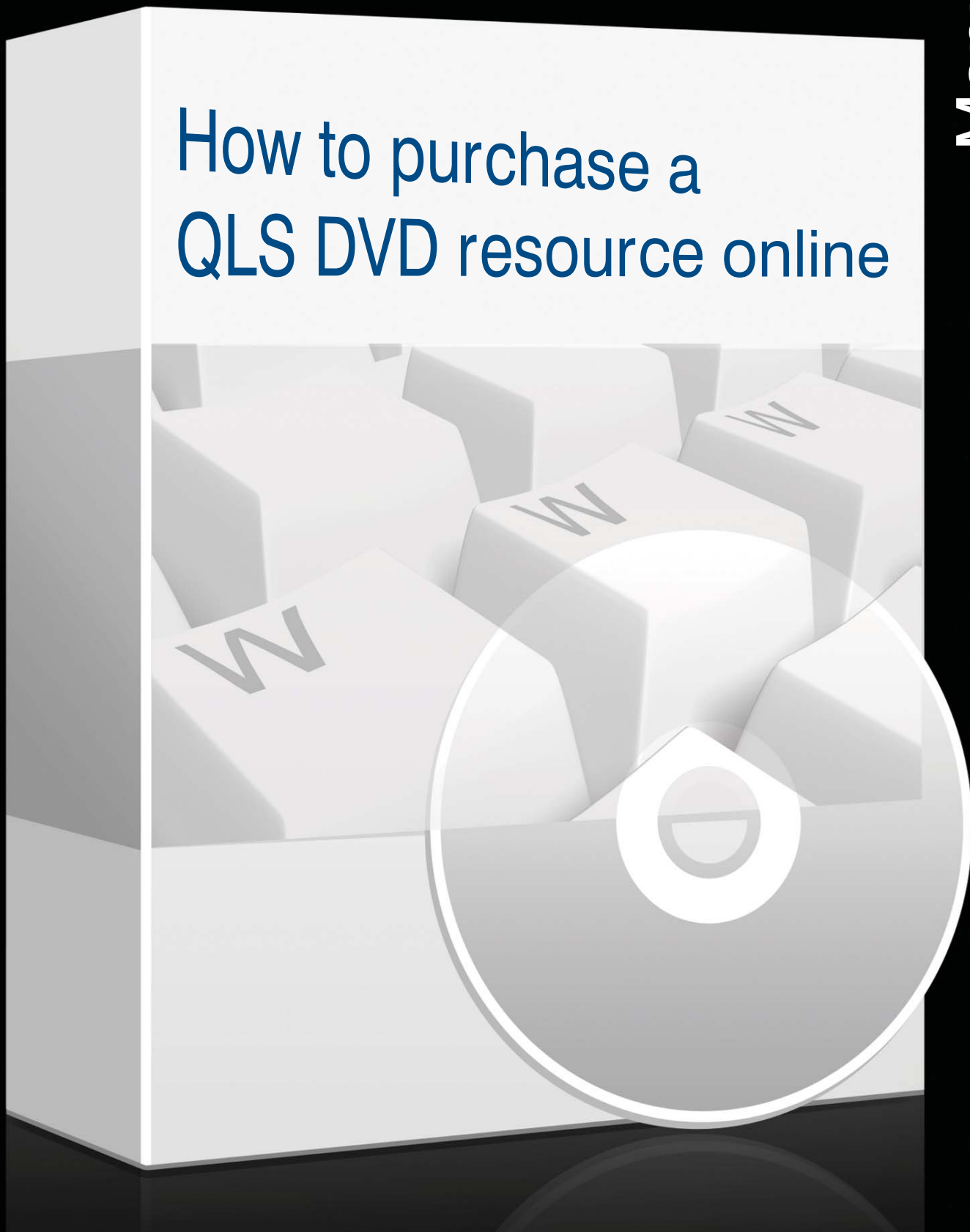


# How to purchase a QLS DVD resource online



**online**purchase

# How to purchase a QLS DVD resource online

**1** ▶ Visit the QLS website ([www.qls.com.au](http://www.qls.com.au))

▶ Select **Member Log-in** (for QLS members)

NB. To avoid creating duplicate records and inaccurate CPD point allocation, please always ensure you login when purchasing a QLS DVD Resource.

