FOP LEGAL PLAN, INC.

ADMINISTRATIVE ✶ CIVIL ✶ CRIMINAL

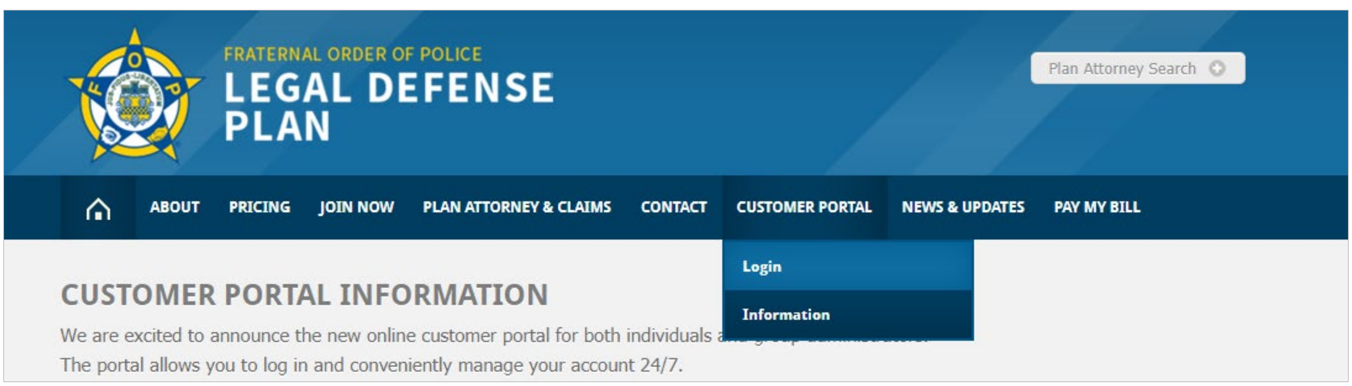
FOP Customer Portal Instructions for Currently Enrolled Members (Lodge Administrators)

As program administrator, you can use the new customer portal to sign up and manage your lodge's account 24/7. Use it to:

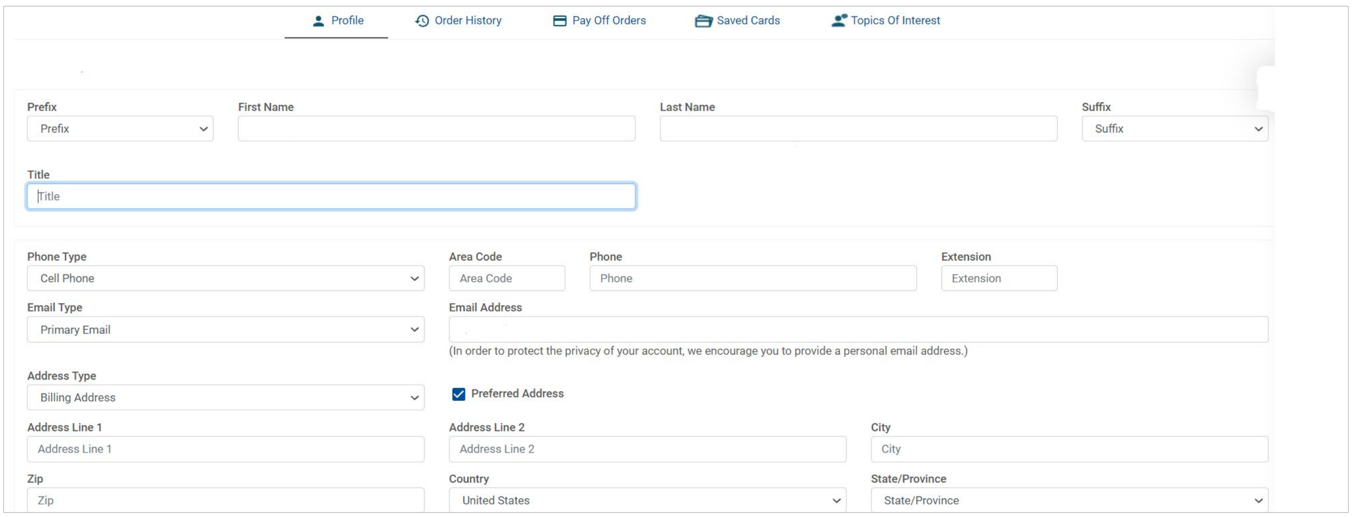
- Enroll
- Conveniently update contact information anytime
- View membership and coverage type/effective date
- Send and receive electronic notifications
- Manage online bill pay
- View previous payment and order history

