

Hortors Stationery (Pty) Ltd

Sign-Up Help Guide (Attorneys)

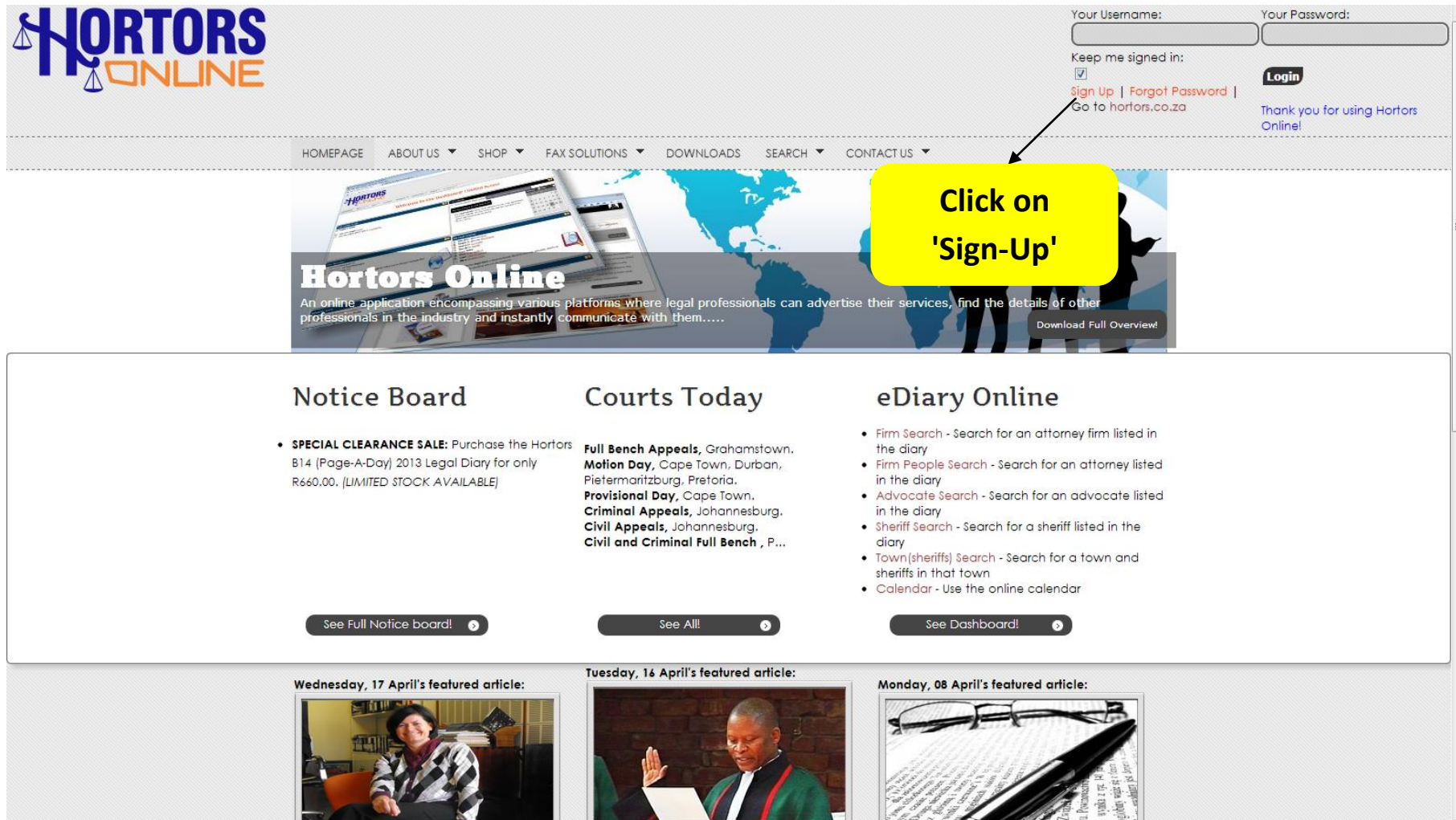
www.hortorsonline.co.za



Attorney Sign-Up Steps

To sign-up on Hortors Online, please follow the instructions that are in the blue bubbles in the images below:

