



Renewals Guide 2026

**An organisation's guide to completing
the renewal process**

An organisation's guide to completing the renewal process

Why practitioners should renew their practising certificate and QLS membership

Applications for renewal of practising certificates are made under section 50 of the *Legal Profession Act 2007 (Act)*. All legal practitioners in Queensland, apart from those employed as government legal officers, are required to hold a current practising certificate (section 24 of the Act).

Practitioners can renew their QLS membership at the same time as renewing their practising certificate. You can read about the value of membership and the range of services and [member benefits](#) on our website.

If your firm pays for practising certificates and QLS membership for your employed solicitors, consider what your policy will be on paying for these items in 2026-27. We recommend you communicate this position to all your practitioners. The option to pay, or not to pay, for practising certificates/QLS membership is available on the payment summary.

Key dates

Date	Activity
1 April	Organisations indicate in the Renewal Instructions their participation in the PSS (for applicable firms)
1 April	Stage One – Payment Summary is available
30 April	Stage One – Payment Summary must be completed
1 May	PII calculation sheet and Top-up insurance information sent to Lexon insured firms
1 May	PII invoices are available for Lexon insured firms under the organisation's Notification/Tasks and the Recent documents section of myQLS
1 May	Renewals open for practitioners
1 May	Top-up insurance application (optional) open for Lexon insured firms More information about Top-up insurance is in Step 5 of this guide
1 – 31 May	Stage Two – Payment Summary commences Organisations should confirm their subscriptions and make payment by 31 May
31 May	Renewals closes

Information your practitioners will need before they commence their online renewal applications

To make the online renewal process as quick and easy as possible, please ensure that your practitioners have the following information before they start the process:

How to log in to myQLS

Practitioners will go to [myQLS](#) and log in using their username and password. There are prompts on the sign in page for forgotten username and passwords. For additional help logging in, please contact our Records & Member Services team on **1300 367 757** or email records@qls.com.au.

Up-to-date details on their myQLS profile

Before 1 May, encourage practitioners to log in to their myQLS profile and check that their name, contact details and employment details are correct. They can update personal and contact details in the **My Details** section. If their name or employment details are incorrect please ask them to contact our Records & Member Services team on **1300 367 757** or by email records@qls.com.au.

Who will be paying their fees (the practitioner or the organisation)

If the organisation is paying for any subscriptions on behalf of their practitioners, then Stage one – Subscription selection of the payment summary should be completed by 1 May 2026.

If this is not completed prior to your practitioners renewing, your practitioners will be required to make full payment by credit card.

Advise your practitioners which, if any, subscription/s the organisation is paying for. These subscriptions are the selections you made in the payment summary.

Practitioners are responsible for ensuring their subscriptions are paid by 31 May 2026.

Practitioners are CPD compliant

Practitioners must achieve a minimum CPD requirement of 10 units by 31 March 2026 for the 2026-27 year. This includes at least one CPD unit in each of the compulsory core areas of professional skills, practical legal ethics, and practice management and business skills. If practitioners have not achieved the minimum CPD requirement by 31 March 2026, they should contact the QLS Records and Member Services team on **1300 067 757** or email records@qls.com.au. For information on CPD, read the [CPD Guide](#), telephone **1300 367 757** or email cpd@qls.com.au.

Which steps apply to me?

Please look for this guide in the top right corner of each page to see which steps apply to your firm.

Lexon Insured	Third Party Insured	Other
These sections are relevant to Lexon insured incorporated legal practices, law firms, sole practitioners and multi-disciplinary practices.	These sections are relevant to non-Lexon insured incorporated legal practices, law firms, sole practitioners and multi-disciplinary practices, community legal services, Legal Aid Queensland and Reg 7 entities.	Corporations Government Departments Government Agencies Educational Institutions Overseas Law Practices

Note: This guide contains general screenshots. Wording may appear slightly different when you view the Renewal Instructions through myQLS based on your unique organisation type.

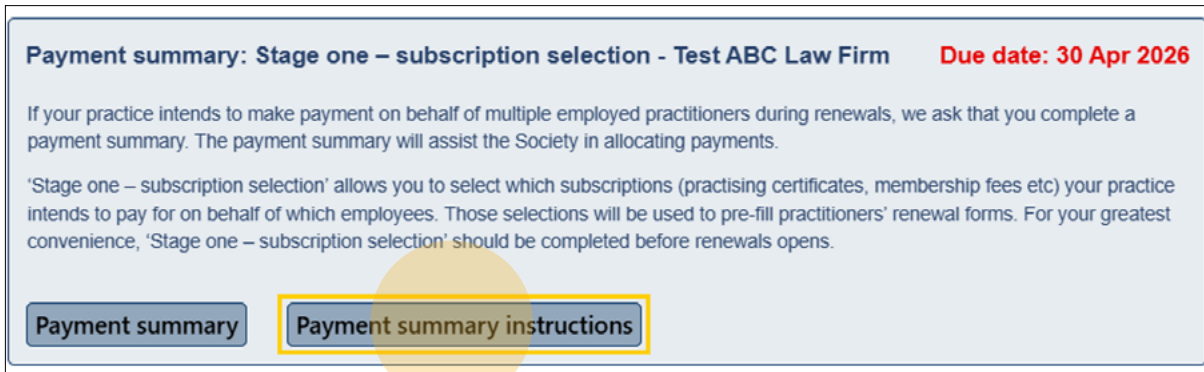
Getting started

Following the Renewals instructions in myQLS will ensure that you are completing all the steps required for the issuing of practising certificates and fees for the 2026-27 Practising Certificate Renewal period.

There are two ways to find the Renewal instructions on myQLS:

Log in to myQLS.

1. On the home page, go to your **Notifications/tasks** section. Under **Payment Summary Stage one**, click on **Payment summary instructions** to be directed to the Renewal Instructions page of the portal.



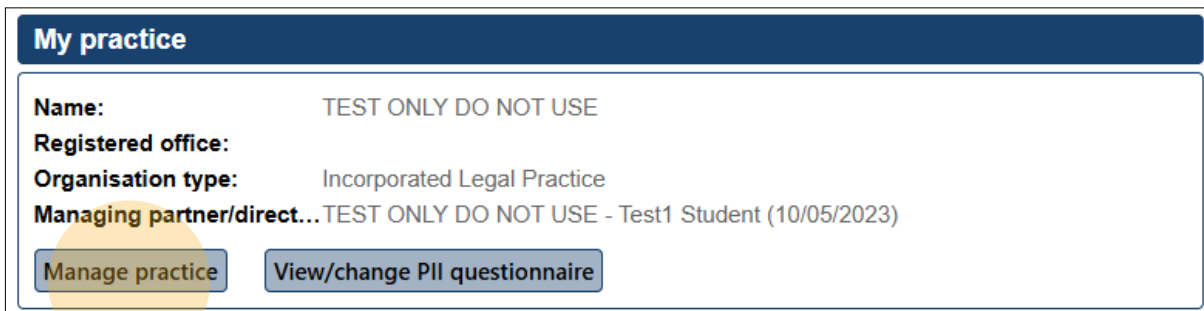
Payment summary: Stage one – subscription selection - Test ABC Law Firm **Due date: 30 Apr 2026**

If your practice intends to make payment on behalf of multiple employed practitioners during renewals, we ask that you complete a payment summary. The payment summary will assist the Society in allocating payments.

