

First Legal | Network

Online Ordering System Upgrade



As part of our Customer Service Program, First Legal is proud to announce an upgrade to our Online Ordering System.

This upgrade is only required if you use our SmartLogon feature (one-button access via your desktop or Internet Explorer). No upgrade is required if you manually log into the system via our Website. This is primarily a maintenance upgrade and does not affect the functionality of the system.

If you are a First Legal client and would like to try our Online Ordering System then [Click here to sign up for an account](#). If you are not a client and you would like to learn more about First Legal, [Click here](#).

Just a few of the benefits of using our Online Ordering System are:

- 1. Complete order history and status information available 24 hours a day, including eMail confirmation.**
- 2. All services traditionally ordered over the phone can be placed online at your convenience.**
- 3. Electronic filing using our new ezFile and PDF/Fax filing solutions.**

Quick Links

**First Legal Network
Online Order System
Office Contact Info
More About Us**

First Legal Support
Services

[Sabrina Rodriguez](#)
213.787.8613

4. One-touch access to our Online Ordering System via our SmartLogon feature.

Save Time and Money Today, Order Online!

Upgrade Procedure:

The following procedure is fairly simple and for existing users only. [If you want to sign-up for eTrac, click here.](#)

Please check with your individual IT group as some of the procedures below may require Administrator privileges to remove and reinstall the SmartLogon program.

1. Chose 'Start' then 'Run'. Enter 'Control' to run the Control Panel. Now select 'Add/Remove Programs' and look for 'First Legal Network SmartLogon Order Entry'. Remove this program. Close the Add Remove Programs window and then the Control Panel.
2. Go to the [Order Entry Page](#) at our website and chose '[Download SmartLogin](#)' and then 'run' to install the application. Select all the default options and re-enter your current eTrac Username and Password.
3. The System will install the updated SmartLogon First Legal Icon on your Desktop, Quick Launch Bar and on the Internet Explorer Tool Bar. Functionality of the system remains the same.

Any questions, please contact [Sabrina Rodriguez](#) at the number above.

First Legal Support Services
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