

# Prepaid Legal Service Plan Seller

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Online Registration Procedures  
For Registration Renewal

# Registration Renewals

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- All registrations must be renewed by June 30<sup>th</sup> of each year (expiration date is shown on your registration certificate). **Renewals submitted after July 1<sup>st</sup> will be charged a \$25 late fee in addition to the \$50 renewal fee.**
- If you do not wish to renew, your registration will automatically expire. No further action is required and you will not be charged any fees.
- Renewals follow the same procedures as initial registrations – you will need to login to your account to start the renewal process. If you don't remember your password, you can request a temporary password (see section for requesting a temporary password). **Please note:** too many unsuccessful login attempts will lock your account. We cannot unlock it – you must wait for 30 minutes before you will be able to attempt to login again.

To renew your registration, you will need to go to the log on page (found using the following link: <https://oars.vdacs.com/Account/logon?Prog=LSP>). On this page, you must **enter your email** (the email used to set up the account) **and your password**. If you cannot remember what email you used, please contact us for the information. If you no longer have access to the email used to set up the account, please contact us so we can change the email address for you. **If you don't remember the password** you used to set up the account, **enter your email address** and then click on **“Request a temporary password”** and follow the instructions for creating a new password. If you have any issues creating a new password, please refer to our tutorial, “How To: Change Your Password.” Due to recent updates, the system only recognizes the following characters: ( ) \_ . - ! % ^ , [ ] when creating your password.

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**Log On to access Prepaid Legal Service Plan Sellers Online Registration**

Don't have a VDACS Online Account? [Create your individual VDACS Online Account.](#)

Please enter your email address and password into the fields below to log on.

**Log On**

Email Address:  ←

Password:  ←

**Log On**

Forgot your password? [Request a temporary password.](#) ←

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# Renewal Home Page

When you log in, the main page will populate and your registration records will appear on this screen. Locate your most current record and click on the “**Renew**” button. This will initiate the renewal process.

The screenshot displays the 'Online Registration Main Page - Prepaid Legal Service Plan Sellers'. The page features a navigation menu on the left, a search bar at the top right, and a main content area with a table of individual applications. A red arrow points to the 'Renew' button in the table.

Record#	Type	Status	Registration	New/Renew	Revised	Amended	Effective	Expires
68470	Prepaid Legal Service Plan Seller Registration *** Expires in 107 days	Issued	68470	New			08/13/2018	06/30/2019

Buttons: View, Amend, **Renew**, Print Certificate

My Active Programs

- Prepaid Legal Service Plan Sellers Office of Charitable & Regulatory Programs (OCRP)

Participate in other VDACS Online Programs

My Profile

- Change Password
- Update Account Information

page id: 933

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If you are renewing, **DO NOT** click on any button other than the “Renew” button, as this will open the existing record instead of creating the renewal record.

## “Renew” and “Edit”

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- If you click the “renew” button on the top record then you will automatically enter the renewal application.
- Please be advised if you begin the renewal process, but do not finish (submit) the registration, when you go back to complete the renewal, you will need to click on the “Edit” button to continue (you will no longer see a “renew” button as an option).

On page 1 of your renewal record, you will need to review the information to confirm it is correct. If it is not correct then you need to make the appropriate revisions and then click “Next” to proceed to page 2.

**Prepaid Legal Service Plan Seller Registration - LSP Applicant No. 39786 - LSPSellers, Tester For**

**Applicant Information** » Compliance » Payment Information » Comments » Preview

• indicates required fields

**Your Full Name**

*Note: Please provide your complete legal name. If you do not have middle name or suffix, please check the appropriate check boxes.*

• First Name: <input type="text" value="Tester"/>	• Middle Name: <input type="text" value="For"/> <input type="checkbox"/> I do not have a middle name.	• Last Name: <input type="text" value="LSPSellers"/>	• Suffix: <input type="text"/> <input checked="" type="checkbox"/> I do not have a suffix.
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**Physical Address**

• Physical Street Address: <input type="text" value="123 Main Street"/> <input type="text"/>	• City: <input type="text" value="Anytown"/>	• State: <input type="text" value="Virginia"/>	• Zip Code: <input type="text" value="12345"/>
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**Mailing Address**

If same as physical address, check here

**Contact Information**

• Daytime Telephone No.: <input type="text" value="(123) 456-7891"/>	Secondary Telephone No.: <input type="text"/>
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Page 2 of the application is shown below. You are required to answer all of the compliance questions.

