Staff Portal Registration

Texas Legal
Always by your side

Step 1: Visit the Portal

- Go to **portal.texaslegal.org**.
- In the section titled **First Time Portal Visitor Registration**, click the button **Click to REGISTER for the Texas Legal Portal** to create your account.

Step 2: Select Your Account Type

- Select **Create Attorney Account.** Although you aren't an attorney, this is the correct choice for staff.

Step 3: Enter Your Information

Fill out your information:

- Email Address (We recommend using your work email or an email account you check regularly. Texas Legal will send portal notifications and important communications to this email address.)
- First and Last Name, including prefix or suffix
- Set up your security questions. (This will be used if you need to setup your password or recover your account.)

Step 4: Enter Your Law Firm Information

- Choose **Other Staff** (not attorney).
- Enter the **name of the law firm** you support. (If you work with multiple law firms, you should create separate accounts under each firm.)

Step 5: Add the Attorneys You Support

Add all attorneys whose claims and authorization requests you may need to submit, review, or manage. For each attorney you support, you will need to provide:

- **Law Firm Name**
- **Tax ID Number**
- **Texas State Bar License Number**

If you support attorneys at multiple firms, you must register separate accounts for each firm.

Step 6: Accept Terms & Conditions

Step 7: Approval & Password Setup

- Once Texas Legal approves your registration (this could take 2-3 business days), you **will receive an email** (**Subject: Your Texas Legal Portal Registration Has Been Approved**).
- Follow the steps in the email to **set up your password**. You will use the security questions created in Step 3.
- The password setup link will **expire in 72 hours**.

Need Help? If you have trouble registering, contact **attorneys@texaslegal.org.**