'Stage one – subscription selection' allows you to select which subscriptions (practising certificates, membership fees etc) your practice intends to pay for on behalf of which employees. Those selections will be used to pre-fill practitioners' renewal forms. For your greatest convenience, 'Stage one – subscription selection' should be completed before renewals opens.

[Payment summary](#) [Payment summary instructions](#)

2. Alternatively, on the Home page, click on **Manage Practice** button under My Practice.



My practice

Name: TEST ONLY DO NOT USE

Registered office:

Organisation type: Incorporated Legal Practice

Managing partner/direct... TEST ONLY DO NOT USE - Test1 Student (10/05/2023)

[Manage practice](#) [View/change PII questionnaire](#)

You will be directed to your organisation details page. On the left-hand side menu, click **Renewals Instructions**.

Hello, Applicant

Welcome to Test ABC myQLS.

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

The instructions below set out the actions your practice must complete for the 2026 Practising Certificate Renewals period commencing 1 May 2026.

Click on each step below to display further information and actions required. Some steps can also be marked as completed.

For a better user experience, we recommend using a large screen device such as a desktop or laptop.

- Check your employees and practice details by 1 May 2026 >
- Participate in Professional Standards Scheme by 30 April 2026 >
- Intention to pay employee subscription/s by 30 April 2026 >
- Payment summary – subscription selections by 30 April 2026 >
- Financing with Westpac >

Step 1 – Check your employee and practice details

Expand the **Check your employees and practice details by 1 May 2026** section.

Click **Employee List** to check your employee details are correct.



Check your employees and practice details by 1 May 2026

Review your employees' details prior to 1 May 2026 to ensure they are correct.
If you need to add or remove employees please email records@qls.com.au with the changes required.

Employee List

Review your practice details prior to 1 May 2026 to ensure they are correct.

Practice Address Practice phone/email

Address details, phone and email can be updated via the links above. For all other changes please email records@qls.com.au.

✓ Mark as done

You will be directed to this page with a listing of all your employees.

Hello, Applicant

Welcome to Test ABC myQLS.

Organisation Details			
Addresses			
Employees			
Submissions			
Renewals Instructions			
ILP Membership			
Transactions			
Documents and Invoices			

QLS Number (Individual)	Full Name (Individual)	Effective Date ↓	Current PC Type (Individual)
96328	Applicant Test 03	09/11/2025	Principal Practising Certificate
990862	Rachel Test User 09	07/06/2024	No Practising Certificate

Need Help?
If you have any queries, please contact the QLS Records and Member Services Team on 1300 367 757 or email records@qls.com.au

Errors in your employee's listings may lead to delays in issuing practising certificates along with issues for the organisation's fees.

To make any updates to your practitioners details, contact records@qls.com.au with the changes required.

Click **Practice Address** to check your practice address is correct.

● Check your employees and practice details by 1 May 2026

Review your employees' details prior to 1 May 2026 to ensure they are correct.
If you need to add or remove employees please email records@qls.com.au with the changes required.

Employee List

Review your practice details prior to 1 May 2026 to ensure they are correct.

Practice Address **Practice phone/email**

Address details, phone and email can be updated via the links above. For all other changes please email records@qls.com.au.

✔ Mark as done



You will be directed to your organisation's address page.

Hello, Applicant

Welcome to Test ABC myQLS.

Organisation Details		
Addresses		
Employees		
Submissions		
Renewals Instructions		
ILP Membership		
Transactions		
Documents and Invoices		

Primary Address

Address Format:

Country:

Building Name:

Floor & Unit:

Street Address:

City:

State / Territory:

Postcode:

Save

Additional Address

Address Format:

Country:

Attention:

Department:

Post Office Box:

City:

Postcode:

Need Help?
If you have any queries, please contact the QLS Records and Member Services Team on **1300 367 757** or email records@qls.com.au

Click **Practice phone/email** to check your practice contact information is correct.

Check your employees and practice details by 1 May 2026

Review your employees' details prior to 1 May 2026 to ensure they are correct.
If you need to add or remove employees please email records@qls.com.au with the changes required.

Employee List

Review your practice details prior to 1 May 2026 to ensure they are correct.

Practice Address **Practice phone/email**

Address details, phone and email can be updated via the links above. For all other changes please email records@qls.com.au.

✓ Mark as done

You will be directed to your organisation's details page.

Hello, Applicant 8

Welcome to TEST ONLY DO NOT USE myQLS.

Organisation Details	Details	Communication
Addresses	Organisation <input type="text" value="TEST ONLY DO NOT USE"/>	Please contact records@qls.com.au to make any changes.
Employees	Firm Type Incorporated Legal Practice	Managing Partner / Director <input type="text" value="TEST ONLY DO NOT USE - Test1 Stud"/>
Submissions	Branch Type <input type="text" value="Head Office"/>	Web Address <input type="text"/>
Renewals Instructions	ABN <input type="text"/>	Email <input type="text"/>
ILP Membership	ACN <input type="text"/>	Phone <input type="text" value="Provide a telephone number"/>
Transactions	QLS Number <input type="text" value="207563"/>	Mobile <input type="text" value="Provide a telephone number"/>
Documents and Invoices	Operational Status Commencement Date <input type="text"/>	Fax <input type="text"/>
		Trading Names

Review all details on these pages to ensure they are correct. To make any updates to your practice details, contact records@qls.com.au with the changes required.

Once you've checked your employee list and practice details are correct, click the green **Mark as done** button to mark this section as complete.

Proceed to Step 2.

Step 2 – Indicate your participation in the Professional Standards Scheme

* This does not apply to Community Legal Services, Legal Aid Queensland and Reg 7 entities.

Prior to completing the payment summary you will need to select if you **want your law practice** to participate in the **Professional Standards Scheme**.

You will not be able to progress to the payment summary without completing this step.

Expand the **Participate in Professional Standards Scheme by 30 April 2026** section.

Click **Yes** or **No** to indicate your law practice's participation.

- If you respond **Yes** to participate in the Scheme your PC holders will be marked as having full membership and Scheme fees paid by you.
- If you respond **No** to participate in the Scheme your PC holders will be exempted from the Scheme and unable to participate.

This allows you to manage the participation of your staff in the Scheme. If the law practice is participating in the Scheme all PC holders in the law practice must be full members and pay the Scheme fee.

If you previously elected yes or no, and wish to change your response, you will need to amend it here by **30 April** and click **Save**, prior to proceeding to the payment summary.

Hello, Applicant

Welcome to Test ABC myQLS.

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

The instructions below set out the actions your practice must complete for the 2026 Practising Certificate Renewals period commencing 1 May 2026.

Click on each step below to display further information and actions required. Some steps can also be marked as completed.

For a better user experience, we recommend using a large screen device such as a desktop or laptop.

- Check your employees and practice details by 1 May 2026
- **Participate in Professional Standards Scheme by 30 April 2026**

Will your law practice participate in the Professional Standards Scheme (PSS)?

