

Employer Registration – Release Notes 04/05/2024

Employer Registration



New functionality permits an employer to disassociate attorneys via Employer Registration. For more information click <u>here</u>.

Disassociating Attorneys in Employer Registration

An attorney's primary employer may now disassociate an attorney directly via Employer Registration.

Steps:

- 1) Login to Employer Registration using the employer ID
- 2) Navigate to the 'Employer Payment List' screen
- 3) Click the 'Disassociate Attorney' button
- 4) In the modal, select the attorney to be disassociated
- 5) Check the confirmation
- 6) Click 'Submit'
- 7) A success message displays

in below. User ID* Forgot User ID? Password * Forgot / Reset Password? Password		you have been provided with a temporary password, lo
Password * Forgot / Reset Password?		Employer ID Forgot User
	User ID	
Password	Password *	Forgot / Reset Passwo
	Password	
		Login

listed but has completed registration, please ask them to log in to the Attorney Registration system to confirm or update the office association.							
	Attorney ID 🖨	Name 🖨	Location 🖨	Total amount due 🖨	Good standing status 🖨	Registration Status 🖨	Payment Status 🖨
>	IHC001148	ATTICUS THOMAS MATTHEW FINCH	FRENCHTOWN	261.00	ACTIVE	Incomplete	Unpaid
>	007222001	WILLIAM BRENNAN	MERCER	511.00	ADMIN INELIGIBLE	Incomplete	Unpaid
>	PHV000004	TYLER CYBER	MERCER	267.00	PRO HAC VICE ATTY	Incomplete	Unpaid
>	900712022	RICHARD GARNY	MERCER	540.00	ACTIVE	Incomplete	Unpaid
>	007251993	THURGOOD MARSHALL	MERCER	540.00	ACTIVE	Incomplete	Unpaid
>	900012022	ELLEN RIPLEY	MERCER	278.00	ACTIVE	Incomplete	Unpaid
>	044401994	AMANDA STOVALL	MERCER	511.00	ACTIVE	Incomplete	Unpaid
>	PHV019126	WILLIAM WARNER	MERCER	0.00	PRO HAC VICE ATTY	Complete	Paid
>	910262012	ALEXANDER ARONOV	PLAINSBORO	0.00	RETIRED	Complete	Retired
	oose not to pay for an at bear the next time you r	torney, uncheck the box to the left of th eturn to this screen.	e attorney ID and na	me. Unchecking the box r	emoves the attorney from y	our current group payme	nt, but the attorney
🕚 If an	attorney listed is no lo	nger associated with your office, and	l you would like to re	emove them from the e	mployer list, click the "Dis	associate Attorney" but	ton below.

Disassociate Attorney						×	
6	Select an attorney ID you wish to disassociate and click submit to remove.						
	4 Attorney Id		Name	Location	Good standing status		
		UHC001148	ATTICUS THOMAS MATTHEW FINCH	FRENCHTOWN	ACTIVE		
		007222001	WILLIAM BRENNAN	MERCER	ADMIN INELIGIBLE		
		PHV000004	TYLER CYBER	MERCER	PRO HAC VICE ATTY		
		900712022	RICHARD GARNY	MERCER	ACTIVE		
		007251993	THURGOOD MARSHALL	MERCER	ACTIVE		
		900012022	ELLEN RIPLEY	MERCER	ACTIVE		
		044401994	AMANDA STOVALL	MERCER	ACTIVE		
		PHV019126	WILLIAM WARNER	MERCER	PRO HAC VICE ATTY		
		910262012	ALEXANDER ARONOV	PLAINSBORO	RETIRED		
	This process cannot be undone. If any error is made, you will have to notify the attorney to login to Attorney Registration and re-associate to your firm.						

Attorneys are successfully disassociated. Attorney IDs: 007222001, 900712022							
Attorney Selection > Payment							
Employer	0						
Name	ID						
LIPPINCOTT, PENNYPACKER, WIGGLESWORTH, HARRINGTON	F00030011						

Note: Once this action has been completed, it cannot be reversed via Employer Registration. If an attorney is disassociated in error, the attorney must login to Attorney Registration to re-associate to the employer.

For more detailed information on this process, please refer to the Quick Reference Guide entitled "Attorney Disassociation vie Employer Registration".

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