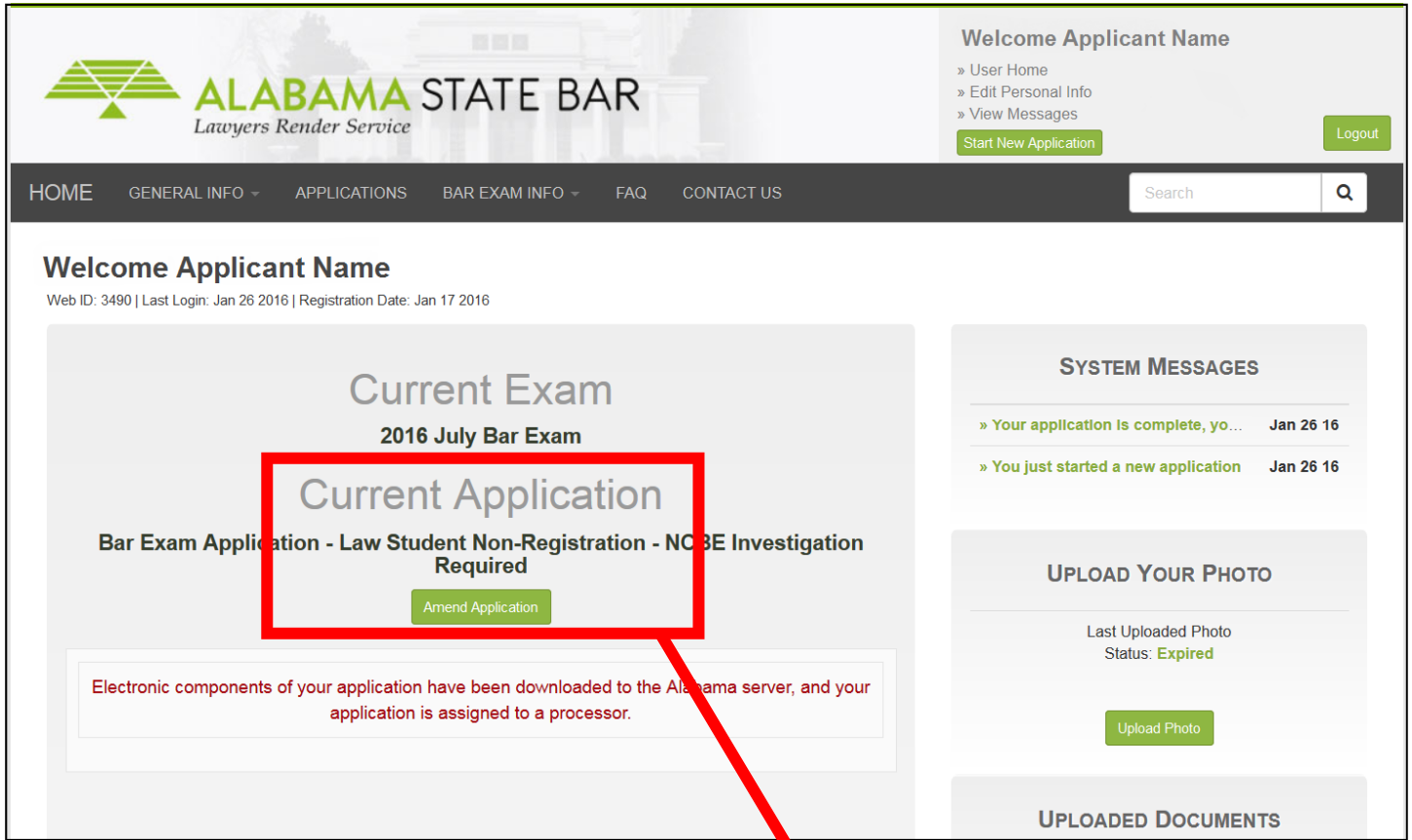


**NOTE: If you are amending your online application (Character & Fitness Questionnaire), you must also click the “Edit Personal Info” link in the upper right-hand corner of your user homepage and make any necessary changes.**