Yes No

All solicitors employed by the ILP must be full members of the Society and pay the PSS charge. The ILP must also be an ILP member of the Society. The renewal of ILP membership will be automatic.

Note – if you elect to participate in the scheme, you will be required to pay the PSS and full membership fees for all solicitors via the Payment Summary.

Changes to your response can be made on the Renewal Instructions page, when this is available from 1 Feb to 30 Apr, after this date your response cannot be changed.

Save

Click the green **Save** button to complete this section.

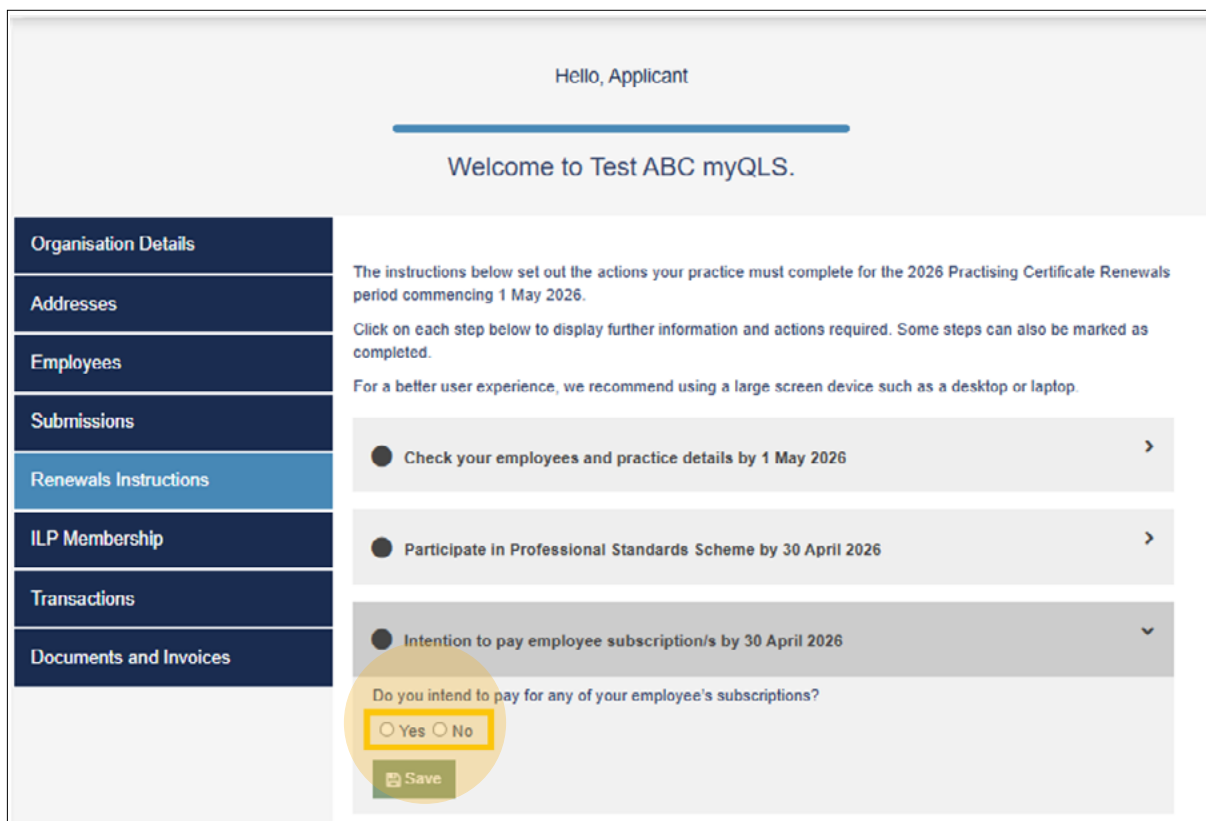
Proceed to Step 3.

Note for ILPs: If you elect **Yes** you no longer need to complete an *Application for Grant or Renewal of Incorporated Legal Practice Membership Form* (Form 8).

Step 3 – If you're not participating in the Professional Standards Scheme

If you are not participating in the PSS you need to indicate if you intend to pay for any of your employee subscriptions.

Expand the **Intention to pay employee subscription/s by 30 April 2026** section.



Hello, Applicant

Welcome to Test ABC myQLS.

Organisation Details

Addresses

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Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

The instructions below set out the actions your practice must complete for the 2026 Practising Certificate Renewals period commencing 1 May 2026.

Click on each step below to display further information and actions required. Some steps can also be marked as completed.

For a better user experience, we recommend using a large screen device such as a desktop or laptop.

- Check your employees and practice details by 1 May 2026
- Participate in Professional Standards Scheme by 30 April 2026
- Intention to pay employee subscription/s by 30 April 2026

Do you intend to pay for any of your employee's subscriptions?

Yes No

Save

If you respond **Yes**, you will still need to make selections in the Payment Summary.

If you respond **No**, proceed to Step 5.

Click the green **Save** button to complete this section.

Step 4 – Complete the Stage one – Subscription selection section of the payment summary by 30 April 2026

The payment summary is completed in two stages. In **Stage one** your organisation can indicate any subscriptions (practising certificate fees, membership fees etc) that will be paid for on behalf of your employees.

Please note a payment summary only needs to be completed if you intend to pay for any subscriptions on behalf of your practitioners.

If you have elected to participate in the Professional Standards Scheme (PSS) you must pay for full membership of the Society and the PSS charge for all employed solicitors. These items will be pre-filled in the payment summary, if you wish amend these items you will have to go back to Step 2 and update your selection. Changes to PSS selection cannot be made after 30 April.

Update PSS Participation

Test ABC Law Firm

Will your law practice participate in the Professional Standards Scheme (PSS) ?

Yes No

All solicitors employed and engaged in the practice must be full members of the Society and pay the PSS charge.

Note – if you elect to participate in the scheme, you will be required to pay the PSS and full membership fees for all solicitors via the Payment Summary.

Changes to your response can be made on the Renewal Instructions page, when this is available from **1 Apr to 30 Apr**, after this date your response cannot be changed.

[Save](#) [Exit](#)

Expand the **Payment summary – subscription selections by 30 April 2026** section.

Click the payment summary button to complete your subscription selection.

Submissions	
Renewals Instructions	● Check your employees and practice details by 1 May 2026 >
ILP Membership	● Participate in Professional Standards Scheme by 30 April 2026 >
Transactions	● Intention to pay employee subscription/s by 30 April 2026 >
Documents and Invoices	● Payment summary – subscription selections by 30 April 2026 ▾

You must respond to the **Participate in Professional Standards Scheme** step above **before** you can proceed to the payment summary.

In the payment summary you must review/complete the "**Subscription selection**" section of the payment summary.

In this section you can select the subscriptions your practice intends to pay for on behalf of each of your employees. These selections will then be used to pre-fill your employees' renewal forms.

If you elect to participate in the professional standards scheme (**PSS**) you must pay for full membership of the Society and the PSS charge for all employed solicitors. These items will be pre-filled in the payment summary.

Completing the payment summary will make the renewals process more efficient and convenient for you as it is easier for the Society to quickly allocate payments for your employees.

