Legal Aid Brief



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Save the date: April 27 LSS Online goes live

We're happy to announce that **April 27**, **2015**, is the go-live date for LSS Online, the new portal for lawyers. You'll be able to log in to a new billing system with new features for a better way of doing business with us.

Please read these important details about what's happening between now and then.

Blackout period

Starting midnight Sunday, April 12, Lawyer e-services will be shut down for a blackout period, which will last until April 27 when the new system goes live.

The blackout period gives us the time we need to complete all accounts submitted via e-billing and requests submitted via e-authorizations, migrate your referrals (contracts), and implement the new system.

During this period, the following parts of the Lawyer e-services site will not be available:

- · E-billing
- · My payments
- · E-authorizations
- · Expert search

Note that CCM will be available.

We appreciate your patience during this period while our team focuses on processing those last accounts and authorizations. If you have an *urgent* authorization request during the blackout period, send it to helpdesk.case-mgt@lss.bc.ca.

In the meantime, please continue to bill and submit any authorizations you may need prior to April 13.

Payments

We encourage lawyers to bring their accounts up to date before April 12. Approved billings submitted before the blackout period will be paid in the normal payment runs scheduled for April 17 and April 24. Following the system blackout LSS will need to verify that all critical billing systems are functioning. This means that the normal turnaround for making payments will be extended by a week until this verification is complete. We expect that the payment schedule will return to the normal weekly cycle by mid-May.

Training

We're developing LSS Online training materials that will include short videos and a user guide with screen shots and step-by-step instructions. Around April 20, we'll email you a link to these materials and we'll post them on the Lawyer e-services log in page.

Once you start using the new system on April 27, you can contact us at lawyer.support@lss.bc.ca if you need support.

April 27 and beyond

From April 27 onward, you can access LSS Online from the <u>LSS website</u>. Look for "LSS Online" where Lawyer e-services is now and log in as usual.

Please regularly check for our emails, which will alert you to notifications in LSS Online. We'll use your general email address that's currently in the "My profile" section of Lawyer e-services.

We'll post the revised *LSS Tariffs* on the LSS website on April 27. See the previous <u>LAB</u> for details.

What's in it for you?

LSS Online is intended to make life easier both for us and for you, our lawyers. If you've missed reading about some of the new system's features, see <u>LSS Online features</u>.

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