



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. 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.

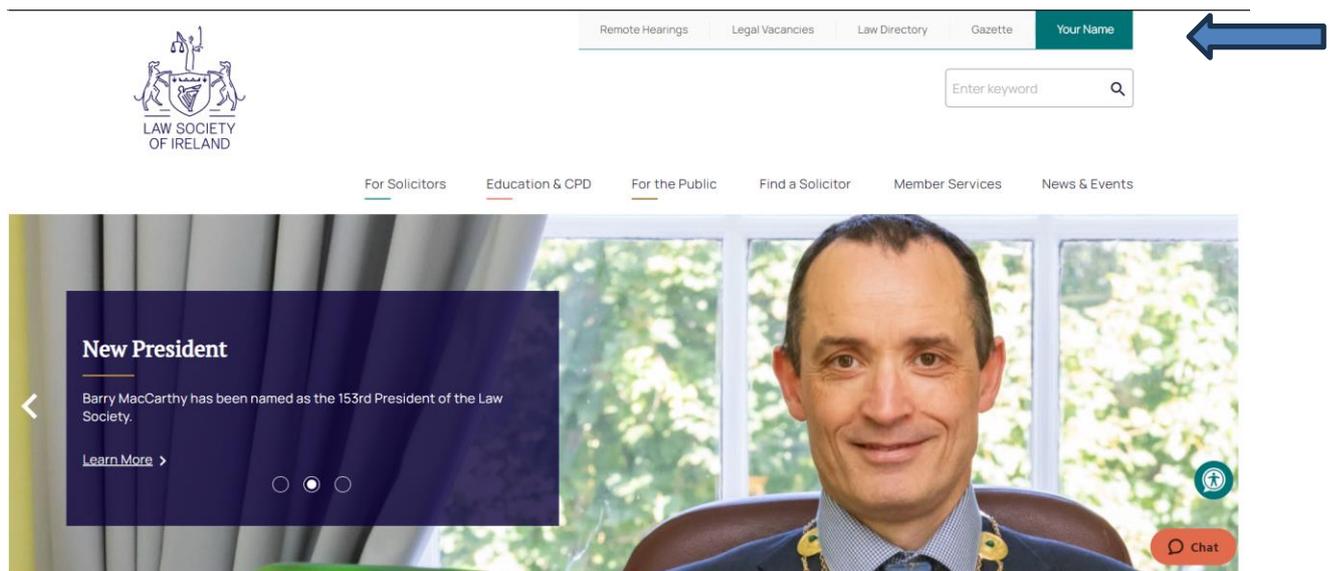
Firm Administration

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.

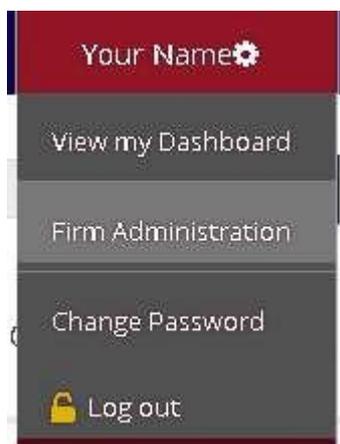
Firstly, you will need to log in to the website via the following link:

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

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



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 and print a pre-filled EFT form 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
- Book-a-Room2
- Email Preferences
- PC Renewal
- Membership
- Garda Station Search
- Address Preferences
- Firm Admin** ^
- Change Firm Name Old
- Edit Firm details
- Firm PII Cover
- Firm payment for PC
- Firm Law Directory
- Firm Applications Old
- Firm Name Application
- Firm Applications
- EFT Generate
- Mediator Registration
- My Orders Ebiz6
- My Applications Ebiz6



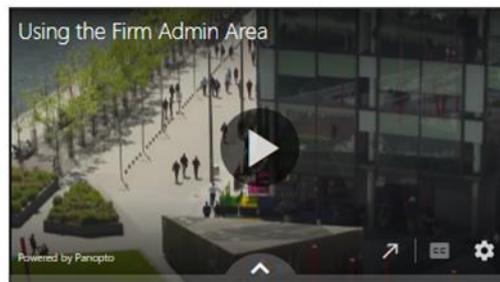
For Firm Administrators

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.