"Payment Summary - subscription selections" should be completed between **1 February 2026 and 30 April 2026**.

Do not make any payment at this stage.

Payment Summary

Queensland Law Society | Renewal Guide 2026 for organisations

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Please select **Yes** or **No** to the **Pay for all** question.

Practice questions ☰

? Help

Select "Yes" for any subscriptions (i.e. practising certificate, membership etc) your practice intends to pay for on behalf of your practitioners in the 2026 renewal.

Will your practice be participating in the QLS professional standards scheme? **Yes**
This reflects your response on the [Renewal Instructions](#) page. Return to the [Renewal Instructions](#) to change the response.
You must pay for membership and the [professional standards scheme fees \(the Scheme\)](#) on behalf of all practitioners employed by your practice due to the 'one in, all in' nature of the Scheme.

Do you intend to apply to Westpac for finance? **Yes**
This reflects your response on the [Renewal Instructions](#) page. Return to the [Renewal Instructions](#) to change the response.

Pay for all fees? *

Yes No

All fees means Practising certificate, fidelity guarantee fund levy, full membership, professional standards scheme, specialist accreditation and mediation fees for all practitioner. Respond No if you wish to select specific fees to pay.

If you select **No** please answer the additional questions then continue on to the **Intended practitioner payments** section, shown on the next page.

1. Subscription selection

Practice questions ☰

? Help

Select "Yes" for any subscriptions (i.e. practising certificate, membership etc) your practice intends to pay for on behalf of your practitioners in the 2026 renewal.

Will your practice be participating in the QLS professional standards scheme? **Yes**
This reflects your response on the [Renewal Instructions](#) page. Return to the [Renewal Instructions](#) to change the response.
You must pay for membership and the [professional standards scheme fees \(the Scheme\)](#) on behalf of all practitioners employed by your practice due to the 'one in, all in' nature of the Scheme.

Do you intend to apply to Westpac for finance? **Yes**
This reflects your response on the [Renewal Instructions](#) page. Return to the [Renewal Instructions](#) to change the response.

Pay for all fees? *

Yes No

Pay for practising certificates?
 No Yes

Pay for fidelity guarantee fund levies? **No**

Pay for mediator levies?
 No Yes

Pay for specialist accreditation levies?
 No Yes

Pay for full membership and PSS fees? **Yes**

If you select **Yes**, continue on to the **Intended practitioner payments** section.

1. Subscription selection

Practice questions

☰
Help

Select "Yes" for any subscriptions (i.e. practising certificate, membership etc) your practice intends to pay for on behalf of your practitioners in the 2026 renewal.

Will your practice be participating in the QLS professional standards scheme? **Yes**
This reflects your response on the Renewal Instructions page. Return to the Renewal Instructions to change the response.

You must pay for membership and the professional standards scheme fees (**the Scheme**) on behalf of all practitioners employed by your practice due to the 'one in, all in' nature of the Scheme.

Do you intend to apply to Westpac for finance? **Yes**
This reflects your response on the Renewal Instructions page. Return to the Renewal Instructions to change the response.

Pay for all fees? *
 Yes No

All fees means Practising certificate, fidelity guarantee fund levy, full membership, professional standards scheme, specialist accreditation and mediation fees for all practitioner. Respond No if you wish to select specific fees to pay.

Click **save** at at this step.

Under **Intended practitioner payments** on the Payment Summary page:

- There will be a list of practitioners who have listed your organisation as their primary employer
- The table will be pre-filled based on your organisation's responses to the participating in PSS and **Practice questions**.
- You can manually adjust your subscription selections for individual practitioners by using the check boxes to select or de-select the specific subscriptions, if you have elected to participate in the Professional Standards Scheme you cannot adjust the Membership fee or PSS fee.
- You can de-select any practitioners by using the far-left check box
- You can use the Ctrl F function to search for individual practitioners

Intended practitioner payments

☰
Help

Your responses to the practice questions have been used to pre fill the table. If needed, adjust your subscription selections below for individual practitioners.

QLS Id	Name	PC fee	Fidelity fund	Membership fee	PSS fee	Mediator levy	Spec Accred fee
<input checked="" type="checkbox"/>	210984 Test, Applicant 8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Information about fees payable for the next renewal period are available [here](#).

IMPORTANT: Please do not make any bulk payment(s) until after renewals opens on 31 Mar. Once your practitioners have completed their individual renewals, you can finalise your payment summary and make payment.



You will see a summary of your indicative total practice fees. No payment is made at this stage. Ensure that you have saved your selections.

2. Payment

Practice fees [-]

Fee type	Unpaid		Paid
	Not paid \$ (incl GST)	Payment Allocated \$ (incl GST)	Allocation Pending \$ (incl GST)
Professional Indemnity Insurance Levy	TBC		
Indicative total practice fees			

The table above notes the anticipated practice renewal fees.

Save
Save and Continue Later

Excel ▼
Export

Click **save** at the bottom of Subscription Selection page.

You can export a listing of your employees by clicking the **Export** button.

Completing the payment summary will make it easier for the Society to allocate payments for your employees ensuring a more efficient and convenient renewals process.

Do not make any payment at this stage.

Expand the **Payment summary – subscription selections by 30 April** section and click the green

Mark as done button to complete this section.

Proceed to Step 5.

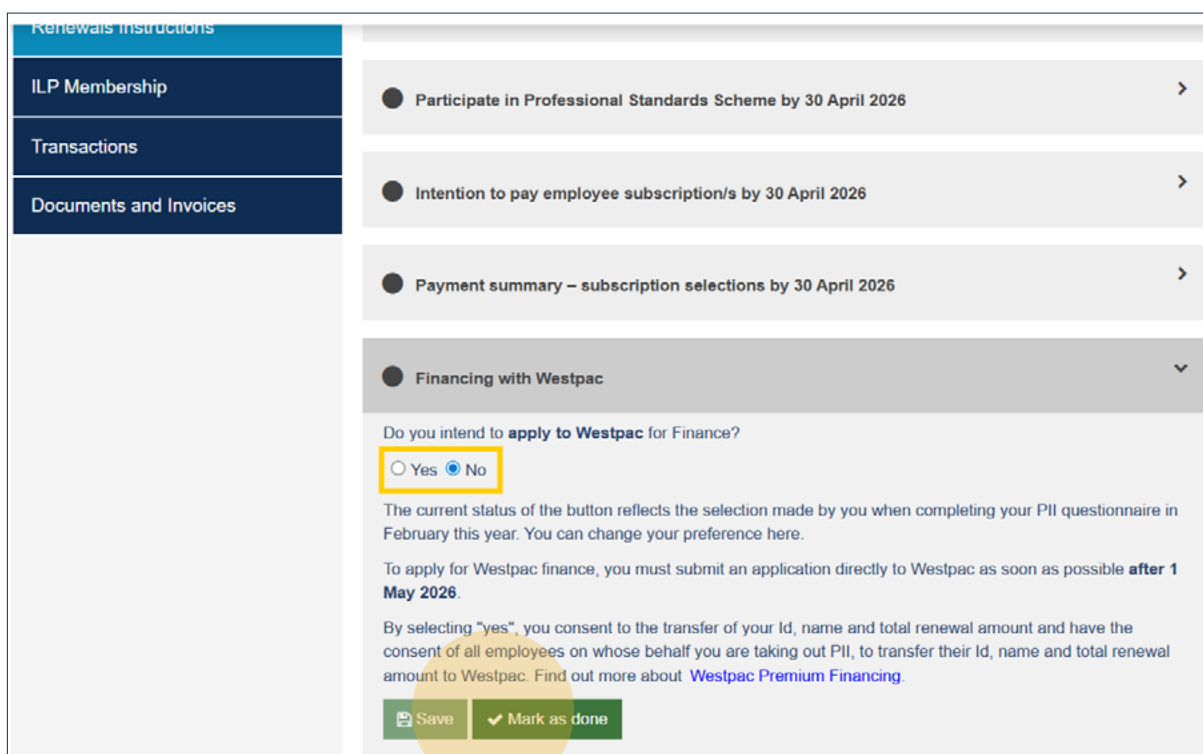
Step 5 – Financing with Westpac

THIS STEP IS ONLY RELEVANT TO LEXON INSURED LEGAL PRACTICES, LAW FIRMS, SOLE PRACTITIONERS AND MULTI-DISCIPLINARY PRACTICES ONLY

PLEASE PROCEED TO STEP 6 IF YOUR FIRM IS NOT INSURED BY LEXON

Expand the **Financing with Westpac** section.

Your organisation would have already indicated if they are intending to finance with Westpac during the PII Renewals period. You will see this selection in this step. You can change your selection at this step if needed.



Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

- Participate in Professional Standards Scheme by 30 April 2026
- Intention to pay employee subscription/s by 30 April 2026
- Payment summary – subscription selections by 30 April 2026
- Financing with Westpac

Do you intend to **apply to Westpac** for Finance?

Yes No

The current status of the button reflects the selection made by you when completing your PII questionnaire in February this year. You can change your preference here.

To apply for Westpac finance, you must submit an application directly to Westpac as soon as possible **after 1 May 2026**.

By selecting "yes", you consent to the transfer of your Id, name and total renewal amount and have the consent of all employees on whose behalf you are taking out PII, to transfer their Id, name and total renewal amount to Westpac. Find out more about [Westpac Premium Financing](#).

Save Mark as done

Once selection is made, click **save** and click the green **Mark as done** button to complete this section.

If applying for Westpac finance, organisations should submit their application to Westpac from 1 May 2026.

If your organisation has selected **Yes** to financing with Westpac, you have consented to the transfer of your ID, name and total renewal amount and have the consent of all employees on whose behalf you are taking out PII, to transfer their ID, name and total renewal amount to Westpac.

If the organisation is applying for finance for the payment of practitioners' fees and insurance levies through another financial provider, please make sure the application for finance is sent to the financial provider with enough time to be processed and fees paid and received by QLS before 31 May 2026.

Find out more about [Westpac Premium Financing](#)

Proceed to Step 6.

The below steps are available from 1 May 2026.

Step 6 – Apply for Top-up insurance

PLEASE PROCEED TO STEP 6 IF YOUR FIRM IS NOT INSURED BY LEXON.

The top-up insurance application and information about pricing will be available from **1 May 2026**.

Lexon, together with QLS Council has made top-up insurance available to QLS members who would like the additional comfort of professional indemnity cover beyond the existing \$2,000,000 per claim provided to all insured practitioners.

Lexon is making top-up insurance cover available at competitive rates and practices have the choice of increasing cover under the Lexon policy to either \$5,000,000 or \$10,000,000 per claim.

Expand the **Apply for top-up insurance (optional) by 30 June 2026** section.

You can login to the [Lexon website](#) to find out more information. Top-up insurance applications are applied online by clicking **Apply online**:

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar contains several menu items: 'Financing with Westpac', 'Apply for top-up insurance (optional) by 30 June 2026', 'Monitor employee renewals', 'Payment summary – finalisation and payment by 31 May 2026', and 'Pay for professional indemnity insurance (PII) by 31 May 2026'. The 'Apply for top-up insurance' section is expanded, showing text that states 'Top-up insurance is not compulsory...' and 'If you do not need top-up insurance please do not apply.' Below this text are two buttons: 'Top-up not Required' (highlighted with a yellow box and a blue border) and 'Apply Online' (highlighted with a yellow box and a dark blue border). A 'Save' button is located at the bottom of the main content area. Two yellow arrows point to the left of the 'Top-up not Required' button.

You can only apply online if top-up prices have been included in your calculation sheet provided by Lexon Insurance.

If applying online, please fill out the form and click **Submit**. You will then be redirected back to the Organisation Details portal page.

Click **Renewals Instructions** on the left-hand side menu to go back to the Renewals instructions.

If you don't require a top-up, click the blue **Top-up not Required** button, which will automatically mark the step as complete.

Proceed to Step 7 (only if relevant).

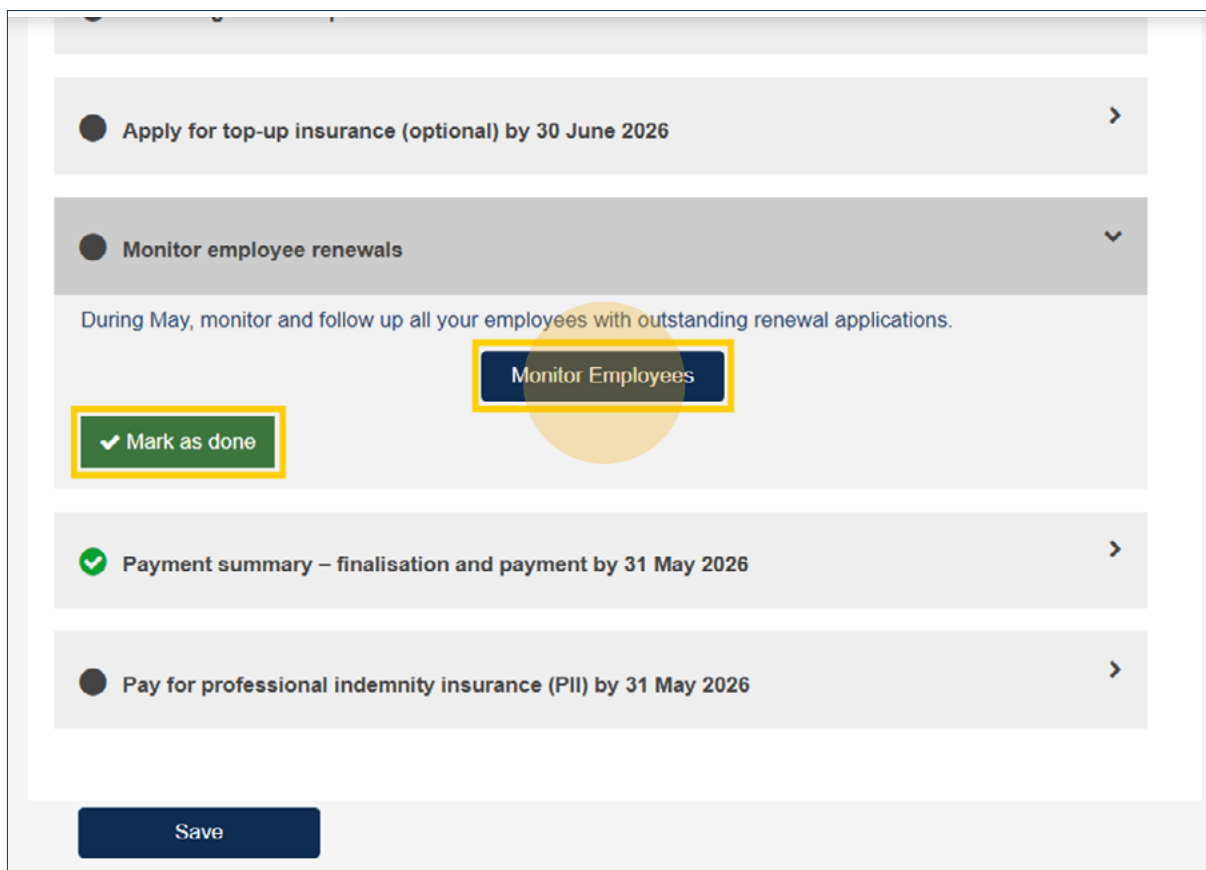
Step 7 – Monitor employee renewals

It is important that during the Renewals period from 1 May to 31 May 2026, organisations monitor their employees and follow up during this period to ensure that all applications for practising certificates and QLS membership are submitted by 31 May 2026.

You can also go back to your payment summary to monitor your organisation's employee renewals.

Any delays in submitting applications by your employees may impact the issuing of practising certificates for your employees.

Expand the **Monitor employee renewals** section.



You will be directed to a page where you can see the renewal status of each employee and check who has submitted their renewal application and who needs follow-up.

Review Employee Application Status

TEST ONLY DO NOT USE (20/563)

Search:

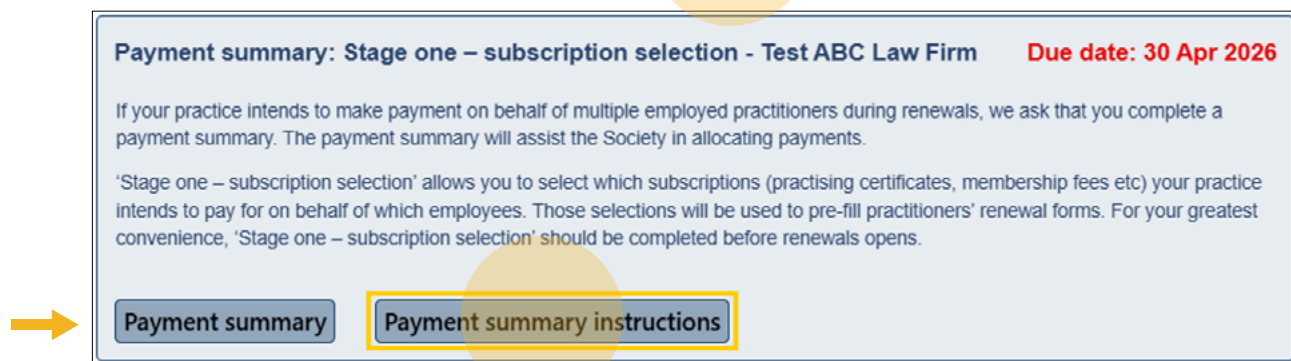
Employee	QLS Id	Application Status	QLS Membership	Professional Standards Scheme Participation	PC & Fidelity Fund (where applicable)	Payment In Full	Application Id
Applicant 8 Test	210984	Draft	Yes	Yes	Awaiting Payment	Awaiting Payment	QLSA 250324 83561

Showing 1 to 1 of 1 entry

« ‹ 1 › »

Note: QLS Membership and Professional Standards Scheme Participation columns will not reflect your selections until the employee submits their renewal application.

Click **Home** in the top menu to be directed back to the portal home page and go to **notification/tasks** and click the **Payment summary instructions** to go back to the Renewals instructions page.



Click the green **Mark as done** button to complete this section.

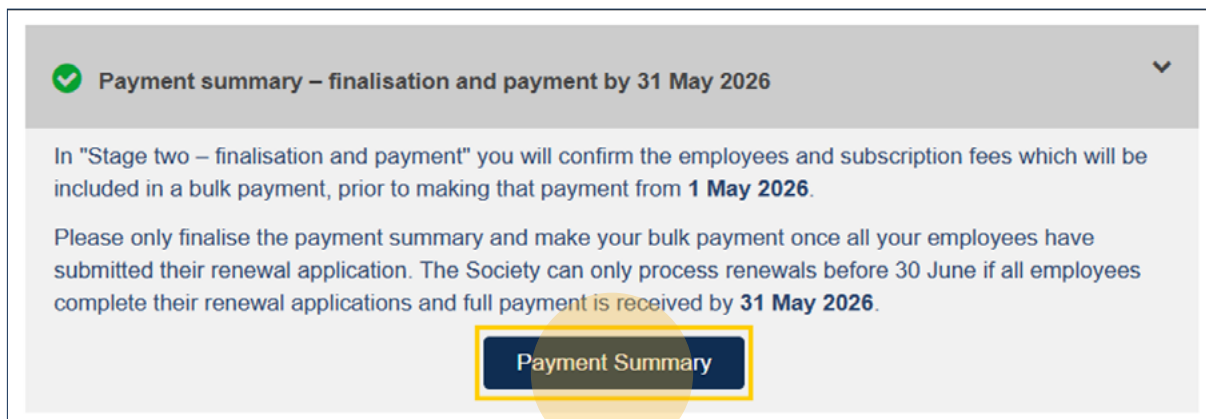
Proceed to Step 8.

Step 8 – Complete Stage two – payment of payment summary by 31 May 2026

If you haven't completed Stage One – subscription selection you can complete it during this stage, if the employee has not yet submitted their Renewal Application.

Expand the **Payment summary – finalisation and payment by 31 May 2026** section.

To view your payment summary and/or make changes to the payment summary, click **Payment Summary**.



✔ **Payment summary – finalisation and payment by 31 May 2026**

In "Stage two – finalisation and payment" you will confirm the employees and subscription fees which will be included in a bulk payment, prior to making that payment from **1 May 2026**.

Please only finalise the payment summary and make your bulk payment once all your employees have submitted their renewal application. The Society can only process renewals before 30 June if all employees complete their renewal applications and full payment is received by **31 May 2026**.

[Payment Summary](#)



In this stage under the **Submitted practitioner fees** section you will need to confirm the employees and subscription fees the organisation will pay for.

Please note, only practitioners who have completed their renewals will be listed in the submitted practitioner fee section. You can, however, de-select the practitioner and make no payment for that practitioner (eg if they have left the practice).

It is recommended that you do not finalise your payment summary until all practitioners have renewed.

Please note, no changes can be made to individual subscriptions previously selected to be paid for, as the practitioner has submitted their application.

2. Payment

Submitted practitioner fees [-]

All practitioners that have completed their renewal are automatically selected. Untick any practitioners for whom you do not wish to pay.

