Instructions for Creating a Matter/Petition Request

1. **Fill and Submit the Portal Access Registration Form**
   - Click Here to access the registration form.
   - Fill in all the required information and click Register.

2. **Verify Your Email Address**
   - After successful registration, a verification email will be sent to the email address provided during registration.
   - Click on the verification link in email to complete the verification process.

3. **Log in to the Portal**
   - After email verification, your login credentials will be sent to you in a separate email.
   - Use the credentials received in the email to login to the portal.

4. **Create a New Matter Request**
   - After logging in, click on the Create New ▼ button in the top navigation bar.
   - Select "**Add Matter Requests**".
   - Fill in all the required details to create the matter request:
       i. **Service Type** – Select the service type (e.g. I-485 Adjustment of Status).
       ii. **Potential Matter For** – Enter the name of the person for whom the matter request is being created.
       iii. **Coapplicant** – If you wish to add a coapplicant, click on "**Add New Coapplicant**".
       iv. Click on "**Pay Now**" to proceed with the payment.
   - If the payment is successfully processed, the matter request will be forwarded to the "**Acceptance pending with Law Firm**" stage.