Using the Firm Admin area

The Firm Admin area allows partners or designated staff to manage key functions of their firm efficiently, including Practising Certificate (PC) Renewal.

- Download the [Firm Administration Guidelines](#), or watch the instructional video below.



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

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**.

- Dashboard
- Book-a-Room2
- Email Preferences
- PC Renewal
- Membership
- Garda Station Search
- Address Preferences
- Firm Admin ^
 - Change Firm Name Old
 - Edit Firm details
 - Firm PII Cover
 - Firm payment for PC
 - Firm Law Directory
 - Firm Applications Old
 - Firm Name Application
 - Firm Applications
 - EFT Generate
- Mediator Registration
- My Orders Ebiz6

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](#).

ⓘ You cannot submit a new firm name change application as there is an existing application awaiting approval.

Firm
F100002 - The Galactic Empire - Principal Office

Name
Owen Lars

Current Firm Name
The Galactic Empire

New Firm Name
Test

Effective Date
04/07/2023

Comment
Test

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 details to edit

F100002 - The Galactic Empire - Principal Office

Address line 1:

123 fake street

Address line 2:

Faketown

[+](#) [Add another address line](#)

Country: ⓘ

Ireland

County:

Dublin

Post Code:

Dublin 7

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.

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 piihelp@lawsociety.ie.

Choose firm

F100002 - The Galactic Empire - 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 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.
- Generate a pre-filled EFT form detailing the schedule of fees payable.
- Add or remove a solicitor to their firm.

Firm Payment for Practising Certificates

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.

You can find out more about the Practising Certificate application including current guidance notes by [clicking here](#).

i You can generate an EFT form for any application with the status of 'submitted, awaiting payment'. 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' or 'in progress', but you can send a reminder to applicants with this status.

Use the search filters to quickly build a list of applicants for selection and select the View All link to show the total number of records in the required filter.

F100002 - The Galactic Empire - Principal Office ▾ [Search Filters](#) ▾ Enter Keyword 🔍

Application Status Submitted ▾ **Payment Status** Choose one ▾ **Paid by** Choose one ▾

[View All](#)

View 25 ◀ 1 - 4 of 4 ▶

<input type="checkbox"/> Solicitor	Application	Payment	Paid by	Total	
Brian REL Test	Submitted	Paid	Solicitor	2850.00	▼
<input type="checkbox"/> Jason Smyth	Submitted	Not Paid	Solicitor	2850.00	View EFT ▼

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 EFT Details**.
- 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 2024 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 Society.

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.

Paying by EFT

When paying for a list of solicitors, the Firm Administrator needs to send us the generated EFT form by email to pc@lawsociety.ie.

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 For Selected Solicitors** in the bottom right.

GENERATE EFT FOR SELECTED SOLICITORS



View 25

◀ 1 - 6 of 6 ▶

<input type="checkbox"/> Solicitor	Application	Payment	Paid by	Total	
<input type="checkbox"/> Auto QC Test	Not Submitted				REMIND
<input type="checkbox"/> Breha Organa	Not submitted	Not Paid	Solicitor		REMIND
Brian REL Test	Submitted	Paid	Solicitor	2850.00	▼
<input checked="" type="checkbox"/> Jason Smyth	Submitted	Not Paid	Solicitor	2850.00	View EFT ▼
<input checked="" type="checkbox"/> ObiWan o'kenobi	Submitted	Not Paid	Firm	2700.00	View EFT ▼
<input checked="" type="checkbox"/> Owen Lars	Submitted	Not Paid	Solicitor	2446.00	View EFT ▼

View 25

◀ 1 - 6 of 6 ▶

GENERATE EFT FOR SELECTED SOLICITORS



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

EFT Details

Use the form below to update your firm EFT details

Firm Name

The Galactic Empire - Principal Office

Firm Number

F100002

Our Reference

624511

Your Reference

s100002-F100002

Amount

€ 7996

Pay Date

📅 01/02/2024

Contact Name

Owen Lars

Contact Number

(01) 2501234

- 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 attach the Law Society order number to the reference (the number situated beside the Reference Number label).
- To proceed to **Generate EFT Form**, you must enter a contact number shown above.
- Alternatively, you can select **Return to firm payment**, if necessary, see screenshot below

RETURN TO FIRM PAYMENT

GENERATE EFT FORM

Submitting an EFT Form

When you click **Generate EFT form**, this message will be displayed:

Your EFT form is ready to download

Your EFT form has been successfully generated. Click the button below to download it. Please check the downloads folder on your device.

