



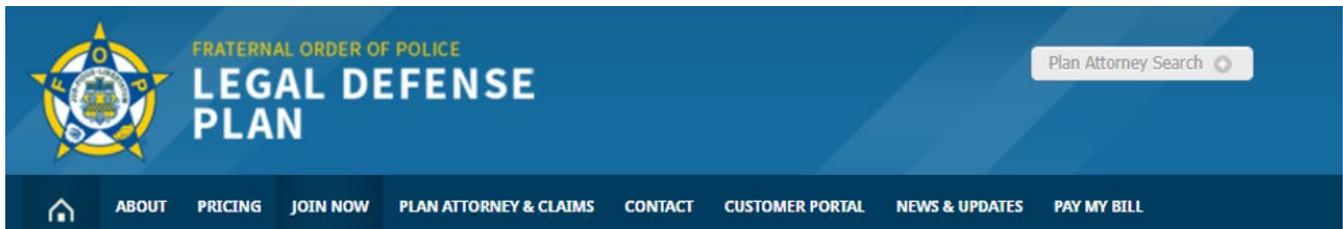
FOP Customer Portal Instructions for Currently Enrolled Individual Members

The new customer portal allows you to manage your account 24/7. Use the online portal to:

- Conveniently update personal contact information anytime
- View membership, coverage type/effective date
- Send and receive electronic notifications
- Manage online bill pay
- View previous payment and order history

Accessing Your Account in the New Customer Portal

1. Go to www.foplegal.com. Click **Join Now** and select **Customer Portal**. Click **Login** from the drop-down menu.



2. As an enrolled FOP Legal Defense Plan member, you will need to reset your password the first time you access the new portal. Do this by entering the email address associated with your membership, then click **Forgot Password**. You will receive an email with instructions on how to reset your password.

Login

Username or email

Password

Keep me logged in [Forgot Password?](#)

Sign up for FOP Legal Defense



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3. The next time you log in to your account, you can do so by clicking the **Customer Portal** link from the homepage.



4. Once you sign in, your Profile page should appear. It will be pre-populated with your account information (the example below is intentionally blank). You can update your contact information as needed here.

Profile | Order History | Pay Off Orders | Saved Cards | Topics Of Interest

Prefix: Prefix (dropdown) | First Name: | Last Name: | Suffix: Suffix (dropdown)

Title: | Title

Phone Type: Cell Phone (dropdown) | Area Code: Area Code | Phone: Phone | Extension: Extension

Email Type: Primary Email (dropdown) | Email Address: |
(In order to protect the privacy of your account, we encourage you to provide a personal email address.)

Address Type: Billing Address (dropdown) | Preferred Address

Address Line 1: Address Line 1 | Address Line 2: Address Line 2 | City: City

Zip: Zip | Country: United States (dropdown) | State/Province: State/Province (dropdown)

Lodge/Employer

Lodge State: State/Province (dropdown) | Lodge Name: | Lodge Number: |

Name of Employer: |

Employer Address

Address Line 1: Address Line 1 | Address Line 2: Address Line 2 | City: City

Postal Code: Postal Code | Country: United States (dropdown) | State/Province: State/Province (dropdown)

Please select appropriate eligibility status:

- Employed by federal, state, or local law enforcement agency
- Employed by Private college/university, private railroad, or Native American tribal government
- Fully Retired Law Enforcement Officer



5. Anytime you make updates, remember to click the **Save Changes** button that appears in the bottom right-hand corner of the screen. Note that your current coverage type, member status, effective date and dues paid-through date updates as changes are made by you and processed by Hylant.

Membership Information	
Coverage Type Non-Member	Member Status Inactive
Effective Date Join Date	Dues Paid Through Dues Paid Through

[Save Changes](#)

6. If any required information is missing, you will see a red error notice. Complete the information and then click **Save Changes**.

Last Name

Blank value is not OK for Last Name.

Managing Your Account

On the home page, the navigation menu across the top of the screen allows you to navigate to your profile page, review your order history, renew your coverage (“pay off orders”) and view credit cards on file (“saved cards”).