Unpaid batch exist Paid

Pay	QLS Id	Name	PC Type	PC fee	Fidelity fund	Membership fee	PSS fee	Mediator levy	Spec Accred fee	Total \$ (incl GST)
	991269	Test3a11850, Tester	Principal							
Total practitioner fees selected										

This section only implies to Lexon Insured firms.

The Practice fee section lists the fees related to your organisation and may be included in your bulk payment.

2. Payment

Practice fees [-]

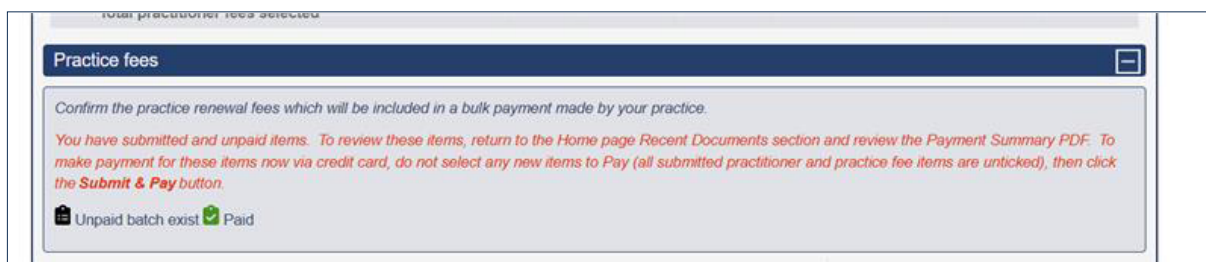
Fee type	Unpaid		Paid	
	Not paid \$ (incl GST)	Payment Allocated \$ (incl GST)	Allocation Pending \$ (incl GST)	
Professional Indemnity Insurance Levy	TBC			
Indicative total practice fees				

The table above notes the anticipated practice renewal fees.

When you are ready to make payment, please click the **Submit and Pay** button at the bottom of the page.

You will be given options for payment either by credit card or other methods, such as BPAY, bank deposit or Westpac finance. BPAY details can be found on the PII Invoice or contact records@qjs.com.au for bank deposit information.

If payment by credit card fails to complete, you will see the below message:



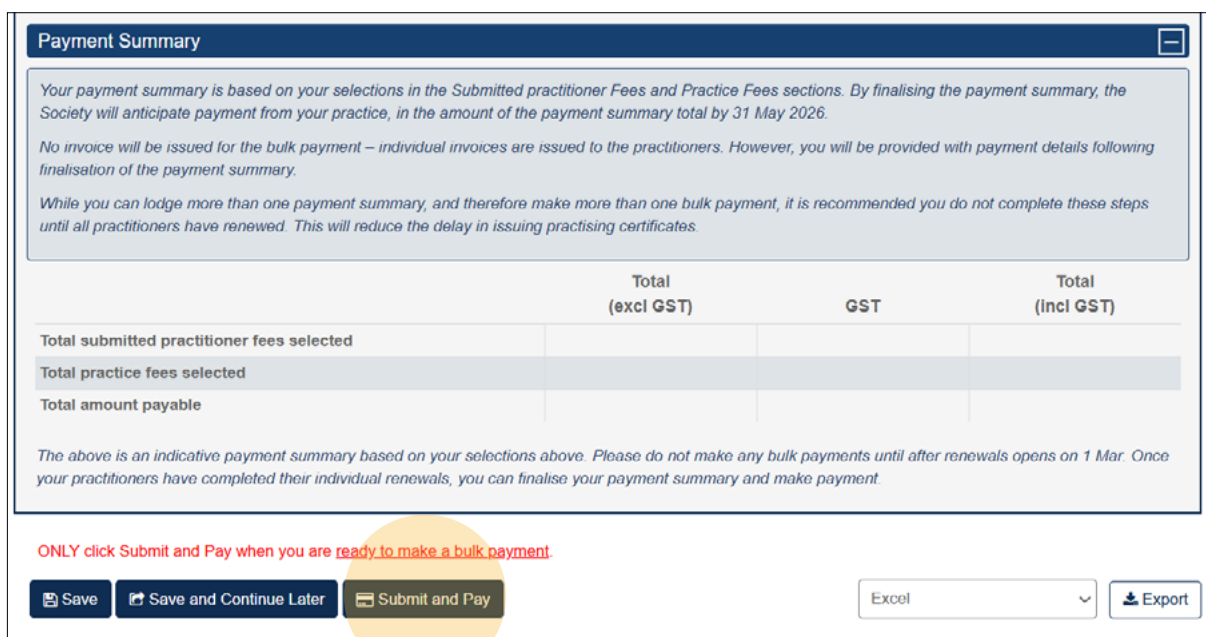
If you see this message, please complete payment by another method as listed above. You will not be able to complete your payment by credit card.

Once payment has been completed, a payment summary PDF will be available on the myQLS Home page under **Recent Documents**.

Payment is required between **1 May and 31 May 2026**.

Please note, no invoice will be issued for the bulk payment.

No invoices are issued to practitioners. Once payment is received and allocated, individual tax receipts are issued to the practitioner and not the organisation.



If the Society has not received a payment for a practitioner prior to 31 May 2026, the Society will request payment from that practitioner directly.

Click Home in the top menu to be directed back to the portal home page. Go to Notification/tasks and click the Payment summary instructions to go back to the Renewals instructions.

Queensland Law Society

Home | My practices - | Actions - | AT Applicant 8 Test -

Payment summary: Stage one – subscription selection - Test ABC Law Firm **Due date: 30 Apr 2026**

If your practice intends to make payment on behalf of multiple employed practitioners during renewals, we ask that you complete a payment summary. The payment summary will assist the Society in allocating payments.

'Stage one – subscription selection' allows you to select which subscriptions (practising certificates, membership fees etc) your practice intends to pay for on behalf of which employees. Those selections will be used to pre-fill practitioners' renewal forms. For your greatest convenience, 'Stage one – subscription selection' should be completed before renewals opens.

