

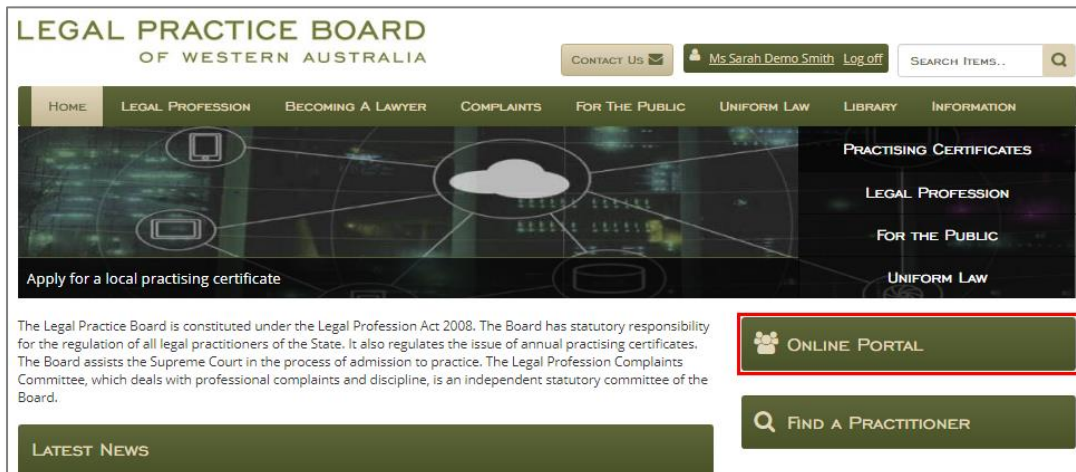
## Steps to Renew or Apply for a Practising Certificate

The *Legal Profession Rules 2009* provide that the standard period for renewal of practising certificates is from 1 May until 31 May each year. To renew/apply for a practising certificate please follow the steps below.

1. Ensure that you are on the homepage of the LPBWA website: <https://www.lpbwa.org.au/Home.aspx>
2. Click the '**Login Now**' button, as highlighted in red below to login to the website. Enter your user name and password. Should you experience any trouble with your username or password please [follow these instructions](#).



3. Once successfully logged in the 'Login Now' button will change to display your name. You will also now see an '**Online Portal**' button, as highlighted in red below, click on this.



4. You will be taken to the Online Portal area which lists the online services available as shown below, click on the '**Apply or Renew**' link as highlighted in red in the image below.

