Practising Certificate Portal Guide

Step 1 – Where to access the Portal

To access the Portal, please click this [LINK](https://lawsoc-ni.powerappsportals.com)

Or

You can copy and paste the following URL into your browser:

https://lawsoc-ni.powerappsportals.com

Step 2 – Signing into the Portal

Once accessed, you may sign into the Portal via the ‘Sign in’ tab at the top of the landing page.
You will then be asked to enter a **User name** and **Password**.

Your **User name** will be the Primary Email address the Society has recorded for you on the Society’s records. If you are unsure of what email address this may be, please contact records@lawsoc-ni.org to confirm.

You **Password** will be the one that you currently use to access the Members Area of the Society’s Website. If you are unsure of what this is, you can select the ‘Forgot your password?’ option, where you will be asked to enter your email address to request a password reset.
Step 3 – Navigation of Tabs & Application Form

Once you have successfully signed in you will be taken back to the landing page where you will note some new tabs are present at the top.

The Information tab will provide you with all details surrounding the Practising Certificate Application process, how to pay and what other requirements there are as well as some FAQs which you may find helpful.

The Practising Certificate History tab will display details of all previous Practising Certificate applications you will have made in previous years.
The Practising Certificate Application Form tab will take you to the online application form.

On the left-hand side of the form, you may enter responses and details as applicable within the various sections. The right-hand side will contain guidance to assist and provide further information as you go through the form.
Once all relevant sections on the form have been completed and you are ready to submit the form, select the ‘Apply’ button at the bottom.
Step 4 – Successful Submission

When you have submitted your online Application Form, you will be taken to a Successful Submission Page. This will confirm receipt of your application and advise next steps to complete your application. You will also receive an email receipt, further confirming successful submission of your application.

The final step to complete your application is to arrange payment of your fees. Further details of how to action payment may be found within the Information Page of the Portal.