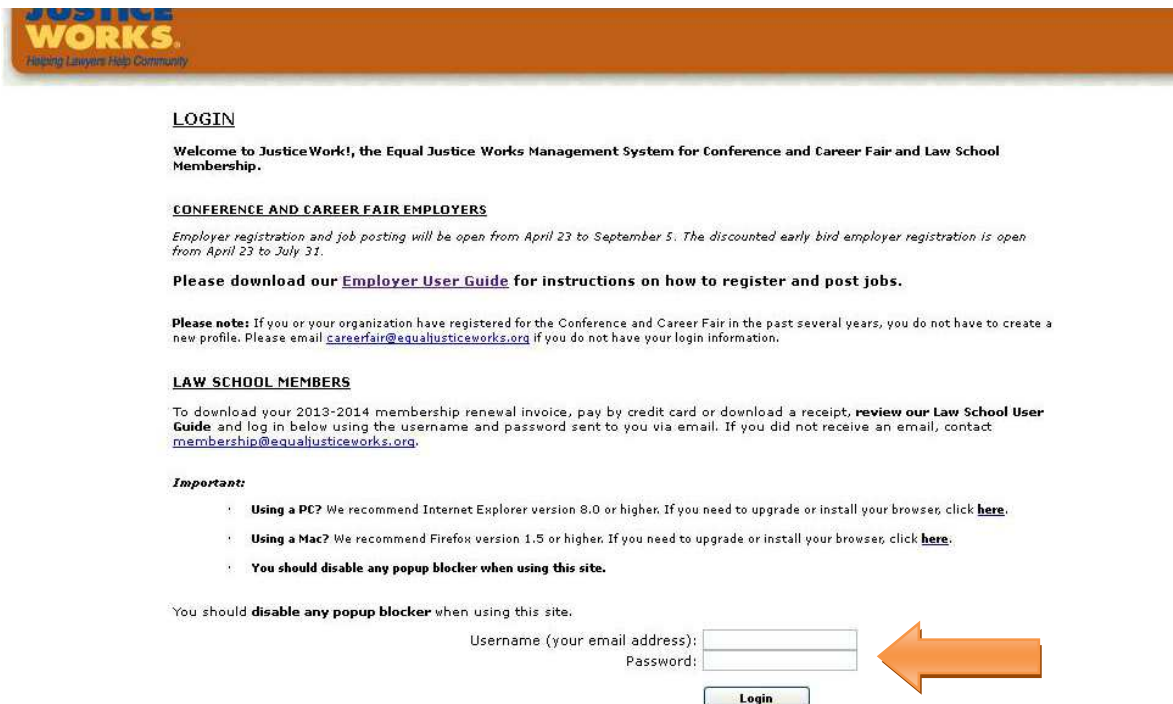


# Equal Justice Works 2013 Law School Membership User Guide

## Step 1: Log In

<https://www.myinterfase.com/equaljusticeworks/employer/>

You should have received an email reminder containing your username and password. If you have not received the message, please contact [membership@equaljusticeworks.org](mailto:membership@equaljusticeworks.org).



**JUSTICE WORKS.**  
Helping Lawyers Help Community

**LOGIN**

Welcome to JusticeWork!, the Equal Justice Works Management System for Conference and Career Fair and Law School Membership.

**CONFERENCE AND CAREER FAIR EMPLOYERS**

Employer registration and job posting will be open from April 23 to September 5. The discounted early bird employer registration is open from April 23 to July 31.

Please download our [Employer User Guide](#) for instructions on how to register and post jobs.

**Please note:** If you or your organization have registered for the Conference and Career Fair in the past several years, you do not have to create a new profile. Please email [careerfair@equaljusticeworks.org](mailto:careerfair@equaljusticeworks.org) if you do not have your login information.

**LAW SCHOOL MEMBERS**

To download your 2013-2014 membership renewal invoice, pay by credit card or download a receipt, [review our Law School User Guide](#) and log in below using the username and password sent to you via email. If you did not receive an email, contact [membership@equaljusticeworks.org](mailto:membership@equaljusticeworks.org).