Please ensure you log in as a QLS member, not as a firm.

**2** ▶ Enter your member number and password (for QLS members only).

If you do not know your QLS member number, please contact **Resources** on **(07) 3842 5899**.

If you do not know your password, please select **Forgotten your password?** and follow the prompts.

Queensland Law Society

### Member Login

Please login using your QLS member number, or your email address if you have provided it to us.

User ID:

Password:

Login

[Forgotten your password?](#)

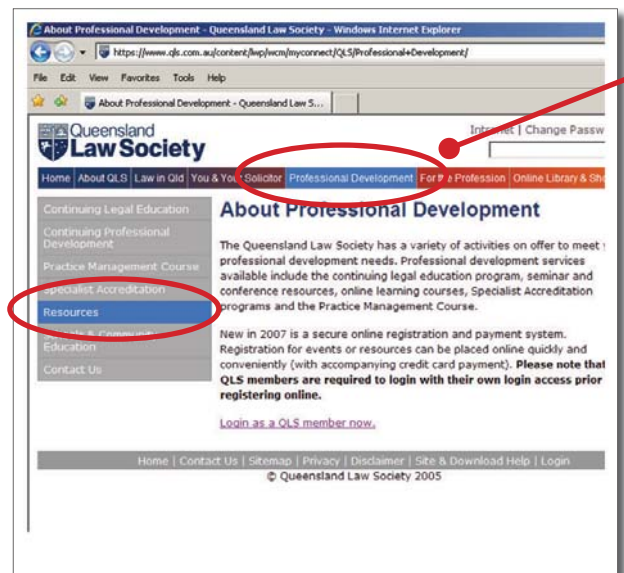
Other Login Issues? Please contact [helpdesk@qls.com.au](mailto:helpdesk@qls.com.au)



**3** ▶ Select the **Professional Development** tab along the top toolbar.

▶ Select the **Resources** tab located on the side toolbar.

▶ Select the live link under the first Resources Paragraph **Order current and/or future resources online.**

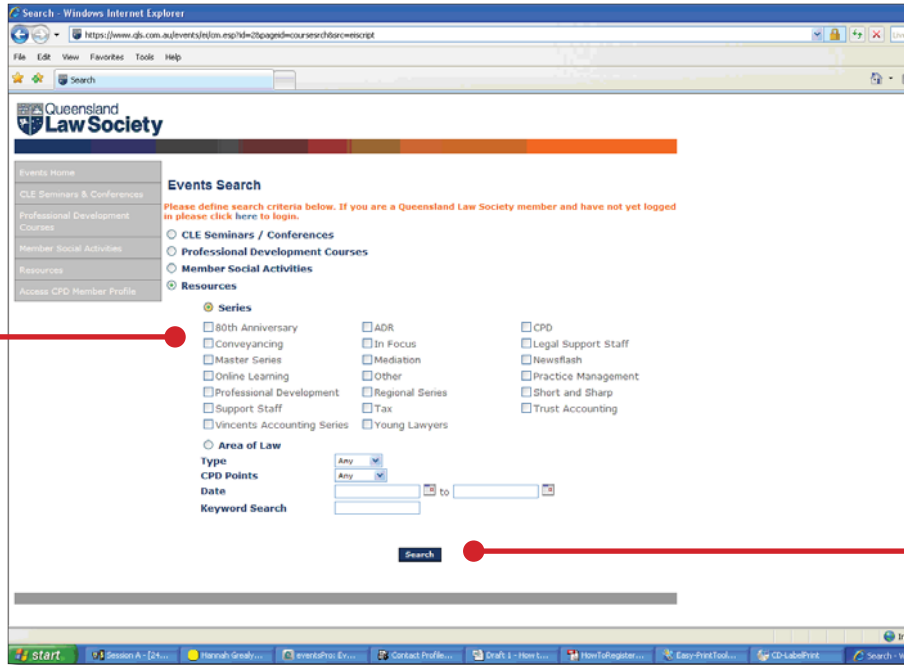


**4** ▶ Select option for **QLS Member** or **Non-Member**

▶ Select **Resources**

▶ Narrow down your search by selecting elements in **Series** and **Area of Law** or by using a keyword search and select Search at the bottom of the page.