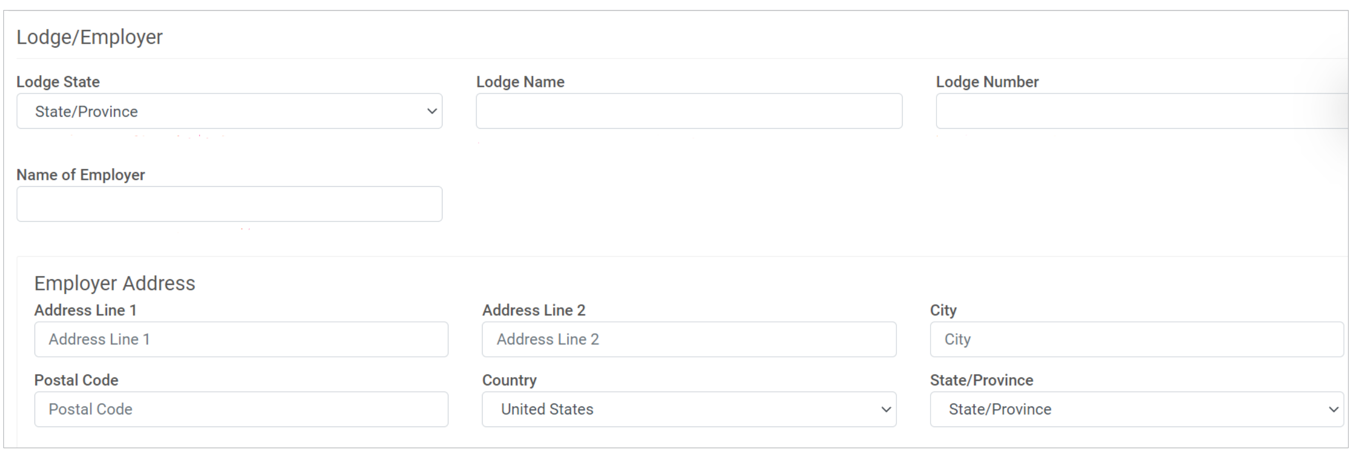
Setting Up Your Lodge's Account

1. To access the new portal, visit **www.foplegal.com**. Click on **Customer Portal**, then select **Login**.

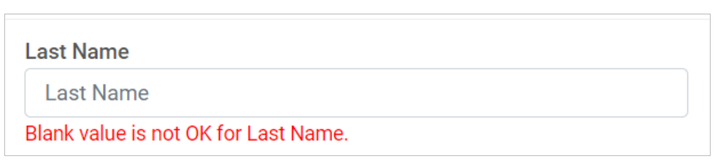


2. Once you sign in, your Profile page should appear. It will be pre-populated with your account information (the example below is intentionally blank). You can update your contact information as needed here.





If a field is required but left blank, you will receive a red error notice.



3. Near the end of the form, you will be asked about your eligibility status (e.g., currently employed, retired). Your answer to this question will determine the type of coverage for which you are eligible.

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

4. Once you have completed your profile, save it by clicking the **Save Changes** button that appears in the bottom right-hand corner of the screen. After Hylant approves your enrollment, your profile will be updated to reflect your coverage type, member status, effective date and date paid-through date.

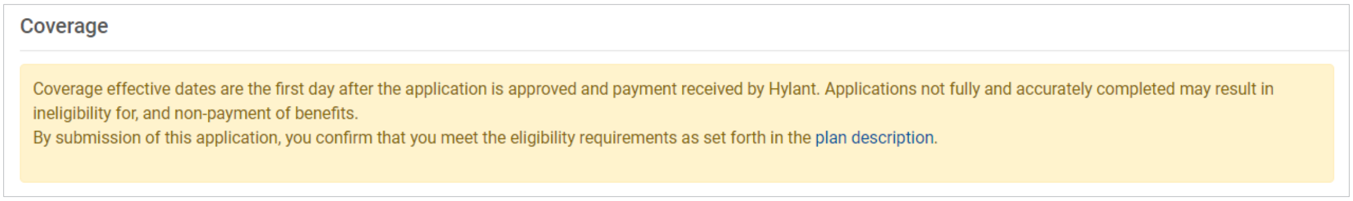
Membership Information

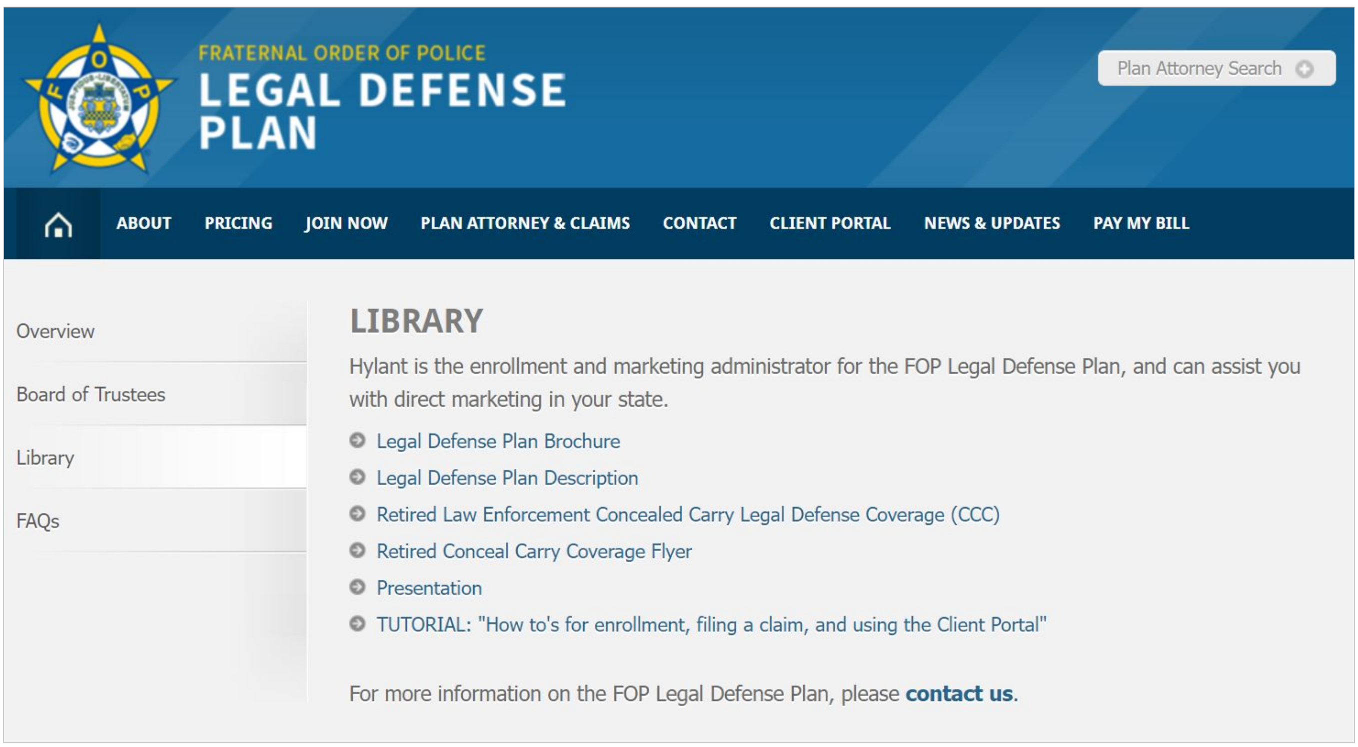
Coverage Type	Member Status
Non-Member	Inactive

Effective Date	Dues Paid Through
Join Date	Dues Paid Through

Save Changes

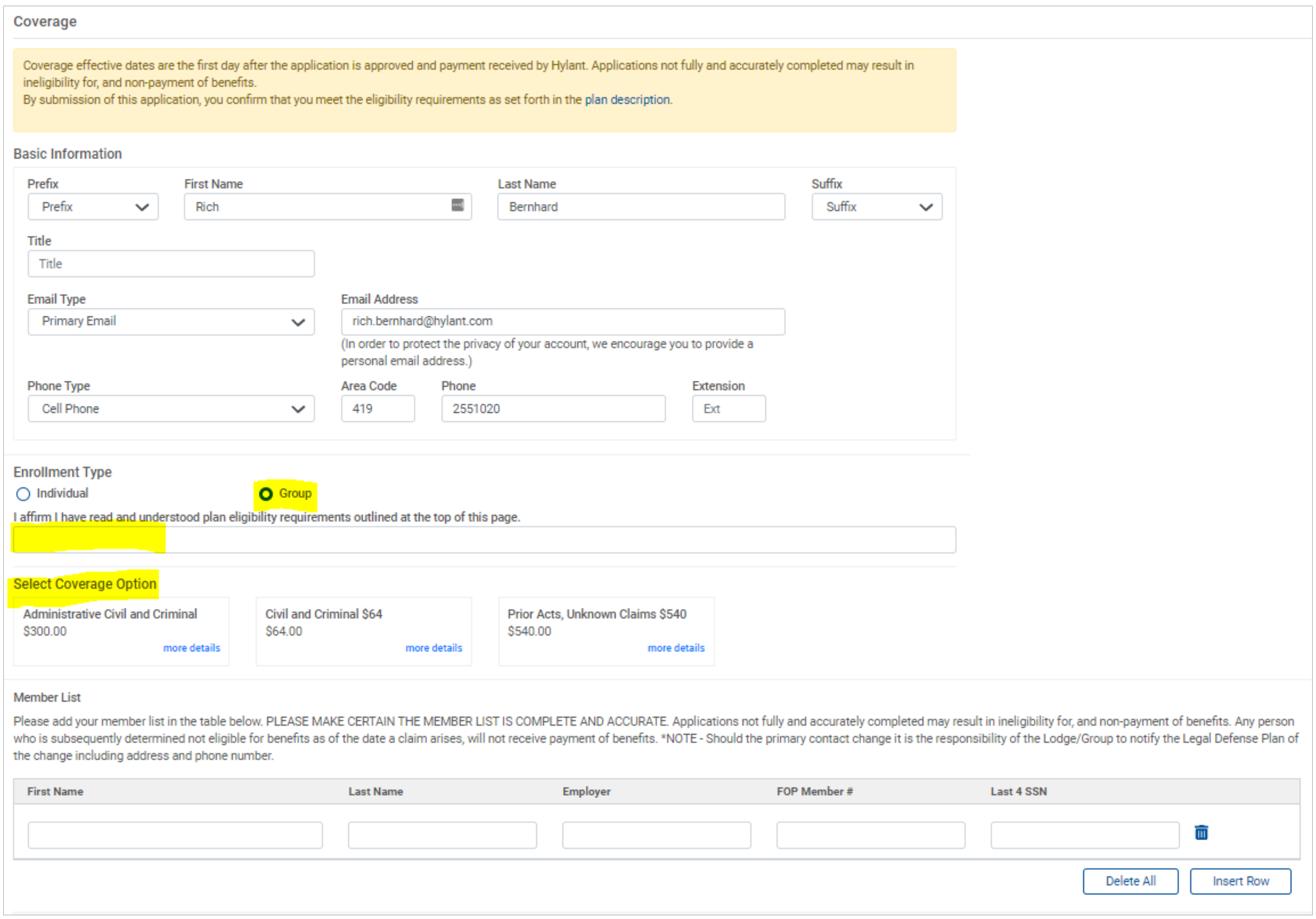
4. The coverage page will appear next. Click on the blue text that says **plan description**. Select the applicable plan description to view plan details and benefits.





5. Back on the coverage page, in the “Enrollment Type” section of the form, select **Group**. Type your name in the field below that to confirm that you have read and that you understand plan eligibility requirements.

Click on the **Coverage Option** needed for your lodge.


Coverage

Coverage effective dates are the first day after the application is approved and payment received by Hylant. Applications not fully and accurately completed may result in ineligibility for, and non-payment of benefits.
By submission of this application, you confirm that you meet the eligibility requirements as set forth in the plan description.

Basic Information

Prefix: Prefix
First Name: Rich
Last Name: Bernhard
Suffix: Suffix
Title: Title
Email Type: Primary Email
Email Address: rich.bernhard@hylant.com
(In order to protect the privacy of your account, we encourage you to provide a personal email address.)
Phone Type: Cell Phone
Area Code: 419
Phone: 2551020
Extension: Ext

Enrollment Type
Individual
Group
I affirm I have read and understood plan eligibility requirements outlined at the top of this page.

Select Coverage Option

Administrative Civil and Criminal
$300.00
more details

Civil and Criminal $64
$64.00
more details

Prior Acts, Unknown Claims $540
$540.00
more details

Member List

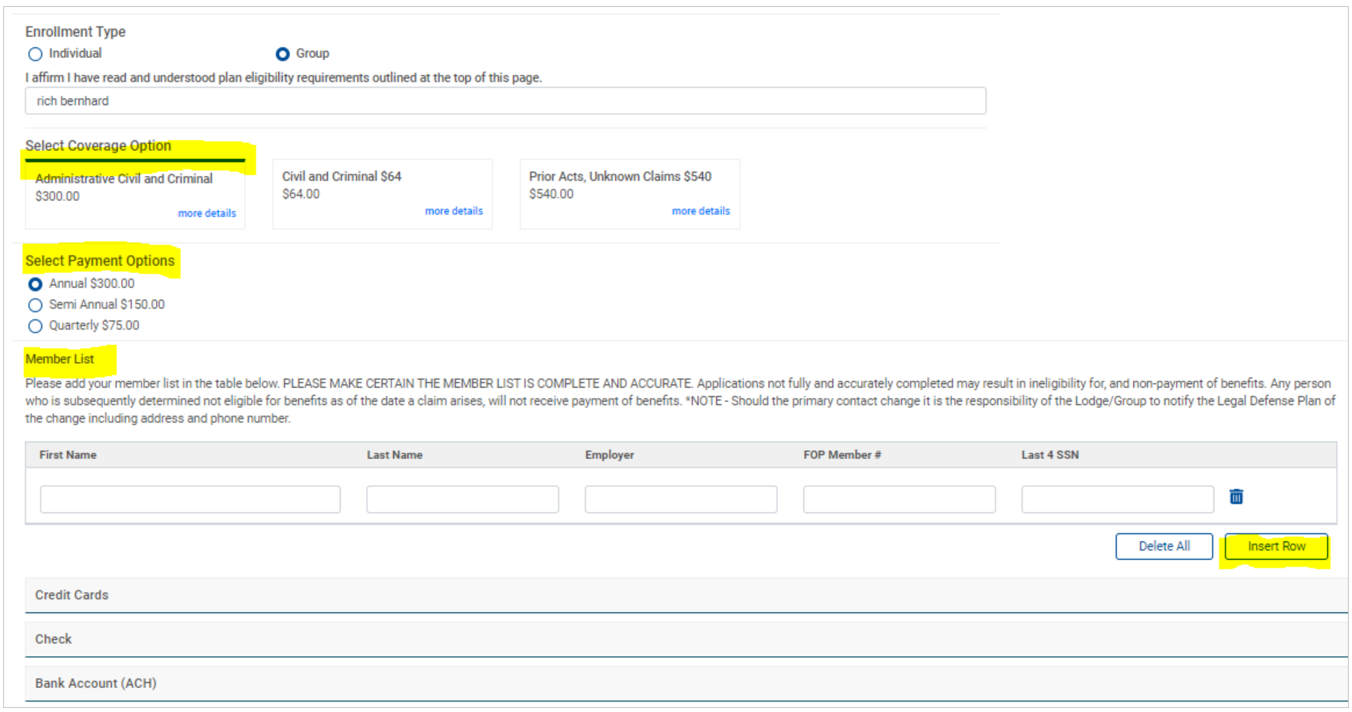
Please add your member list in the table below. PLEASE MAKE CERTAIN THE MEMBER LIST IS COMPLETE AND ACCURATE. Applications not fully and accurately completed may result in ineligibility for, and non-payment of benefits. Any person who is subsequently determined not eligible for benefits as of the date a claim arises, will not receive payment of benefits. *NOTE - Should the primary contact change it is the responsibility of the Lodge/Group to notify the Legal Defense Plan of the change including address and phone number.

First Name	Last Name	Employer	FOP Member #	Last 4 SSN

Delete All
Insert Row

6. A blue line will appear above your coverage option choice, and payment options will appear below. Select your **Payment Option** (annual, semi-annual, quarterly).

Then, add your members to the Member List. If someone's "FOP Member ID" is pending, type in the word "Pending." If a member's "Last 4 SSN" is unknown, type in "0000." Click the **Insert Row** button as needed to register all eligible lodge members.



Enrollment Type

Individual Group

I affirm I have read and understood plan eligibility requirements outlined at the top of this page.

rich bernhard

Select Coverage Option

Administrative Civil and Criminal $300.00 more details

Civil and Criminal $64 $64.00 more details

Prior Acts, Unknown Claims $540 $540.00 more details

Select Payment Options

Annual $300.00

Semi Annual $150.00

Quarterly $75.00

Member List

Please add your member list in the table below. PLEASE MAKE CERTAIN THE MEMBER LIST IS COMPLETE AND ACCURATE. Applications not fully and accurately completed may result in ineligibility for, and non-payment of benefits. Any person who is subsequently determined not eligible for benefits as of the date a claim arises, will not receive payment of benefits. *NOTE - Should the primary contact change it is the responsibility of the Lodge/Group to notify the Legal Defense Plan of the change including address and phone number.

First Name	Last Name	Employer	FOP Member #	Last 4 SSN

Delete All Insert Row

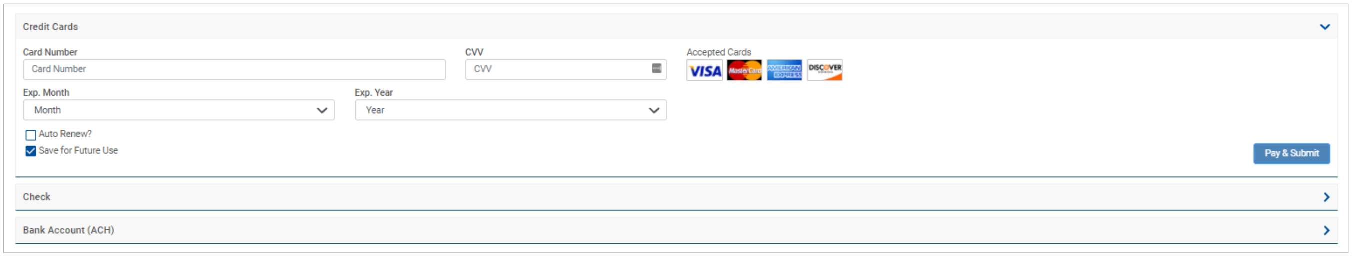
Credit Cards

Check

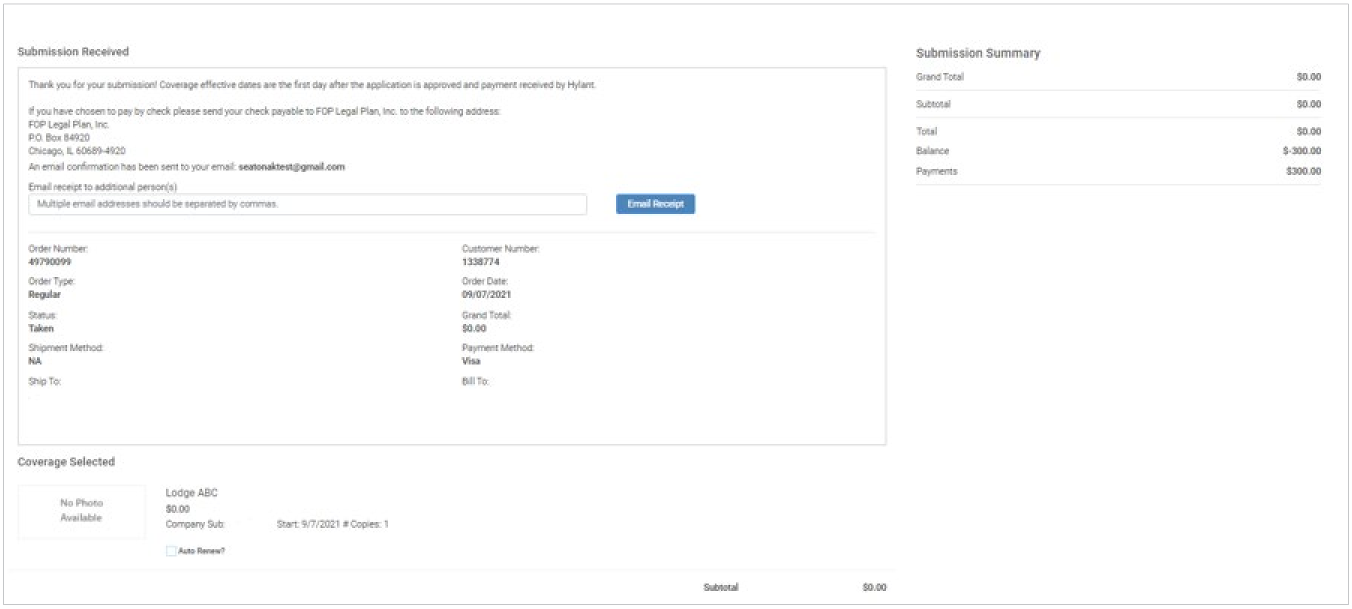
Bank Account (ACH)

Note that an incomplete or inaccurate application (i.e., someone who needs coverage isn't entered into the system) may result in ineligibility for and non-payment of benefits. Any person who is subsequently determined not eligible for benefits as of the date a claim arises will not receive payment of benefits.

7. Choose your payment option (credit card, check, electronic/ACH payment), and then click **Pay & Submit**.

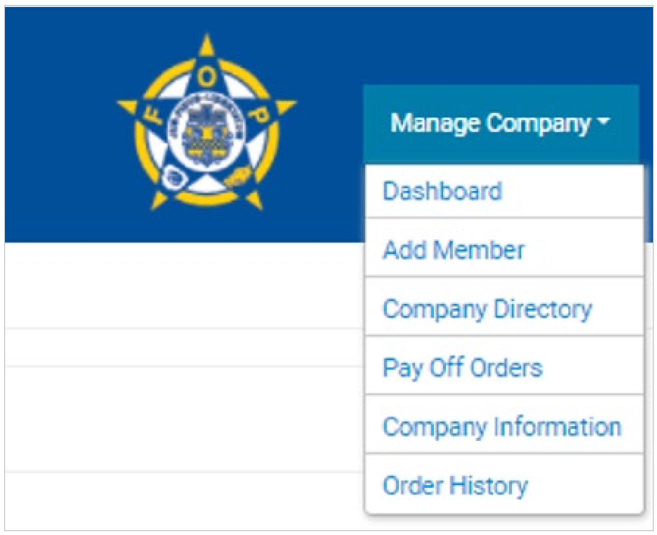


8. Once you submit the completed form, a "Submission Received" confirmation page will appear. You also will receive a confirmation email. To send a copy of your receipt to an additional email address, type the email address in the space provided and click on the blue **Email Receipt** button.

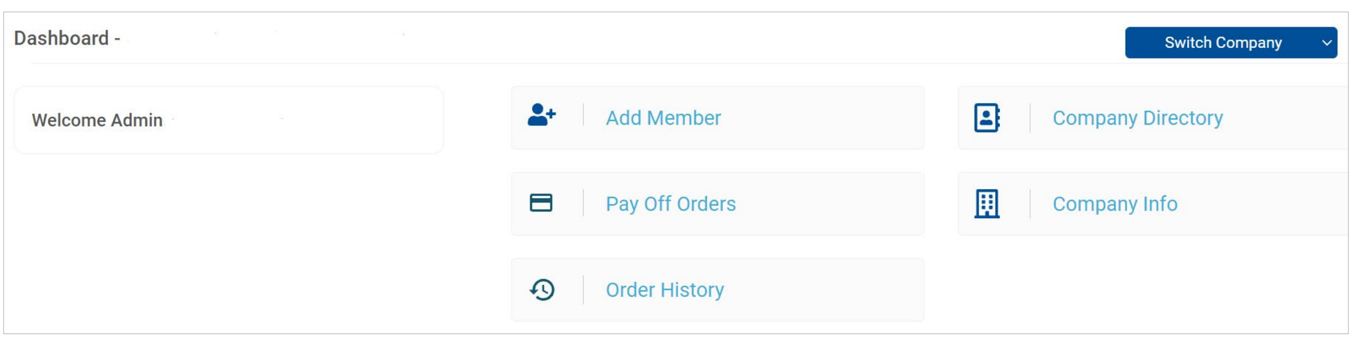


Managing Your Lodge Membership(s)

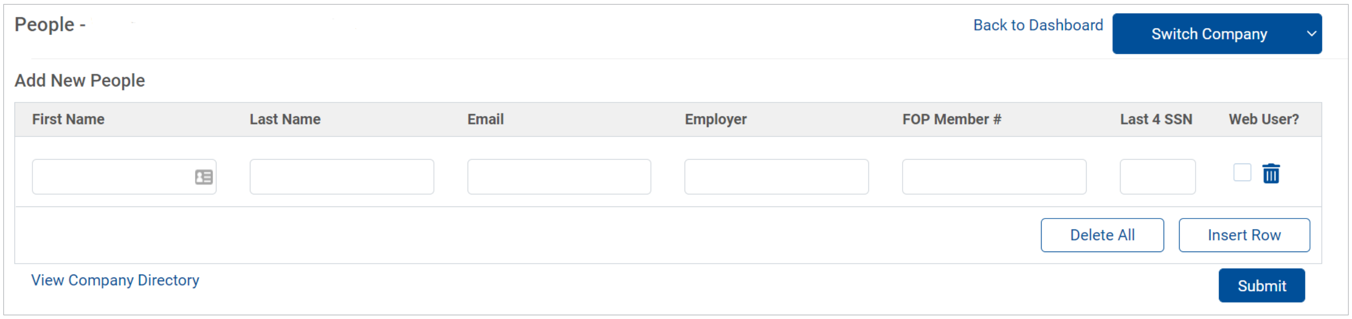
1. Within the portal, administrators can manage lodge memberships by clicking on **Manage Company**.



2. If you are the administrator for multiple lodges, click on **Dashboard** and **Switch Company** to select which lodge's membership information you want to view and to see a snapshot of the menu.

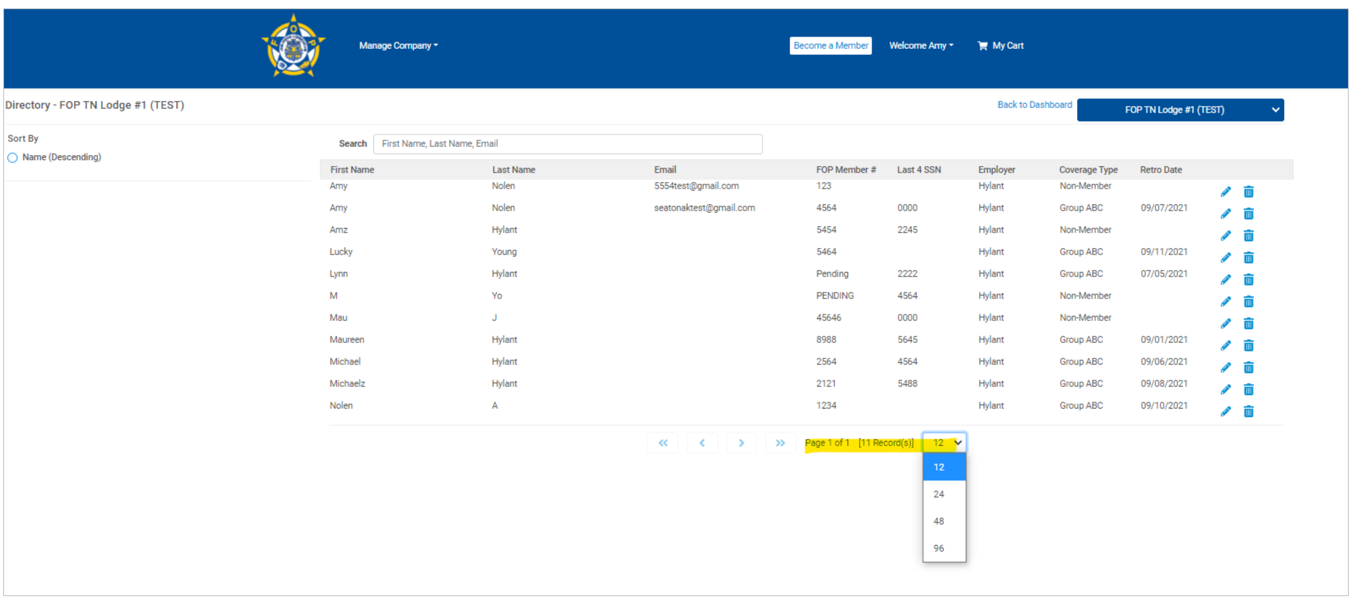


3. From the Manage Company menu, click **Add Members** to add a member. All information is required. If the FOP Member Number is pending, type “PENDING” in that field. Note that a new member will appear as a “non-member” in the company directory until Hylant verifies membership and processes the order.

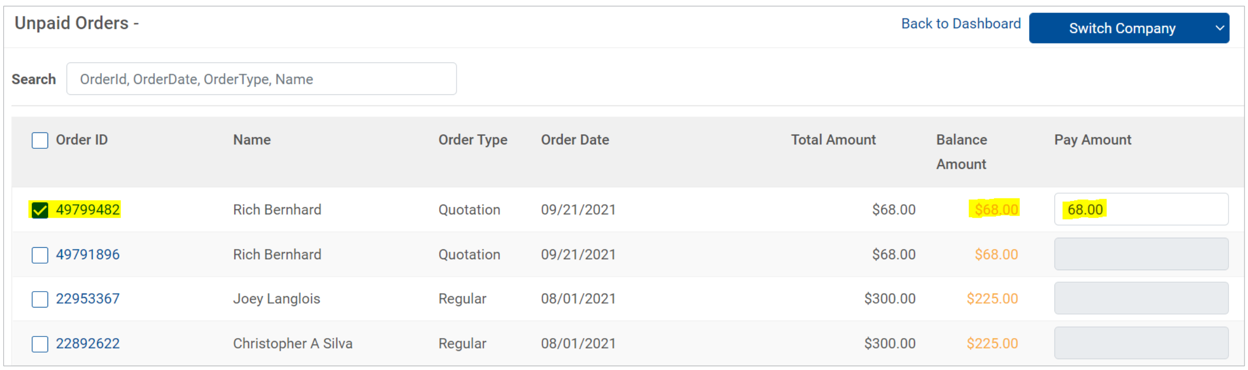


4. From the Manage Company drop-down menu or the Dashboard, click on **Company Directory** to view, add or cancel/delete members. You can search for members by name or email address.

If you manage membership for multiple lodges, use the blue button in the upper right-hand of the screen to locate a lodge. At the bottom of the screen, click on the option to show the number of records you want to see per page.



5. From the Manage Company drop-down menu or the Dashboard, select **Pay Off Orders** to view unpaid invoices (when available from Hylant) and make payments. To pay the balance only for selected members, click in the box to the left of the order ID number for those members. The amount due will appear in the “Pay Amount” field.

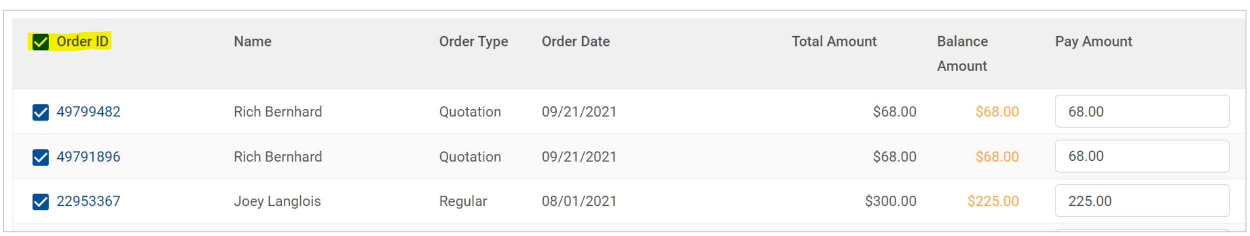

Unpaid Orders -

Back to Dashboard | Switch Company

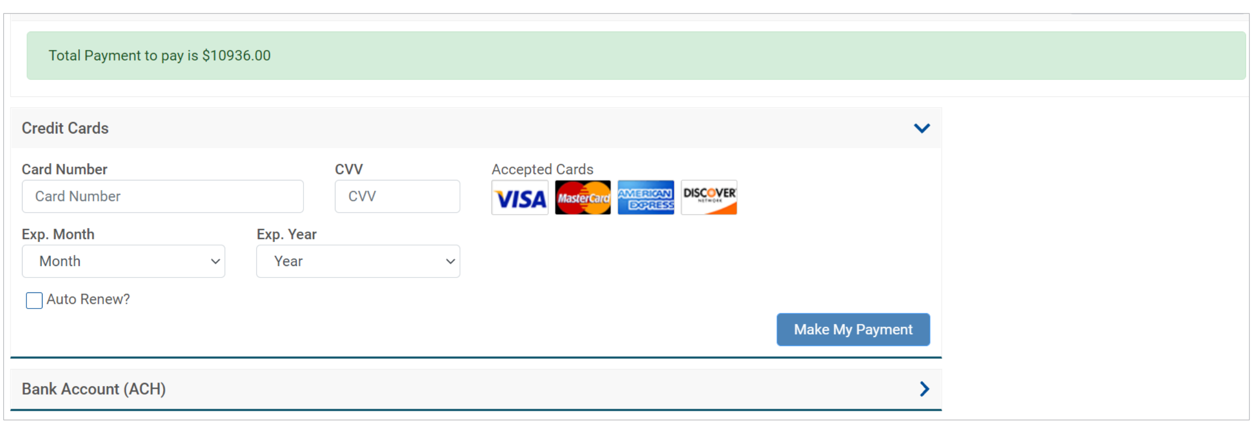
Search: OrderId, OrderDate, OrderType, Name

Order ID	Name	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount
49799482	Rich Bernhard	Quotation	09/21/2021	$68.00	$68.00	68.00
49791896	Rich Bernhard	Quotation	09/21/2021	$68.00	$68.00	
22953367	Joey Langlois	Regular	08/01/2021	$300.00	$225.00	
22892622	Christopher A Silva	Regular	08/01/2021	$300.00	$225.00	

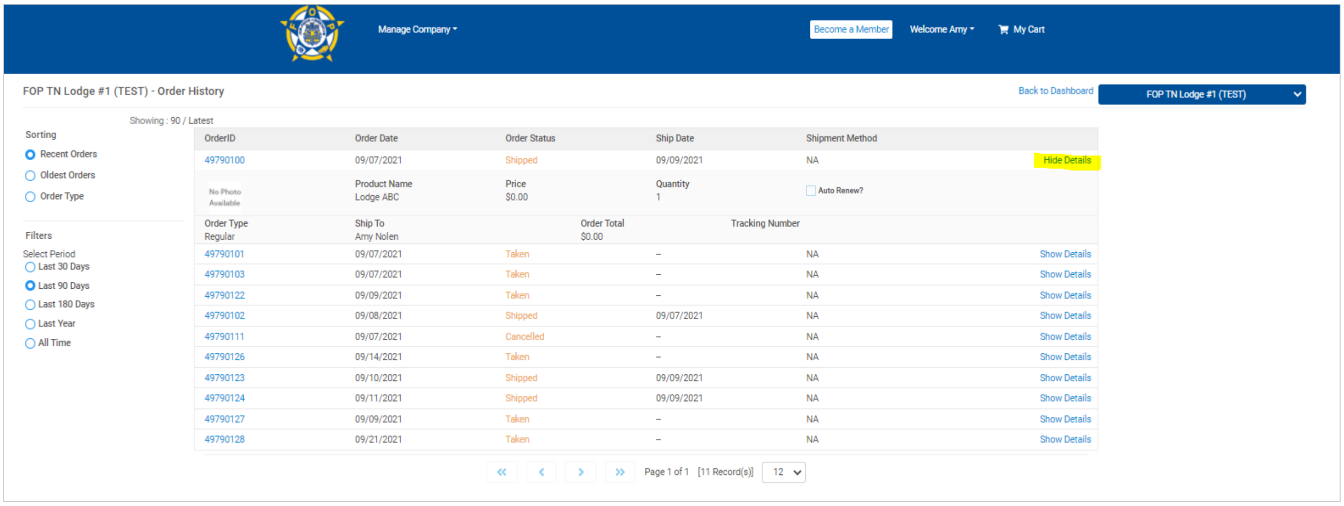
To pay the balance due for all members. Click in the **box next to Order ID**. The amounts due will appear in the “Pay Amount” field.


