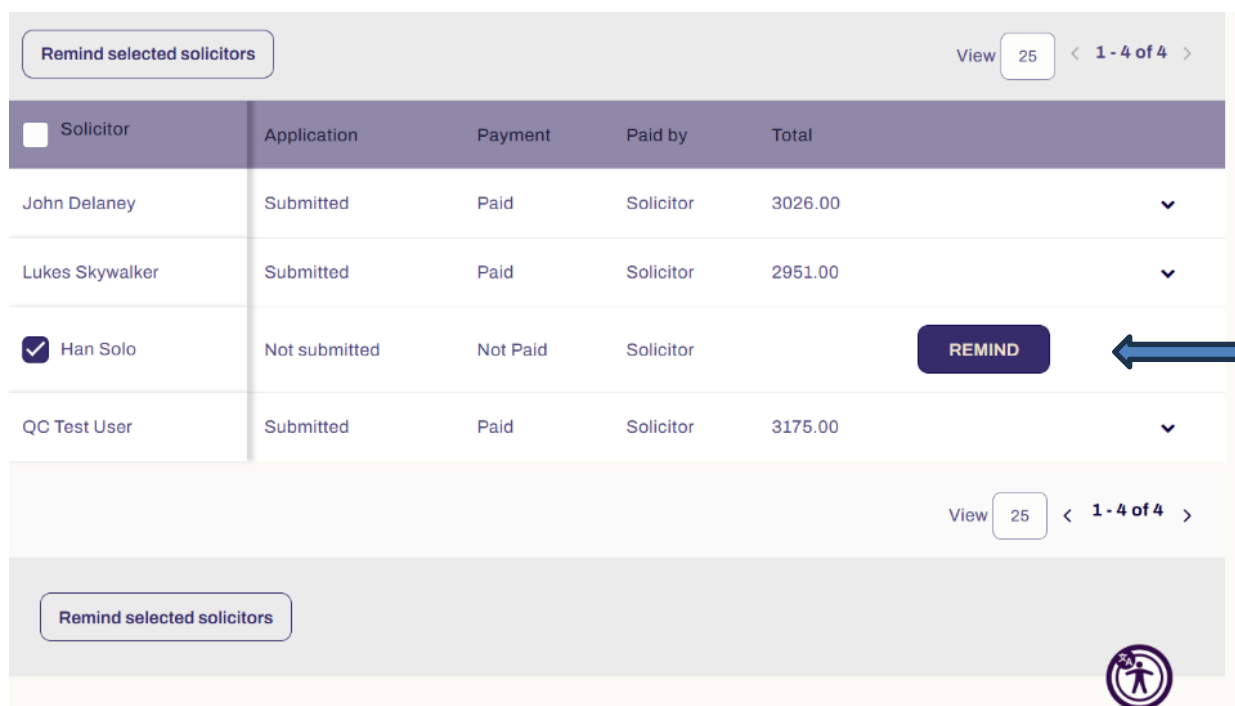
www.lawsociety.ie

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	
<input type="checkbox"/> John Delaney	Submitted	Paid	Solicitor	3026.00	▼
<input type="checkbox"/> Lukes Skywalker	Submitted	Paid	Solicitor	2951.00	▼
<input checked="" type="checkbox"/> Han Solo	Not submitted	Not Paid	Solicitor		REMIND
<input type="checkbox"/> 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.

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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

PC & Other Law Society

F100004 - Jedi Order - Principal Office's unique Virtual IBAN for PC and other Law Society EFT payments

IE77NFXN91000167200006

Virtual IBAN

The Law School

F100004 - Jedi Order - Principal Office's unique Virtual IBAN for Education EFT payments

IE50NFXN91000167200007

Bank Identifier Code (BIC)

You may need this information when specifically requested by your bank.

11-digit BIC

NFXNIE22XXX

8-digit BIC

NFXNIE22

Looking for other payment methods?

You can also pay online with a debit/credit card or through instant bank transfer.

[Visit your EFT payment details page →](#)




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.

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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 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.

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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 piihelpline@lawsociety.ie.

Firm

F100004 - Jedi Order - Principal Office



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 'Firm Name Application' page in the Law Society of Ireland Portal. The user is logged in as Solicitor Jedi Order Anakin Skyw... The firm selected is F100004 - Jedi Order - Principal Office. The form fields are as follows:

Field	Value
Name	Anakin Skywalker
Current Firm Name	Jedi Order
New Firm Name	test
Effective Date	17/06/2025
Comments	test
Additional Documentation	

A green message box states: "You cannot submit a new firm name change application as there is an existing application awaiting approval."

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.

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**.

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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

Branch

F100004 - Jedi Order - Principal Offi...

Firm Details

[Edit Firm Details >](#)

Firm ID

F100004

Firm Name

Jedi Order

Firm Address

Various planets x2
The Planet Place
The Place
Line 4
Co. Galway
43543gdfd
DX EC1A 2FG

Telephone number(s)

(01) 6794001

Fax number(s)

(01) 2222200

Firm email(s)

s.kavifake@lawsociety.ie

Web address

www.google.com

Practitioner(s) within firm

[Edit Firm Details >](#)

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




Filter by letter

All



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.

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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.

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Firm Details

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Firm ID
F100004

Firm Name
Jedi Order

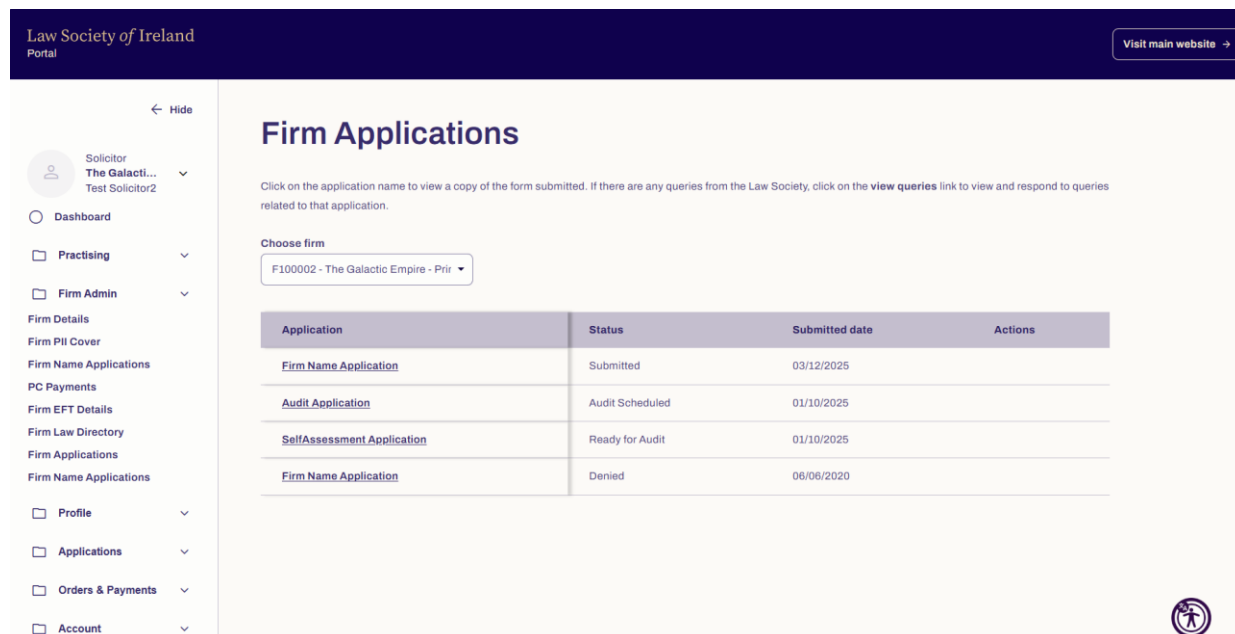
Firm Address
Solicitors
Various planets
Line 2
Line 3
Dublin EC1A 2FG
43543gdfd
DX EC1A 2FG



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

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:



The screenshot shows the Law Society of Ireland Portal interface. The header includes the Law Society of Ireland logo and a 'Visit main website' button. The sidebar on the left contains navigation options such as Dashboard, Practising, Firm Admin, Firm Details, Firm PII Cover, Firm Name Applications, PC Payments, Firm EFT Details, Firm Law Directory, Firm Applications, and Firm Name Applications. The main content area is titled 'Firm Applications' and includes a 'Choose firm' dropdown menu set to 'F100002 - The Galactic Empire - Prit'. Below this is a table with the following data:

Application	Status	Submitted date	Actions
Firm Name Application	Submitted	03/12/2025	
Audit Application	Audit Scheduled	01/10/2025	
SelfAssessment Application	Ready for Audit	01/10/2025	
Firm Name Application	Denied	06/06/2020	

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.

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.