Alternatively, if you know the date that the event was held, please select the **Date** option and select Search. If you would prefer to search for all upcoming Resources just select **Search** at the bottom of the page.

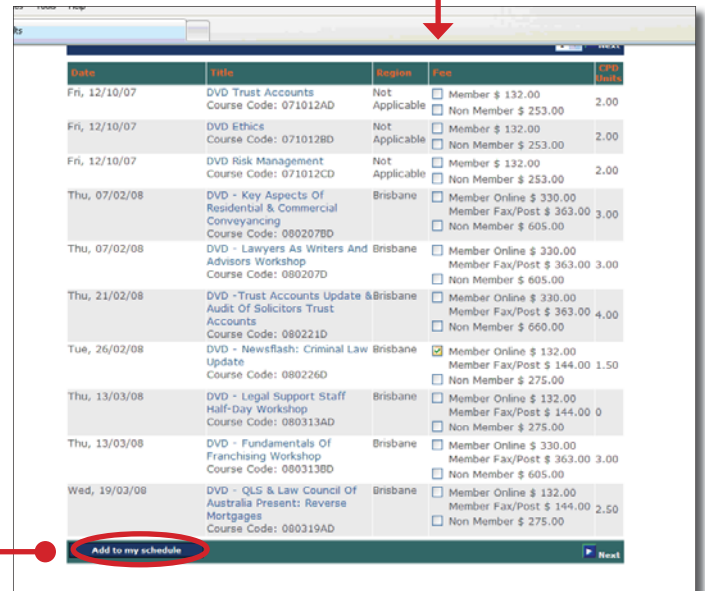


**5** ▶ Select the Resource you wish to purchase by selecting the **Member online** box and click **Add to my Schedule** located at the bottom of the page.

▶ Double check that your order is correct and select **Register Now** which is located along the bottom toolbar.

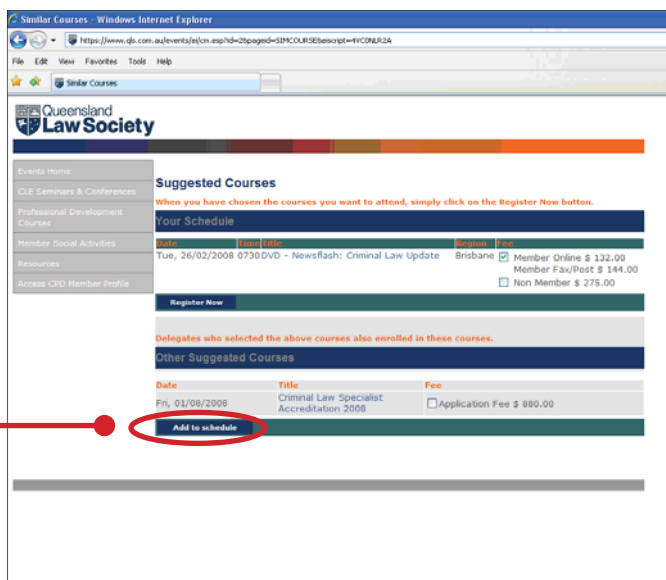
A **Suggested Courses** page will now appear.

Simply hit **Register Now**.

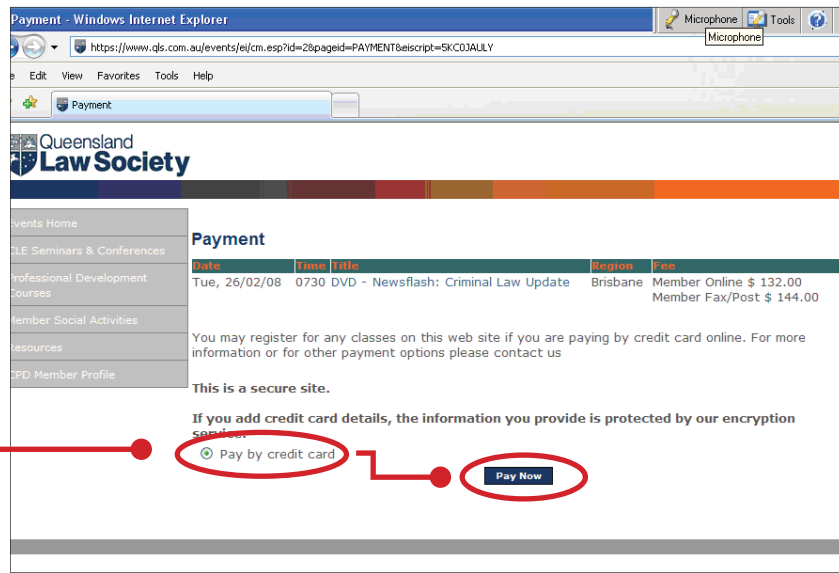


**6** ▶ Select your **Status**

▶ Enter your appropriate details and hit **log-in**.