## STEP-BY-STEP INSTRUCTIONS FOR AMENDING ONLINE APPLICATION



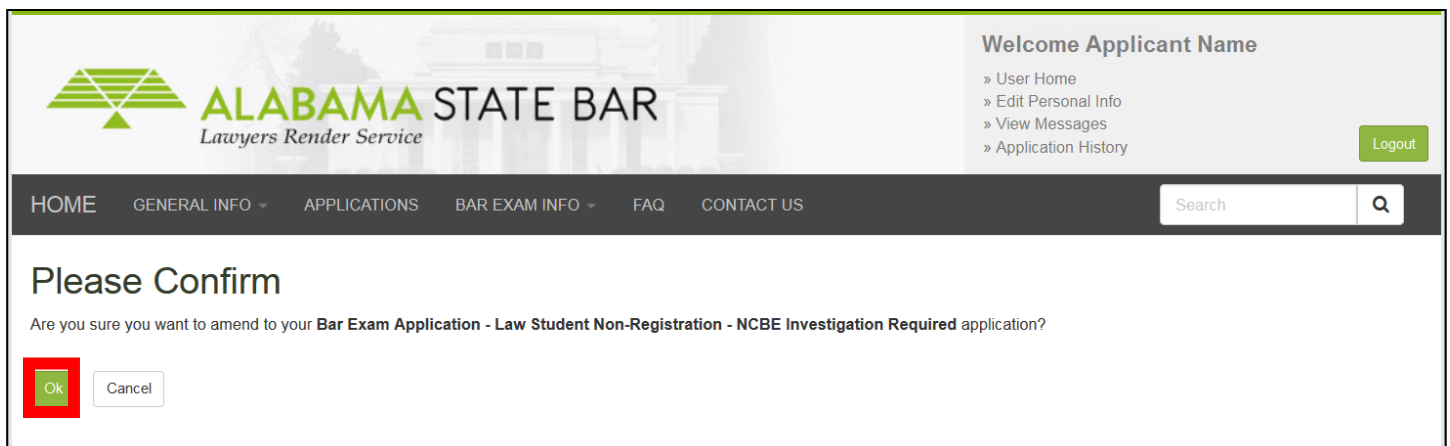
The screenshot shows the Alabama State Bar user homepage. At the top left is the logo and name 'ALABAMA STATE BAR Lawyers Render Service'. At the top right, it says 'Welcome Applicant Name' with links for 'User Home', 'Edit Personal Info', 'View Messages', and a 'Logout' button. Below this is a navigation menu with 'HOME', 'GENERAL INFO', 'APPLICATIONS', 'BAR EXAM INFO', 'FAQ', and 'CONTACT US'. A search bar is on the right. The main content area has a 'Welcome Applicant Name' header with user ID and login info. The central focus is the 'Current Exam 2016 July Bar Exam' section, which includes a 'Current Application' box. This box contains the text 'Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required' and a green 'Amend Application' button. A red box highlights the 'Amend Application' button, and a red arrow points from it to the next step. To the right, there are sections for 'SYSTEM MESSAGES' (with two messages), 'UPLOAD YOUR PHOTO' (with a photo upload button and status 'Expired'), and 'UPLOADED DOCUMENTS'.

### STEP 1:

Click the green “Amend Application” button under the “Current Exam/ Current Application” section of your user homepage (top center portion of page).



This is a close-up of the 'Current Application' section from the previous screenshot. It shows the text 'Current Application' and 'Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required'. Below this text is a green button labeled 'Amend Application', which is highlighted with a red rectangular box.



The screenshot shows a confirmation dialog box titled 'Please Confirm'. The text inside asks: 'Are you sure you want to amend to your Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required application?'. At the bottom left of the dialog, there are two buttons: a green 'OK' button and a white 'Cancel' button. The 'OK' button is highlighted with a red box.

### STEP 2:

Click the green “OK” button when asked to confirm that you wish to amend your application.

**Forms & Progress**

✓ Bar Exam Instructions	Amend	View/Print Form
✓ <b>Character &amp; Fitness Questionnaire</b>	Amend	View/Print Form
Bar Exam NCBE Paper Items Packet		View PDF

✓ **Character & Fitness Questionnaire** **Amend**

**STEP 3:**  
Click the green "Amend" button next to the Character & Fitness Questionnaire under the "Forms & Progress" section of your user homepage (bottom center portion of page).

HOME GENERAL INFO APPLICATIONS BAR EXAM INFO FAQ CONTACT US Search

User Home » Character and Fitness

SECTION A - GENERAL INFORMATION

✓ This section is complete.

6. Have you ever been known by any other first, middle, or last name? No

When questionnaire is complete and saved, you MUST then return to your user home page and click the "Submit Application" button.

Save Save & Continue **Save & Close** Cancel

When questionnaire is complete and saved, you MUST then return to your user home page and click the "Submit Application" button.

Save Save & Continue **Save & Close** Cancel

**STEP 4:**  
Make necessary changes to your Character & Fitness Questionnaire and click the green "Save & Close" button after all changes have been made. You will be returned to your user homepage for the steps that follow.

**ALABAMA STATE BAR**  
Lawyers Render Service

Welcome Applicant Name

- » User Home
- » Edit Personal Info
- » View Messages
- » Application History

Logout

HOME GENERAL INFO APPLICATIONS BAR EXAM INFO FAQ CONTACT US

Search

**Welcome Applicant Name**  
Web ID: 3490 | Last Login: Jan 26 2016 | Registration Date: Jan 17 2016

**Current Exam**  
2016 July Bar Exam

**Current Application**  
Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required

Submit Amendment Remove Amendment

Revision History

SYSTEM MESSAGES

- » Your application is in addendum Aug 08 16
- » Your application is complete, yo... Jan 26 16
- » You just started a new application Jan 26 16

UPLOAD YOUR PHOTO

Last Uploaded Photo  
Status: **Expired**

You can use the "Create Message" function to send a message directly to your processor.

**STEP 5:**

Click the green "Submit Amendment" button under the "Current Exam/ Current Application" section of your user homepage (top center portion of page). Note: If you do not wish to submit the changes, you may click the orange "Remove Amendment" button.

**Current Application**  
Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required

Submit Amendment Remove Amendment

**ALABAMA STATE BAR**  
Lawyers Render Service

Welcome Applicant Name

- » User Home
- » Edit Personal Info
- » View Messages
- » Application History

Logout

HOME GENERAL INFO APPLICATIONS BAR EXAM INFO FAQ CONTACT US

Search

**Please Confirm**

Are you sure you want to submit the amendment to your **Bar Exam Application - Law Student Non-Registration - NCBE Investigation Required** application?

Ok Cancel

**STEP 6:**

Click the green "OK" button when asked to confirm that you wish to submit the amendment(s) to your application.