

QUICK REFERENCE GUIDE - CREATING YOUR LAWLEX LEGISLATIVE ALERT PROFILE

Lawlex Legislative Alerts provide you with plain English summaries of changes to legislation that you need to be kept aware of, within 24 hours of the legislative change occurring.

To create your Profile and begin receiving Legislative Alerts, there are three simple steps:

1. Select the jurisdictions and subjects areas of interest to you (to receive new Bill notifications)
2. Add specific legislation that you want to track
3. Confirm your selections

Logging In

Before doing this, you will need to go to My Lawlex at <http://my.lawlex.com.au> and Sign In. "Sign In" is located on the top left-hand side of the page.



Enter your username and password on the right-hand side of the page and click Go. Your username is your email address. If you are unsure of your password it can be sent to you by clicking the link under "Forgotten password?"



Once you have signed in you do not need to sign out – you will be automatically logged in each time you access the site.

Creating or Editing Your Profile

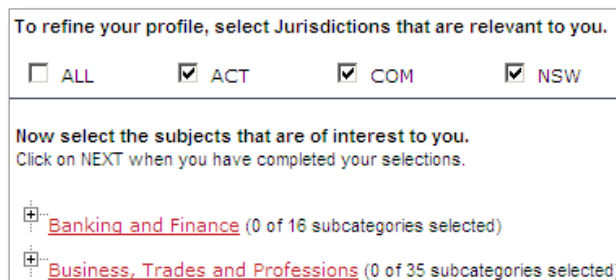
Access the Profiles banner and click My Lawlex Legislative Alerts, or simply click on My Lawlex Legislative Alerts from the first service panel.



1. Select the subjects areas of interest to you

When new legislation is introduced into Parliament, we index the legislation into subject areas (or categories and subcategories). Selecting the subject areas relevant to you will ensure that you receive new legislation notifications in these areas.

First select the jurisdictions you wish to track, then expand and select the categories and/or subcategories you are interested in. To expand the Categories click the + key.



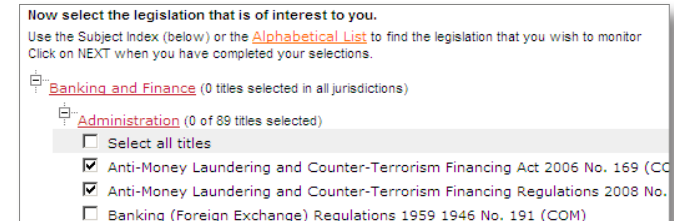
Once complete, click Next on the bottom right-hand side of the page.

2. Add specific legislation that you want to track

You now need to add existing titles of legislation to receive notifications when amendments occur. The subcategories expand to list the specific legislation indexed under each subject area, where you can make your selections by placing a tick in the box next to each title.

The subject areas you selected for new legislation notifications in Step 1 will automatically be expanded on this page for ease of navigation. You may choose to expand other subject areas here and select additional titles that are relevant to you.

In addition, your jurisdiction selections from Step 1 are also carried through to Step 2.



SAI Global tracks Principal Acts and Regulations for all Australian States and Territories. If you are unsure where a piece of legislation may be located in our subcategory view, an Alphabetical List link appears just above the subject area list.

Tip: Be specific when creating your Profile and only make selections that are of importance to you. This will reduce the number of emails you receive and ensure that the information sent is relevant to you.

Once complete, click Next on the bottom right-hand side of the page.

3. Confirm your selections

You will be presented with a summary of your selections that will be added to your Profile.

Click Save at the bottom right-hand side of the page to confirm your selections, or click Cancel to start again.



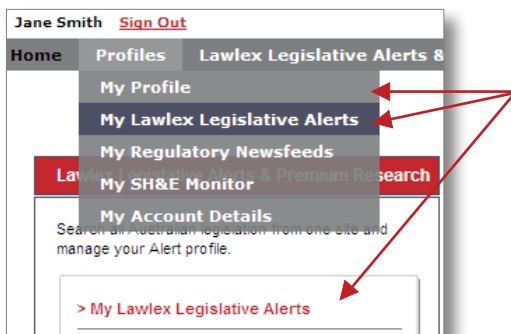
You can modify your profile at any time and it is recommended that you review your profile regularly for relevance.

If during the above process you are unsure of what stage you are at, the coloured progress bar at the top of the page will indicate which step you are on.

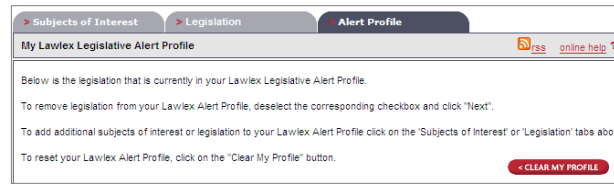


Once your Legislative Alert Profile has been set up, you can access it via the links below from the homepage.

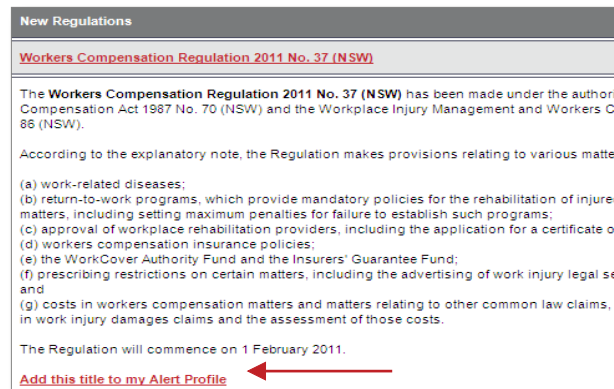
“My Profile” will take you to a summary of the selections you currently have. “My Lawlex Legislative Alerts” will take you directly to your Profile to review and/or allow for any changes you may wish to make.



To delete your profile, go to My Lawlex Legislative Alerts and click on Clear My Profile.



A legislative title can also be added to your Profile via the email alerts notifications you will receive. When you receive an alert for a new piece of legislation, just click the Add this Title to My Profile link, which appears beneath the summary.



RSS Feed

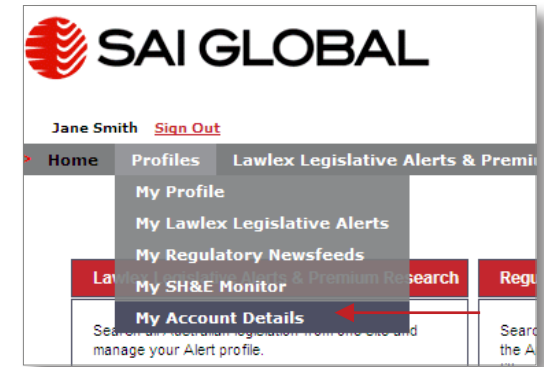
RSS provides an alternative way for you to receive the same information contained in the legislative alerts. Instead of receiving alerts via email, changes to the legislation contained in your Profile are accessible via a link to SAI Global, so that you can receive up-to-the-minute information.

To use RSS, go to My Lawlex Legislative Alerts from the homepage and click RSS on the top right-hand side of the page.



Account Details

To change your password, access the Profiles banner and click My Account Details.



Assistance

If at any time you require assistance, feel free to contact our Helpdesk on 1300 555 595 or email helpdesk.asiapac@saiglobal.com.

To book a training session or discuss your training requirements, send an email to mylawlextraining@saiglobal.com.