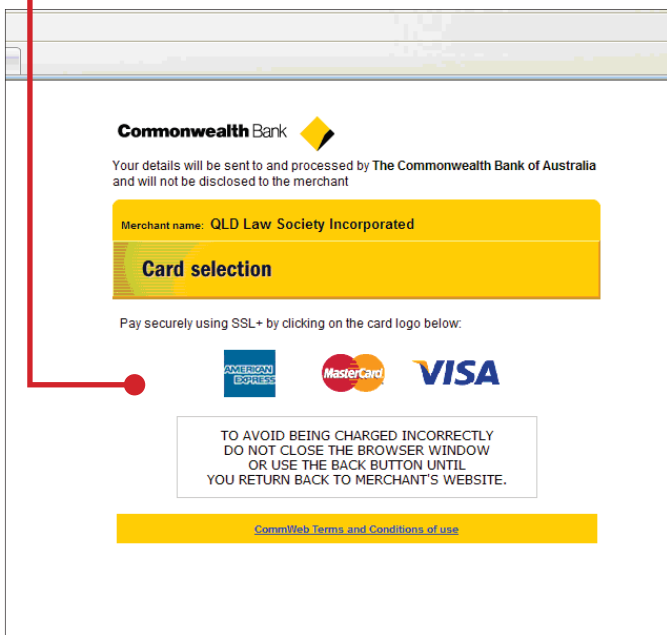


**7** ▶ Double-check your QLS DVD Resource order and select **Pay by credit card** and hit **Pay Now**.



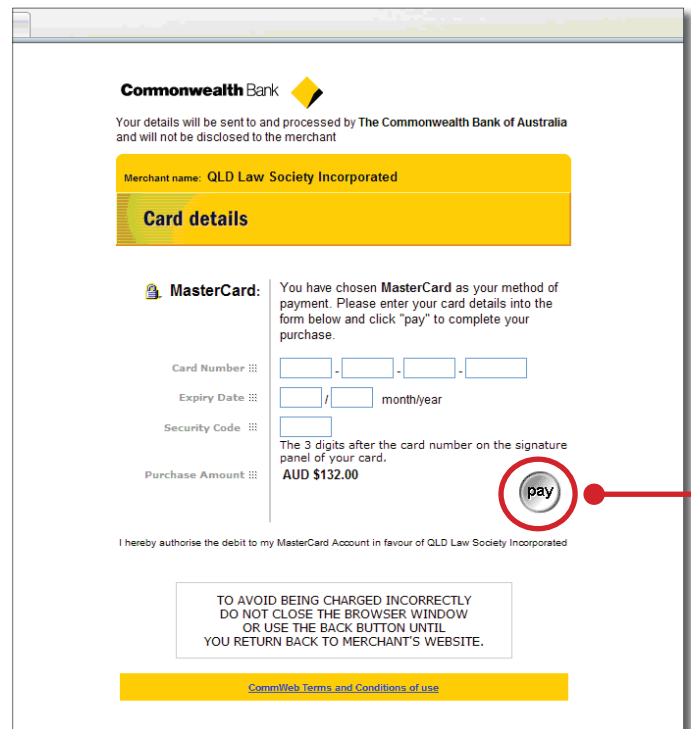
**8** ▶ Select your Credit Card and proceed with payment.

(DO NOT click on the back button or refresh your screen as this will cause errors with the purchase and/or payment).



**9** Enter your Credit Card Details and hit **Pay**.

Should you not receive a DVD Resource Order Confirmation please contact the QLS DVD Resources department on **(07) 3842 5929**.



Should you require any further information or assistance, please contact:

**Clare Bouchè**  
**Practice Management &**  
**Specialist Accreditation Administrator**

Tel: 07 3842 5929  
Email: c.bouche@qls.com.au