Order ID	Name	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount
49799482	Rich Bernhard	Quotation	09/21/2021	$68.00	$68.00	68.00
49791896	Rich Bernhard	Quotation	09/21/2021	$68.00	$68.00	68.00
22953367	Joey Langlois	Regular	08/01/2021	$300.00	$225.00	225.00

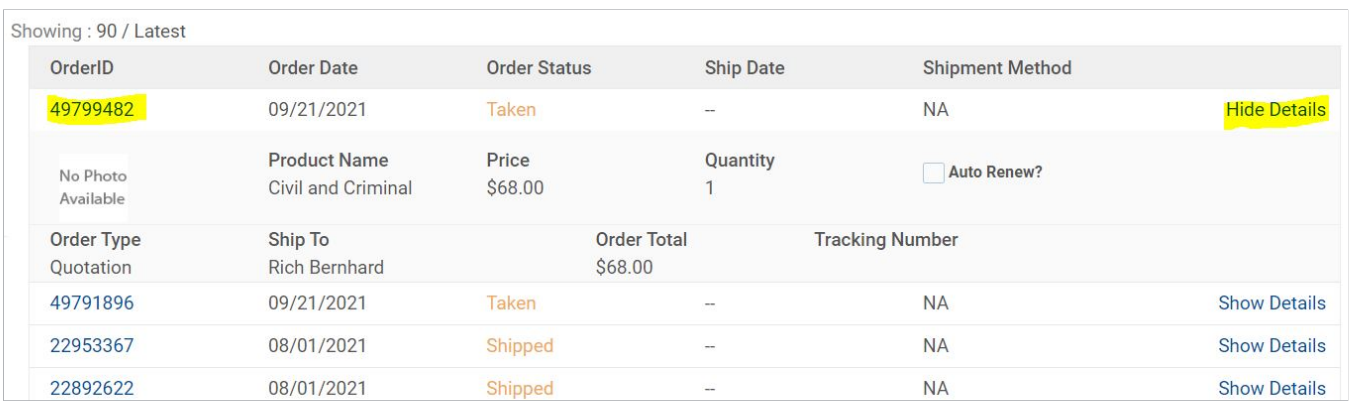
6. The total amount due will appear in a green band near the bottom of the screen. Select your payment type and click **Make My Payment** to process your order. Note that “Auto Renew” is not yet available but is planned for a future portal update.



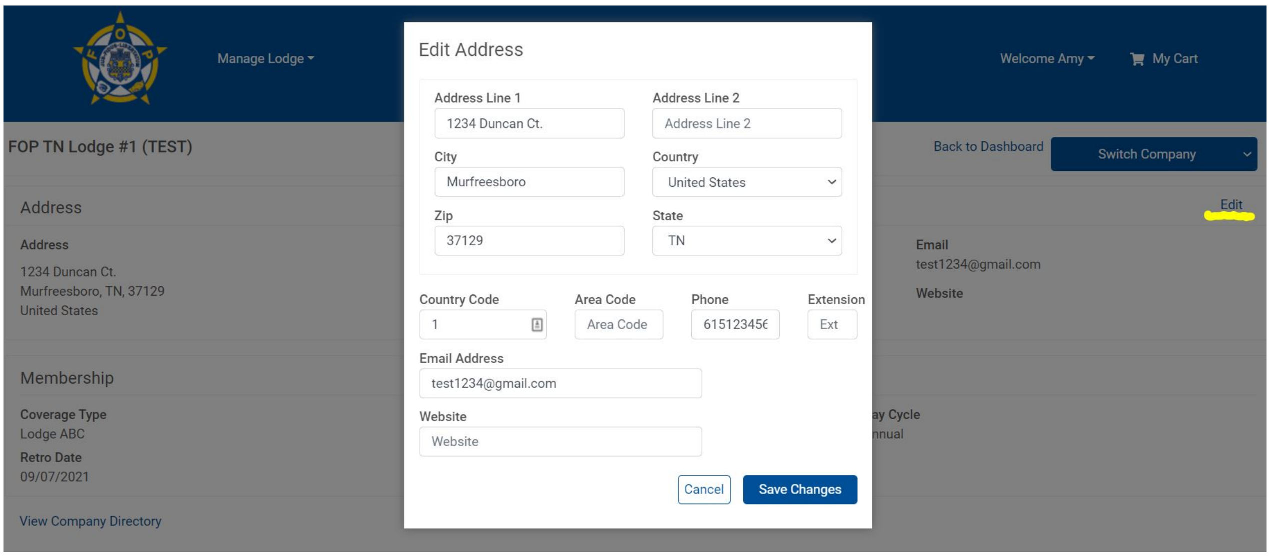
7. From the Manage Company drop-down menu or the Dashboard, click **Order History** to see your initial order and renewals. The balance due will not appear on this screen until an invoice/quotation is processed by Hylant.



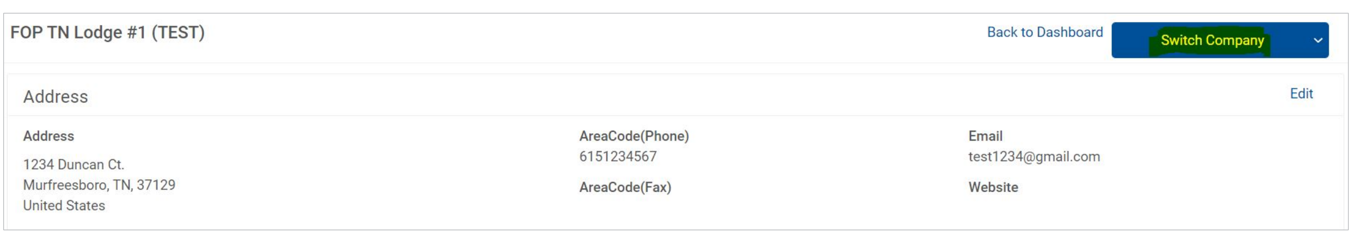
You can click on the **blue OrderID number** to see details around a specific order. You also can click **Hide Details** or **Show Details** at the far right of each row, as desired.



8. From the Manage Company drop-down menu or the Dashboard, click **Company Info** to view the lodge address, contact information, coverages and membership details. To update contact information, click the blue **Edit** text at the right-hand of the screen. An edit box will appear. Make your changes, then click **Save Changes**.



Remember that if you are the administrator for more than one lodge, you can click on the blue **Switch Company** button to select the lodge for which you need to make changes. As a reminder, the Switch Company button displays on the Add a Member, Company Directory, Pay Off Orders, Company Information and Order History pages.



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