LAMP™ Instructional Guide

LegalEASE Attorney Matching Portal

This guide will help Plan Members quickly access our LAMP™ product. Register your online account through **Legal CORNER,** our online member resources section, at **legalcorner.legaleaseplan.com**. LAMP™ is available anytime to open a case and match with an attorney based on your personal preferences and current legal needs.

1 LegalCORNER HOME PAGE



LegalEASE Plan Members

NEED TO REGISTER

New Plan Members who have not yet created for an online account will click the **REGISTER** button to create a new user account.

GO TO **STEP 2: REGISTER**

ALREADY REGISTERED

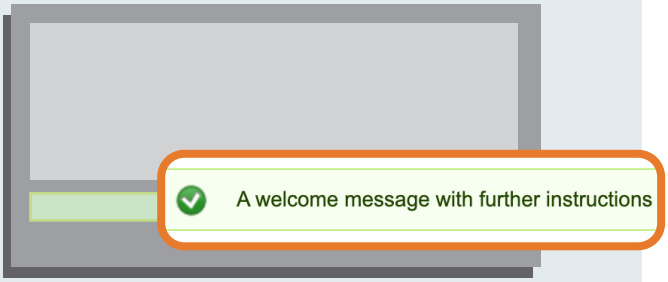
Plan Members who have already established login credentials will click the **LOG IN** button and provide your username and password.

GO TO **BACK PAGE: LAMP™ ACCESS**

STEP 2: REGISTER



All members will need to register online. Enter an email address, first name, last name, zip code and answer a security question. After all fields are completed, click **Create New Account** button.



A confirmation **green message** will be displayed on the screen requesting members to go to their email inbox to view the welcome message with more instructions.

GO TO **STEP 3: EMAIL INBOX**

For more information or additional guidance you may reach out to our Member Services Team.

email: **lampsupport@legaleaseplan.com** call: **866-458-7149**

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STEP 3: EMAIL INBOX



An automatic registration email is sent to the inbox of the email address you register with. **Click the one-time link in blue** to create a password for The Legal Corner website.

memberservices@legaleaseplan.com is the email address our company uses for this registration message.

If you do not receive a message within a few minutes, check the junk/spam folders. Our email may sometimes appear in the junk/spam folders.
Make sure to add our email to your **SAFE SENDER** list.

STEP 4: RESET PASSWORD



The one-time email link will direct users back to the Legal Corner to reset password. Click the **LOG IN** button to create a password for your account.

STEP 5: CREATE PASSWORD



Create a strong password.

Be sure to set your correct time zone. Dates and times throughout the website will be displayed using the time zone you select.

Once password and time zone are set, click the **SAVE** button to move onto the next step of the registration process.

STEP 6: MEMBER VERIFICATION



Select the **YES** button to confirm you are a Plan Member.

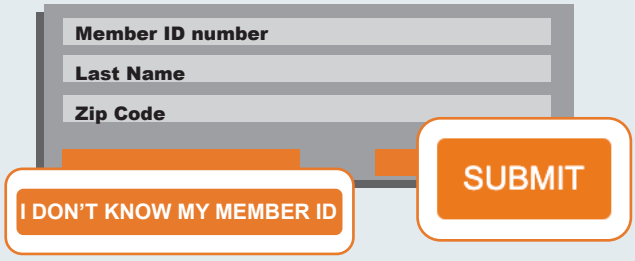
Click the **NEXT** button.

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STEP 6: MEMBER VERIFICATION (continued)

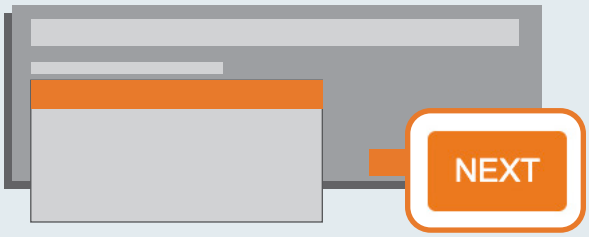


Input your member ID number, your last name and zip code. Click the **SUBMIT** button to complete the registration process.

GO TO **STEP 7: REGISTRATION COMPLETE**

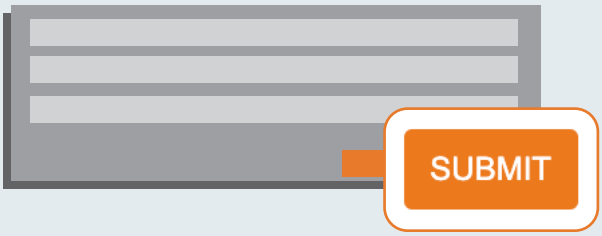
Don't know your member ID, no problem. Follow the additional steps below to verify your correct legal benefits plan.

Click the **I DON'T KNOW MY MEMBER ID.**



Input the company name you have the paid LegalEASE Legal Plan benefits through.

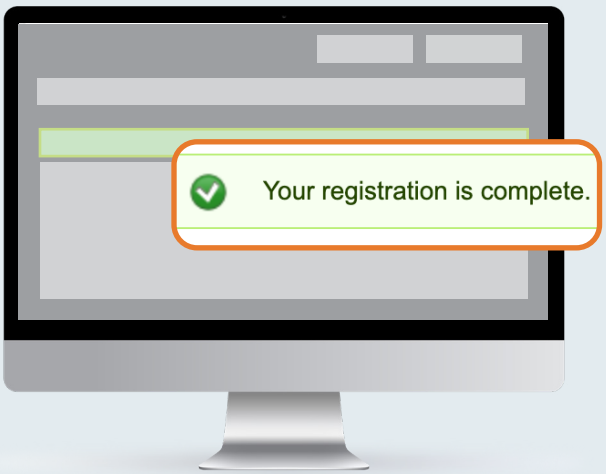
Click the **NEXT** button.



Input your information requested on the form.

Click the **SUBMIT** button to complete the member verification process.

STEP 7: REGISTRATION COMPLETE



A confirmation **green message** will appear on the screen confirming your registration is complete. An online account is setup for you through The Legal Corner. You now have access to use the LAMP™ product and any additional online member benefits as well.

GO TO **BACK PAGE: LAMP™ ACCESS**

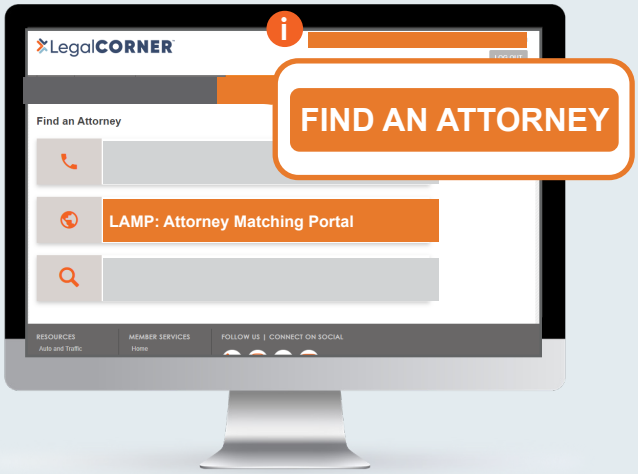
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ACCESS to LAMP™ – Start a new case

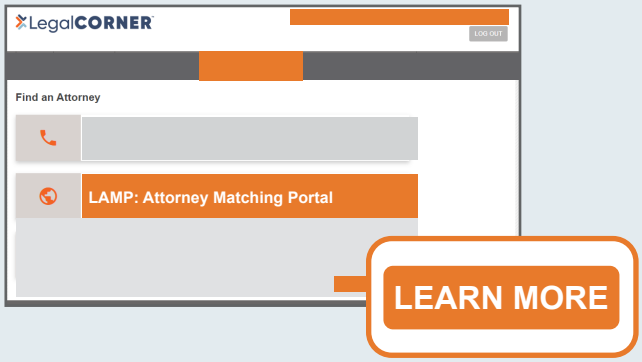
STEP 1: FIND AN ATTORNEY



Your email address will appear at the top right of screen alerting member is indeed logged into The Legal Corner.

Click the **FIND AN ATTORNEY** tab on the top main navigation menu to access LAMP™.

Click the **LAMP™** link to access the LegalEASE attorney matching portal.



An expanded description of the LAMP™ product will be displayed. Click the **LEARN MORE** button.

STEP 2: ACCESS



Click the **ACCESS NOW** button to open the LAMP™ product.

STEP 3: START A NEW CASE



Click the **START A NEW CASE** button to begin a new case inputting your information relating to the legal matter you need assistance with.

Click **SUBMIT** to complete your case.

NEXT STEPS: How our LAMP™ system works

The LAMP™ system automatically finds an attorney best matching to your personal preferences and legal need.

Members are notified by email with attorney contact information to setup an inital consultation once attorney accepts your case.

Attorneys will handle and submit any claim forms directly to LegalEASE relating to your case.

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Not a Guarantee: This is not a guarantee of coverage. You must remain enrolled in the plan and continue to pay premiums throughout the duration of the legal matter. In the event coverage terminates for any reason, no services provided after the termination date will be covered by LegalEASE. In the event that payment for the LegalEASE coverage ceases, whether via payroll deduction, credit card or ACH, it is the responsibility of the Member to contact LegalEASE immediately to make alternate payment arrangements in order to continue coverage. **Benefit Details**: The provider should contact LegalEASE for specific claim forms.

Limitations and exclusions apply. Group legal plans are administered by Legal Access Plans, L.L.C., LegalEASE or The LegalEASE Group, Houston, Texas. Materials are not to be disseminated without prior written consent from LegalEASE. This summary is intended only to highlight benefits and should not be relied upon to fully determine coverage. More complete descriptions of benefits and the terms under which they are provided can be obtained by contacting the Legal Access Companies. If this benefit summary conflicts in any way with the Policy issued, the policy shall prevail. Products available in all states. Underwritten by affiliated companies in all states except HI, ID, KS, NH, NC, OH, SC, TX, and WY, where underwriting is not required. Please contact LegalEASE for complete details. © 2023 LegalEASE. All rights reserved. LAMP_legalCornerACCESS 2023-04