1. On the homepage, click on 'Sign-Up' as depicted in the image below:



The screenshot shows the Hortors Online homepage. At the top left is the logo "HORTORS ONLINE" with a scale of justice icon. To the right is a login section with fields for "Your Username:" and "Your Password:", a "Keep me signed in:" checkbox (checked), a "Login" button, and links for "Sign Up | Forgot Password | Go to hortors.co.za". Below the login section is a navigation menu with links: "HOMEPAGE", "ABOUT US", "SHOP", "FAX SOLUTIONS", "DOWNLOADS", "SEARCH", and "CONTACT US". The main banner features a world map and the text "Hortors Online" with a sub-headline: "An online application encompassing various platforms where legal professionals can advertise their services, find the details of other professionals in the industry and instantly communicate with them.....". A yellow callout bubble with the text "Click on 'Sign-Up'" points to the "Sign Up" link in the login section. Below the banner are three columns of featured content:

- Notice Board**
 - **SPECIAL CLEARANCE SALE:** Purchase the Hortors B14 (Page-A-Day) 2013 Legal Diary for only R660.00. (LIMITED STOCK AVAILABLE)

See Full Notice board!
- Courts Today**
 - **Full Bench Appeals**, Grahamstown, **Motion Day**, Cape Town, Durban, Pietermaritzburg, Pretoria.
 - **Provisional Day**, Cape Town.
 - **Criminal Appeals**, Johannesburg.
 - **Civil Appeals**, Johannesburg.
 - **Civil and Criminal Full Bench**, P...

See All!
- eDiary Online**
 - **Firm Search** - Search for an attorney firm listed in the diary
 - **Firm People Search** - Search for an attorney listed in the diary
 - **Advocate Search** - Search for an advocate listed in the diary
 - **Sheriff Search** - Search for a sheriff listed in the diary
 - **Town(sheriffs) Search** - Search for a town and sheriffs in that town
 - **Calendar** - Use the online calendar

See Dashboard!

At the bottom, there are three featured articles:

- Wednesday, 17 April's featured article:** (Image of a woman sitting at a desk)
- Tuesday, 16 April's featured article:** (Image of a man in a green judicial robe speaking)
- Monday, 08 April's featured article:** (Image of a pen and glasses on a document)

2. Please select your role as 'Attorney', enter the verification code in the field provided and click on 'Submit' as follows:

The screenshot shows the Hortors Online website interface. At the top left is the logo for Hortors Online. At the top right are fields for 'Your Username:' and 'Your Password:', a 'Keep me signed in:' checkbox, a 'Login' button, and links for 'Sign Up', 'Forgot Password', and 'Go to hortors.co.za'. Below the header is a navigation menu with links: 'HOMEPAGE', 'ABOUT US', 'SHOP', 'FAX SOLUTIONS', 'DOWNLOADS', 'SEARCH', and 'CONTACT US'. The main content area contains a form with the following elements:

- A dropdown menu labeled 'Please Select Role:' with 'Attorney' selected.
- A CAPTCHA image showing a combination of numbers and letters (749489) with the text 'Enter the combination of numbers and letters in the image above' and a link 'Try another one'.
- An input field for entering the verification code.
- A 'submit' button.

Three yellow callout boxes provide instructions:

- 2.1 Please select your role as 'Attorney'**: An arrow points from this box to the 'Attorney' dropdown menu.
- 2.2 Enter the verification code in the field provided**: Two arrows point from this box to the CAPTCHA image and the input field.
- Click on 'Submit'**: An arrow points from this box to the 'submit' button.

3. Kindly fill all of your details in and then click on 'Sign Up':

Name*

Surname*

Known As

Cell Phone

Telephone*

Fax*

Email*

Sign In Credentials:

Username*

Password*

Confirm Password

**Required Fields*

Attorney Only: (This section will assist us to link you to your firm)

Law Society Role Number

Firm Name

**If your firm is not listed in the legal diary, Please note that you can add your firm online*

Registered Addresses:

Online Shop Delivery Address*

City / Town*

State / Province / Region*

Code*

Same as above

Online Shop Billing Address - Company Name(if applicable)

Company Vat Number (if applicable)

Address (Separate by Coma's)

Address line 2

Code*

**Required Fields*

Sign Up

Note: When choosing a username, please check if the username already exists before proceeding with the rest of the form.

3.1 Kindly fill all of your details in

3.2 Click on 'Sign Up'

**4. If you have any further queries, please contact us on
webmaster@hortors.co.za**