



Firm Passport - Registration Instructions

Attorneys can register for live programs, live webcasts and on-demand programs through our website:

www.nycbar.org

Live Programs:

- Log in on the top right of the NYC Bar home page with your current NYC Bar username and password*
- If logging in for the first time, please click on *"Create a new account"* and register with your **firm email** address, select your firm from the list of options in the dropdown menu.
- Once logged in, select *"CLE Live Programs & Live Webcast"* from the main menu, a list of our upcoming live programs will appear. You will have option to register for live program or live webcast.
- Select the program and proceed to check out. You will receive an email confirmation.

Live Webcasts and On-Demand Programs:

- Log in same as above.
- For on-demand programs select *"CLE On Demand"* from the main menu, live webcasts will be under *"CLE Live Programs & Live Webcast"*; select program you wish to register for and proceed to check out.
- You will receive a confirmation email and an additional email with information on how to access your online content.
- On-demand content is immediately accessible. You can access the content by selecting *"Membership Home"* on the top menu and clicking *"Manage My Account"* the programs will be listed on that page. You will be able to log in to the live webcast 15 minutes before the start of the program.
- Clicking on the program you registered for will lead you to your Peach New Media online classroom where you will view the program.
- After viewing a live webcast or on-demand program, you will be able to submit for credit and select the jurisdictions you need credit for (NY will automatically be given).
- Certificate will automatically pop up and will also be available in the *"My Credit"* section in the Peach New Media classroom.

*If account was created with an email address different from the firm email address, DO NOT create a new account, please contact our customer service department.

Please contact customer service department with any questions or concerns. customerservice@nycbar.org or 212.382.6663