1. Click on **Profile** to review and update your information as necessary. Always remember to click on the **Save Changes** button in the lower right-hand corner of the screen when you are done.

The screenshot shows the top navigation bar of the FOP website. On the left is the FOP logo. To its right, the text 'Welcome tp32' is followed by a dropdown arrow and a shopping cart icon labeled 'My Cart'. Below this bar is a horizontal navigation menu with five items: 'Profile' (with a person icon), 'Order History' (with a clock icon), 'Pay Off Orders' (with a document icon), 'Saved Cards' (with a card icon), and 'Topics Of Interest' (with a group of people icon). The 'Profile' item is currently selected, indicated by a horizontal line underneath it.

[Save Changes](#)



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2. Click on **Order History** in the navigation menu to see your initial order and renewals. The balance due will not appear on this screen until a quotation is processed by Hylant. You can click on the blue **OrderID** number to see details around a specific order.

OrderID	Order Date	Order Status	Ship Date	Shipment Method
49790134	09/09/2021	Taken	--	NA

No Photo Available	Product Name	Price	Quantity	Auto Renew?
	Administrative, Civil, Criminal	\$310.00	1	<input type="checkbox"/>

Order Type	Ship To	Order Total	Tracking Number
Regular	Amy Nol	\$310.00	

3. At the time of your renewal, to renew coverage, click on **Pay Off Orders** in the navigation menu. Here you can see the balance amount due. To pay, **click in the blue box next to the Order ID number**; the "Pay Amount" will appear in that box. Then select your payment type to submit your renewal.

Order ID	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount
49790135	Quotation	09/09/2021	\$310.00	\$310.00	

Account and Payment Summary	
Total Outstanding	\$310.00
Total Payment	\$0.00

Unpaid Orders						
Order ID	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount	
<input checked="" type="checkbox"/> 49799471	Quotation	10/11/2021	\$310.00	\$310.00	\$10.00	



Unpaid Orders

<input type="checkbox"/> Order ID	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount
<input checked="" type="checkbox"/> 49799471	Quotation	10/11/2021	\$310.00	\$310.00	<input type="text" value="310.00"/>
<input type="checkbox"/> 49799470	Quotation	10/11/2021	\$68.00	\$68.00	<input type="text"/>

Credit Cards

Card Number

CVV

Accepted Cards



Exp. Month

Exp. Year

Auto Renew?

Save for Future Use

Make My Payment



4. You can go to **Saved Cards** to see which credit card(s) you have on file. You can make edits or add a new card here. Note that auto renewal is not yet available, but it is planned as a future enhancement.

Profile Order History Pay Off Orders **Saved Cards** Topics Of Interest

Saved Credit Cards

Visa	Ending In 1111	Expire On 12/2020
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Select Edit Delete

Add a Card

Card Number CVV

Accepted Cards: VISA, MasterCard, AMERICAN EXPRESS, DISCOVER

Exp. Month Exp. Year

Add Card

5. To learn more about the FOP Legal Defense Plan and obtain a copy of the electronic plan description, click **About** on the home page, then select **Library**.

FRATERNAL ORDER OF POLICE
LEGAL DEFENSE PLAN

Plan Attorney Search

ABOUT PRICING JOIN NOW PLAN ATTORNEY & CLAIMS CONTACT CLIENT PORTAL NEWS & UPDATES PAY MY BILL

LIBRARY

Hylant is the enrollment and marketing administrator for the FOP Legal Defense Plan, and can assist you with direct marketing in your state.

- Legal Defense Plan Brochure
- Legal Defense Plan Description
- Retired Law Enforcement Concealed Carry Legal Defense Coverage (CCC)
- Retired Conceal Carry Coverage Flyer
- Presentation
- TUTORIAL: "How to's for enrollment, filing a claim, and using the Client Portal"

For more information on the FOP Legal Defense Plan, please **contact us**.



6. If you need more information, select **Contact Us** from the home page, then complete and submit the form.

Header navigation area showing the FOP logo, a user profile dropdown menu with options: My Profile, **Contact Us**, and Logout. Other navigation links include My Cart and Order History.

Contact Us

Request Type:

Details: