

ONLINE CLE INSTRUCTIONS, hosted by InReach

We are excited to offer you the Lawyers Mutual of North Carolina online CLE catalog hosted by InReach. To create a new user account, please follow the instructions below.

The recommended internet browsers for this platform are Google Chrome, Firefox, and Microsoft Edge (Microsoft's preferred browser). Please do not use Internet Explorer. Microsoft withdrew support for Internet Explorer due to problems which will only continue to escalate, not only on our website but on all websites.

1. Navigate to <https://lawyersmutualnc.inreachce.com>.
2. Hover your mouse over **"Hello, Guest"** in the top right corner and click **"Start Here"** to create an account.
3. Complete the profile to **create an account** and be sure to associate your state bar number, if applicable. If you are not a licensed attorney or paralegal in North Carolina, but work at a law firm insured by Lawyers Mutual of NC, you may create an account.
4. Once you have an account, login with your email address (or username) and password. Afterwards, the "Hello Guest" button will change to "Hello, (Your Name)."
5. Then you can **enter relevant search terms into the Search bar** at the top of the page or **select the "Go" button** without entering any terms. This step will sort the course catalog.
6. Choose a course of interest, and then click on the title. The Catalog page for the program will display more details. When you have found a satisfactory course, click the **"Add to Cart"** button, or the green "Register Now" button, on the right side of the page to add it to your cart.

Repeat steps 5 and 6 until you have all the courses you would like to purchase in your cart.

7. Click the 'Cart' button in the upper right section of the page. This step will take you to the checkout process. On the first page, confirm the course titles and the quantity for each course. You can click and edit the quantity if it is not correct. Then click 'Checkout' at the bottom of the page when you are ready to continue.
8. On the Contact Information page, ensure that your email address is correct, as this is where confirmation will be sent. Then click 'Checkout' at the bottom of the page.
9. On the Payment Information page, enter your payment information, click 'Complete Purchase' at the bottom right of the page.
10. You will be taken to a Transaction Summary page with a button to **"Access Your Account."** This step will display the courses you have just completed registration and payment, in the case you would like to begin your courses. If you would like to take your courses later, you can always return to your products page by hovering over "Hello, Your Name" and clicking "My Products."