RETURN TO FIRM PAYMENT PAGE

DOWNLOAD EFT FORM NOW

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.
- For every solicitor where a form has already been generated, you will see **View EFT** in the EFT column beside their names – click on **View EFT** to see the details.

<input type="checkbox"/> Solicitor	Application	Payment	Paid by	Total	
<input type="checkbox"/> Auto QC Test	Not Submitted				REMIND
<input type="checkbox"/> Breha Organa	Not submitted	Not Paid	Solicitor		REMIND
Brian REL Test	Submitted	Paid	Solicitor	2850.00	▼
<input type="checkbox"/> Jason Smyth	Submitted	Not Paid	Solicitor	2850.00	View EFT ▼
<input type="checkbox"/> ObiWan o'kenobi	Submitted	Not Paid	Firm	2700.00	View EFT ▼
<input type="checkbox"/> Owen Lars	Submitted	Not Paid	Solicitor	2446.00	View EFT ▼

The completed form looks like this:

EFT Payment Form		 LAW SOCIETY OF IRELAND
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="624511-s100002-F100002"/>	This reference will be used to identify the payer i.e Firm/individual/company name or Firm/Individual number
EFT Payment Total:	<input type="text" value="€7996"/>	
Date:	<input type="text" value="01/02/2024"/>	Date in which the payment was made
Contact Details:		
Contact Name:	<input type="text" value="Owen Lars"/>	Person to contact in event of query.
Contact Number:	<input type="text" value="(01) 2501234"/>	
Contact Email:	<input type="text" value="PersonEmail1-88339@ls-static.com"/>	
Bank Account Details:		
Account Name:	Law Society of Ireland, Bank of Ireland 2 College Green Dublin 2	
Bank Account No:	30082086	
IBAN:	IE40 BOFI 9000 1730 0820 86	
Branch Code:	90-00-17 Bank Identifier code: BOFII2D	
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.		
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 account.		

PC Reminder Function

Firm Admins can send a reminder to individual solicitors who haven't yet 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"/> Auto QC Test	Not Submitted				REMIND
<input type="checkbox"/> Breha Organa	Not submitted	Not Paid	Solicitor		REMIND ←
<input type="checkbox"/> Brian REL Test	Submitted	Paid	Solicitor	2850.00	▼
<input type="checkbox"/> Jason Smyth	Submitted	Not Paid	Solicitor	2850.00	View EFT ▼
<input type="checkbox"/> ObiWan o'kenobi	Submitted	Not Paid	Firm	2700.00	View EFT ▼
<input type="checkbox"/> Owen Lars	Submitted	Not Paid	Solicitor	2446.00	View EFT ▼

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.

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 applications (such as changing the firm name) 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.

F100002 - The Galactic Empire - Principal Office ▾

Application	Status	Submitted Date
Firm Name Application	Submitted	13/07/2023
Firm Name Application	Denied	06/06/2020

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.

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.

Select your Firm: F100002 - The Galactic Empire - F

Firm Details

[Edit Firm Details](#)

Firm ID: F100002

Firm Name: The Galactic Empire

Firm Address: Solicitors 123 fake street Faketown line3 line4
Dublin 7 D07 AES8 DX DXHellion

Name of Managing partner/Solicitor-in-charge:

Telephone number (s): (01) 2501234

Mobile Number: (085) 4444444

Fax number(s): (01) 6794000

Firm email(s): CompanyMainEmail-11453@ls-static.com

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.

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

- Firm Admin ^
- Change Firm Name Old
- Edit Firm details
- Firm PII Cover
- Firm payment for PC
- Firm Law Directory
- Firm Applications Old
- Firm Name Application
- Firm Applications
- EFT Generate

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.