**Important:**

- **Using a PC?** We recommend Internet Explorer version 8.0 or higher. If you need to upgrade or install your browser, click [here](#).
- **Using a Mac?** We recommend Firefox version 1.5 or higher. If you need to upgrade or install your browser, click [here](#).
- **You should disable any popup blocker when using this site.**

You should **disable any popup blocker** when using this site.

Username (your email address):

Password:

## Step 2: Pay with Credit Card

After you log in, click on the “**Event Registration**” tab to begin. Then, click on “**Search**” without specifying any search criteria.

**EQUAL JUSTICE WORKS.**  
Helping Lawyers Help Community

Home My Profile **Event Registration** Sign Out

Home

Resource Library

Welcome, Lauren Fuchs

**EMPLOYERS**

Be sure to **Register under the "Event Registration" tab** to complete your registration for the 2013 Conference and Career Fair.

If you have *already registered*, click "Event Registration," "Search" and then "View Registration" to view your completed registration and download a receipt.

[Employer Registration and Job Posting Guide](#)

**LAW SCHOOL MEMBERS**

Review our **Law School User Guide** and click "Event Registration" above to download an invoice, pay by credit card or download a receipt for the 2013-2014 membership.

Announcements

Printer Friendly >

Account Summary  
Profile Last Modified: Tuesday, May 28, 2013  
[\[Update Profile\]](#)  
Current E-mail Address: laureniz5@gmail.com  
[\[Change\]](#)

f t in

To download an invoice and/or pay by credit card, click on the **"Edit Registration"** link to the right of the Equal Justice Works Law School Membership listing.

### Step 2 of 3: Register to Attend

**EMPLOYERS:** Click Register beside the Equal Justice Works 2013 Conference and Career Fair event to register.

**LAW SCHOOL MEMBERS:** Click Register beside the Equal Justice Works Law School Membership to download an invoice, pay by credit card or download a receipt.

Career Event Search Results [\[Change Criteria\]](#)

|< < 1 > >| Page 1 of 1, items 1 to 1 of 1


Career Event Name	Event Type	Start Date/Time	End Date/Time	Location	Category	Students	Action	Activity
Equal Justice Works Law School Membership	Employer Only Event	5/28/2013 9:00 AM	7/31/2013 5:00 PM	Online	Workshop	0	Edit Registration	

|< < 1 > >| Page 1 of 1, items 1 to 1 of 1

INVOICE: Scroll down to the Payment section and click the “**Invoice**” button to open an invoice in a new tab. **Be sure** your pop-up blocker is turned off or the invoice will not open.

Fees				<a href="#">[Edit]</a>
Item	Description	Amount	Quantity	
Equal Justice Works Law School Membership 2013-2014	Membership to Equal Justice Works for the 2013-2014 membership year.	\$2,000.00	1	
<b>Total Fees: \$2,000.00</b>				
Payment				<a href="#">[Edit]</a>
Below is your payment information for this event:				
<ul style="list-style-type: none"><li>• <b>Generate an invoice</b> - click <b>Invoice</b>.</li><li>• <b>Generate a receipt (only available if marked as Paid)</b> - click <b>Receipt</b>.</li></ul>				
* <b>Amount Paid:</b> \$0.00				
<b>Amount Due:</b> \$2,000.00				
<b>PO Number:</b>				
<b>Pay Status:</b> Not Paid				
<b>Payment Date:</b>				
<b>Payment Method:</b>				
				<input type="button" value="Invoice"/> 

CREDIT CARD PAYMENT: Scroll down to the Payment section and click “Edit” in the upper right corner.