**Question 1** asks for the Legal Services Organization (LSO) on whose behalf you will sell legal services plans. If your LSO is not listed, you will need to contact this office before you can complete the registration. Click on the box to the left of the name of your LSO.

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**Statutory Compliance**

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in the Commonwealth of Virginia.

If the name of the Legal Services Organization is not included in the list below, please contact the Office of Charitable and Regulatory Programs at (804) 786-1343 and press option 5 or by email at [ocrpregulatory@vdacs.virginia.gov](mailto:ocrpregulatory@vdacs.virginia.gov).

- Legal Resources of Virginia, Inc. (29558)
- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- Legal Service Plans of Virginia, Inc. (29557)
- LegalShield (29557)
- Pre-Paid Legal Services, Inc. (29557)
- United Legal Benefits of Virginia, Inc. (29561)
- US Law Shield of Virginia, Inc. (29559)
- US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the Legal Services Organization(s) identified in Question 1? Yes  No

3) If working for a local business entity, do you have any ownership interest in the local business entity that you identified in Question 2? Yes  No

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.



**Question 2** asks if you are working directly with the LSO (example: you are working directly with Legal Shield, not working through an agency, such as Primerica, that is contracted with the LSO). You must click either “Yes” or “No.” If you click “Yes” you can proceed to Question 3.

Applicant Information » Compliance » Payment Information » Comments » Preview

#### Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in the Commonwealth of Virginia.

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- United Legal Benefits of Virginia, Inc. (29561)
- US Law Shield of Virginia, Inc. (29559)
- US Legal Plans, Inc. (29560)



2) Are you an independent associate **directly** affiliated with the Legal Services Organization(s) identified in Question 1?

Yes  No

3) If working for a local business entity, do you have any ownership interest in the local business entity that you identified in Question 2?

Yes  No

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.



If your response to Question 2 is “Yes” your response to Question 3 will be “No.”  
Click “No” then click “Next” to proceed.

Applicant Information » Compliance » Payment Information » Comments » Preview

#### Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in the Commonwealth of Virginia.

If the name of the Legal Services Organization is not included in the list below, please contact the Office of Charitable and Regulatory Programs at (804) 786-1343 and press option 5 or by email at ocrprelatory@vdacs.virginia.gov.

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- United Legal Benefits of Virginia, Inc. (29561)
- US Law Shield of Virginia, Inc. (29559)
- US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the Legal Services Organization(s) identified in Question 1? Yes  No

3) If working for a local business entity, do you have any ownership interest in the local business entity that you identified in Question 2? Yes  No

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.



If your response to Question 2 is “No” (Example: you are an agent selling plans through Primerica), **you will need to type in the Name of the local agency you are working through as well as the complete address of the office of the agency** you work with. DO NOT list the corporate headquarters address unless you are working directly out of the corporate office. Please use the format in the example shown for Question 2.

**Statutory Compliance**

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in the Commonwealth of Virginia.

If the name of the Legal Services Organization is not included in the list below, please contact the Office of Charitable and Regulatory Programs at (804) 786-1343 and press option 5 or by email at [ocrpregulatory@vdacs.virginia.gov](mailto:ocrpregulatory@vdacs.virginia.gov).

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- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
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- LegalShield (29557)
- Pre-Paid Legal Services, Inc. (29557)
- United Legal Benefits of Virginia, Inc. (29561)
- US Law Shield of Virginia, Inc. (29559)
- US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the Legal Services Organization(s) identified in Question 1? Yes  No

Please provide the **name and address** of the local business entity through which you represent the above Legal Services Organization(s), using the following format:

Name of Local Business Entity  
Street Address  
City, State Zip Code



You have 4,000 characters left.

3) If working for a local business entity, do you have any ownership interest in the local business entity that you identified in Question 2? Yes  No

NOTE: If you answered “Yes” for Question 2, then your answer will be “No” for Question 3.

If your response to Question 2 is “**No**” and you are a part owner of the agency through which you will sell legal services plans, you must answer “**Yes**” for Question 3 and **indicate your percentage of ownership interest in the Agency**. Click "Next" to proceed.

2) Are you an independent associate **directly** affiliated with the Legal Services Organization(s) identified in Question 1?

Yes  No

Please provide the **name and address** of the local business entity through which you represent the above Legal Services Organization(s), using the following format:

Name of Local Business Entity  
Street Address  
City, State Zip Code

LSP Agency  
123 Main Street  
Anytown, VA 23219

You have 3,955 characters left.

3) If working for a local business entity, do you have any ownership interest in the local business entity that you identified in Question 2?

Yes  No

NOTE: If you answered “**Yes**” for Question 2, then your answer will be “**No**” for Question 3.

Please indicate the percentage of your ownership interest in the agency:

25%

You have 3,997 characters left.



Page 3 of the application is the payment page. On this page you must:


1. Enter the name as shown on the credit/debit card you are using.
2. Enter the billing address associated with the card you are using.
3. Indicate which type of card you are using by clicking on the button for the type of card you are using.
4. Enter the credit/debit card number (numbers only – no dashes or spaces).
5. Enter the credit card's expiration date's month and year using the dropdowns.
6. Enter the Card Verification Value (CVV) – found on the back on the card.
7. Click "Next."

Applicant Information » Compliance » **Payment Information** » Comments » Preview

• indicates required fields

**Credit Card Information**

- Name as shown on card:
- Billing Address:
- City:
- State:
- Zip Code:
- Amount to be Paid: **\$50.00**
- Credit Card Type:    
- Credit Card Number:
- Card Expiration Date:



3 Digit Card Verification Number **456**

- CVV (Card Verification Value):

Close Quit Next >>

If you reach the payment page and the information appears to already be completed – you are in the wrong record. The application does not store credit card information – what you're seeing is a picture of what was previously submitted.

# Summary Page

After successfully submitting your payment information you will be taken to the page below. You must review the information on the page, and if it is correct, **check the box** in the bottom left corner of the page, and **click** “Submit.”

The screenshot shows a web browser window with the URL <https://oars.va-vdacs.com/IndReg/Preview/70231>. The page is titled "Prepaid Legal Service Plan Sellers" and contains the following sections:

- Compliance:** Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia. -- LegalShield (29557)  
If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at [rana.clegg@vdacs.virginia.gov](mailto:rana.clegg@vdacs.virginia.gov).  
2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? **Yes**  
3) If working for an agency, do you have any ownership interest in the agency that you identified above? **No**  
NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.
- Credit Card Information:**  
Payment Confirmation Number: **996658**  
Name as shown on card: [REDACTED]  
Billing Address: [REDACTED]  
Amount to be Paid: **\$75.00**  
Credit Card Type: **VISA**  
Credit Card Number: \* [REDACTED]  
Card Expiration Date: **1 / 2023**
- Comments:** added LegalShield as organization
- Terms and Conditions:** Once submitted, your registration will be reviewed in the order in which it was received. We strive to have registrations reviewed within three (3) business days; however, during periods of high submissions, it may take a few days longer. You will be contacted if more information is needed in order to process your registration. You will receive an email once your registration has been issued.  
 By checking this box, you are acknowledging that you have read and agreed to comply with these above Terms and Conditions.

At the bottom right of the form is a **Submit** button. A red arrow points to the checked checkbox in the Terms and Conditions section, and a blue arrow points to the Submit button.

page id: 958  
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9:57 AM  
3/15/2019

## CONFIRMATION OF SUBMISSION EMAIL


Once you have submitted your registration application, you will receive the email below. **NOTE:** this email is to advise the registration application was submitted successfully – this is **NOT** notification that the registration was issued.

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- Dear <Name>:
- Thank you for submitting your LSP registration application and payment. To view your application status, log on to our online registration website at <https://oars.vdacs.com/Account/logon?Prog=LSP>
- **PLEASE NOTE - your registration has not yet been issued.** Upon completion of the review process, you will receive an email advising of the issuance of the registration as well as information for printing your certificate.
- **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
- Sincerely,
- Compliance Analyst
- [ocrpregulatory@vdacs.virginia.gov](mailto:ocrpregulatory@vdacs.virginia.gov)
- 804.786.1343, Option 5
- Virginia Department of Agriculture and Consumer Services
- Office of Charitable and Regulatory Programs

## NOTICE OF ISSUED REGISTRATION

You will receive an email (below) when your registration has been issued. Please follow the directions in the email to log into your account to print your certificate **(the certificate is not automatically sent to you or your LSO – you must print it out and email it yourself)**.

- 
- Dear <Name>:
  - Your Certificate of Registration has been issued, effective from <issue date> to <June 30, 2021.
  - You may print your certificate of registration online by logging into your account using the following link: <https://oars.va-vdacs.com/Account/logon?Prog=LSP>. 
  - **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
  - Sincerely,
  - Compliance Analyst  
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804.786.1343, Option 5  
Virginia Department of Agriculture and Consumer Services  
Office of Charitable and Regulatory Programs