Fees				<a href="#">[Edit]</a>
Item	Description	Amount	Quantity	
Equal Justice Works Law School Membership 2013-2014	Membership to Equal Justice Works for the 2013-2014 membership year.	\$2,000.00	1	
<b>Total Fees: \$2,000.00</b>				
Payment				<a href="#">[Edit]</a> 
Below is your payment information for this event:				
<ul style="list-style-type: none"><li>• <b>Generate an invoice</b> - click <b>Invoice</b>.</li><li>• <b>Generate a receipt (only available if marked as Paid)</b> - click <b>Receipt</b>.</li></ul>				
* <b>Amount Paid:</b> \$0.00				
<b>Amount Due:</b> \$2,000.00				
<b>PO Number:</b>				
<b>Pay Status:</b> Not Paid				
<b>Payment Date:</b>				
<b>Payment Method:</b>				
				<input type="button" value="Invoice"/>

Click the Payment Method drop down menu and select "Credit Card" and then click "Save".

The screenshot shows a web application interface with a 'Payment' tab selected. The 'Payment Method' dropdown menu is open, showing 'Check' and 'Credit Card' options. An orange arrow points to the 'Credit Card' option. The 'Save' button is also visible.

Profile View | Registration Information | Attending Recruiters | Fees | **Payment**

Save Cancel

Amount Paid: 0.00  
Amount Due: \$2,000.00  
PD Number:  
Pay Status: Not Paid  
Payment Date:  
Payment Method:

Check  
Credit Card

Save Cancel

Enter your credit card information and click "Submit Payment".

\* Please input credit card information before continuing

The screenshot shows a 'Credit Card Payment' form. The form contains fields for Credit Card Number, Card Type, Security Code CVV2, Expiration Month/Year, First Name, Last Name, Billing Address 1, Billing Address 2, Billing City, Billing State, Billing Zip Postal, Daytime Phone Number, and E-mail Address. The event details are: Event: Equal Justice Works Law School Membership, Registration ID: 873, Transaction Amount: 2,000.00. The Submit Payment button is at the bottom.

Credit Card Payment

\* Credit Card Number:  \* Card Type:

Visa, Mastercard, and American Express only. Enter only numbers (no dashes or spaces).

\* Security Code CVV2:

What is this?

\* Expiration Month/Year:  /

\* First Name:

\* Last Name:

\* Billing Address 1:

Billing Address 2:

\* Billing City:

\* Billing State:

\* Billing Zip Postal:

\* Daytime Phone Number:

\* E-mail Address:

Event: Equal Justice Works Law School Membership  
Registration ID: 873  
Transaction Amount: 2,000.00

**Important:** Only click Submit Payment once.

**Note:** Once your payment has been submitted successfully a receipt for this payment will be e-mailed to the e-mail address listed in this payment screen.

This charge will appear on your receipt and your credit card statement from CSD Research, Inc..

Submit Payment

### Step 3: Download a Receipt

After you have submitted payment (please allow at least a week for check payments to be recorded on the system), click on the "Event Registration" tab after you log in. Then, click on "Search" without specifying any search criteria.

Click on the "Edit Registration" or "View Registration" link to the right of the Equal Justice Works Law School Membership listing.

Scroll down to the Payment section and click the “**Receipt**” button to open a receipt in a new tab. **Be sure** your pop-up blocker is turned off or the receipt will not open.

Fees					<a href="#">[Edit]</a>
Item	Description	Amount	Quantity	Waive	
Equal Justice Works Law School Membership 2012-2013	Membership to Equal Justice Works for the 2012-2013 membership year.	\$2,000.00	1	No	
<b>Total Fees:</b>		\$2,000.00			

Payment		<a href="#">[Edit]</a>
<b>* Adjustment Amount:</b> \$0.00		
<b>Adjustment Description:</b>		
<b>Amount Paid:</b> \$2,000.00		
<b>Amount Due:</b> \$0.00		
<b>PD Number:</b>		
<b>Pay Status:</b> Paid		
<b>Payment Information:</b>		
<b>Payment Date:</b> 7/30/2012		
<b>Payment Method:</b> Credit Card		