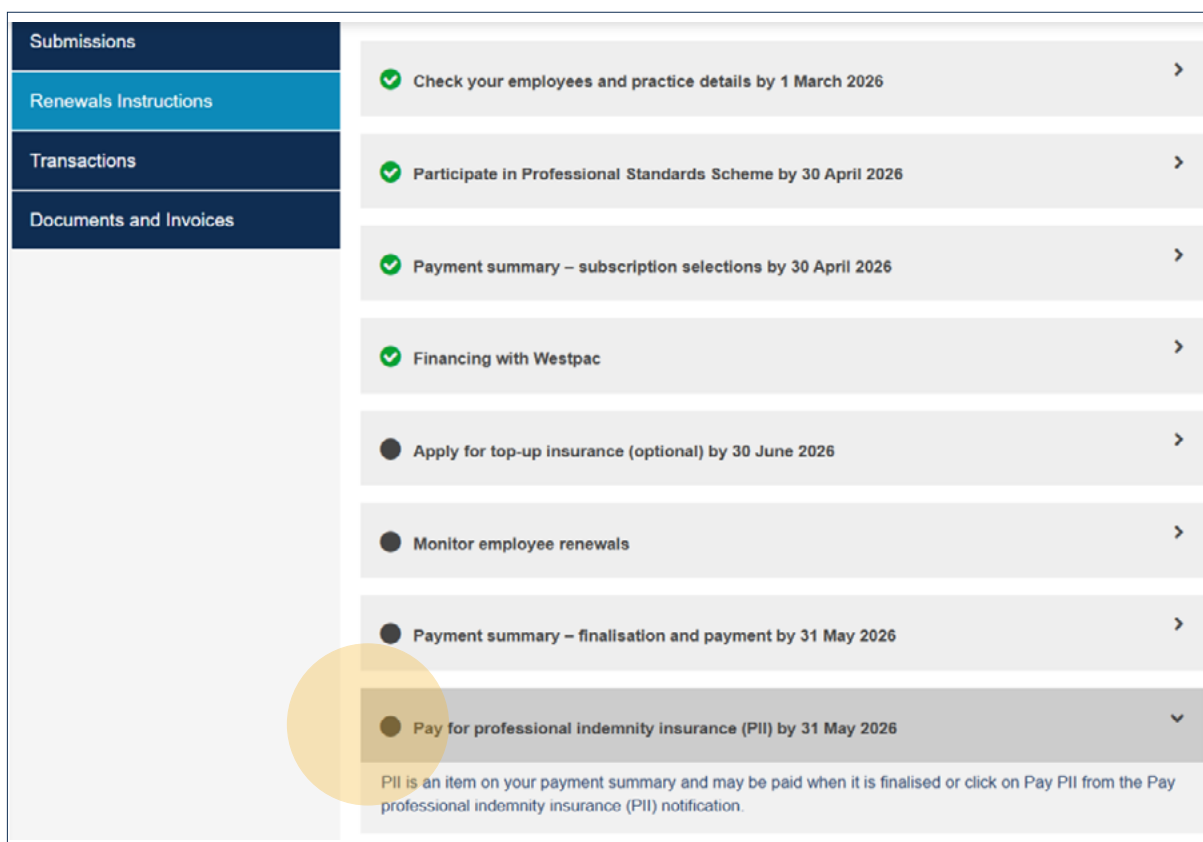
[Payment summary](#) [Payment summary instructions](#)

Proceed to **Step 9 and 10** if you have not included PII and top-up in your payment summary finalisation.

Step 9 – Pay professional indemnity insurance by 31 May 2026

Pay for professional indemnity insurance (PII) by **31 May 2026**. Note, PII is an item on your payment summary and may be paid when it is finalised or click on **Pay PII** from the Pay professional indemnity insurance (PII) notification.

This step will be updated to Completed once payment is received.



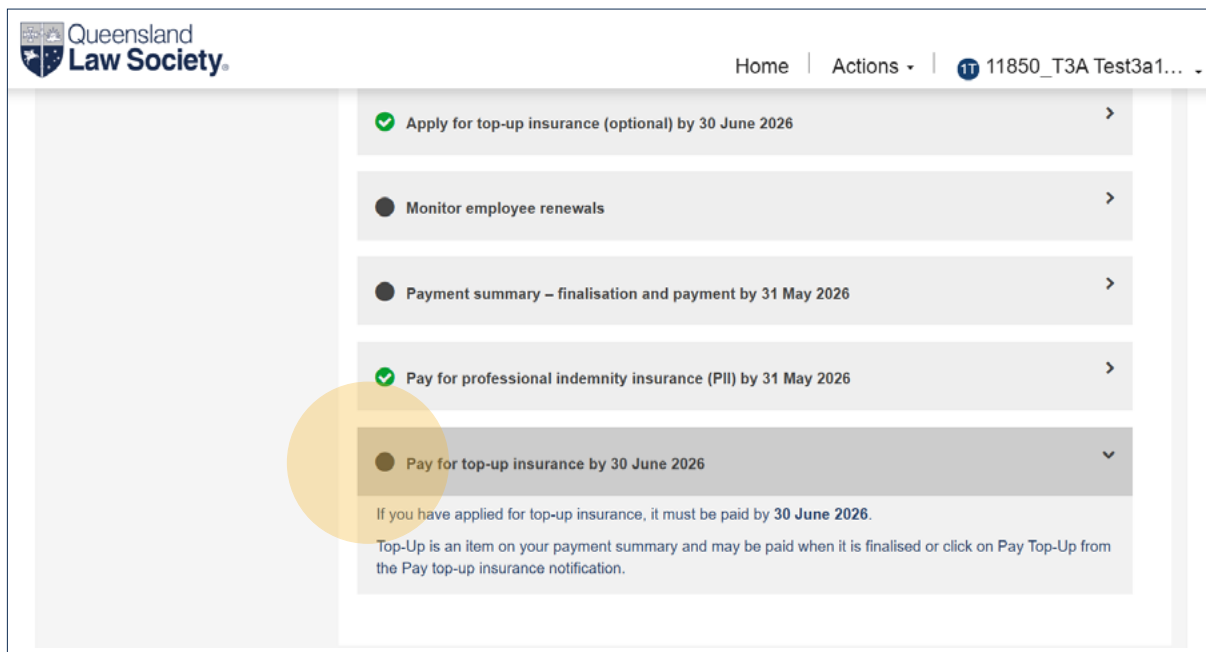
Submissions	
Renewals Instructions	<ul style="list-style-type: none"> ✓ Check your employees and practice details by 1 March 2026
Transactions	<ul style="list-style-type: none"> ✓ Participate in Professional Standards Scheme by 30 April 2026
Documents and Invoices	<ul style="list-style-type: none"> ✓ Payment summary – subscription selections by 30 April 2026 ✓ Financing with Westpac ● Apply for top-up insurance (optional) by 30 June 2026 ● Monitor employee renewals ● Payment summary – finalisation and payment by 31 May 2026 ● Pay for professional indemnity insurance (PII) by 31 May 2026 <p>PII is an item on your payment summary and may be paid when it is finalised or click on Pay PII from the Pay professional indemnity insurance (PII) notification.</p>

Proceed to Step 10.

Step 10 – Pay Top-up insurance by 31 May 2026 (Optional)

If you have applied for top-up insurance, it must be paid by **31 May 2026**. Note, **Top-Up** is an item on your payment summary and may be paid when it is finalised or click on **Pay Top-Up** from the Pay top-up insurance notification.

This is only displayed if you have submitted a top-up application, and will automatically be updated to completed once payment is received.



The screenshot shows the Queensland Law Society portal interface. At the top left is the logo for Queensland Law Society. To the right of the logo are navigation links: Home, Actions, and a user profile icon labeled '11850_T3A Test3a1...'. Below the navigation is a list of actions:

- Apply for top-up insurance (optional) by 30 June 2026 (Status: Completed)
- Monitor employee renewals (Status: Pending)
- Payment summary – finalisation and payment by 31 May 2026 (Status: Pending)
- Pay for professional indemnity insurance (PII) by 31 May 2026 (Status: Completed)
- Pay for top-up insurance by 30 June 2026 (Status: Pending)

The 'Pay for top-up insurance by 30 June 2026' item is highlighted with a yellow circle. Below this item, there is a note: 'If you have applied for top-up insurance, it must be paid by 30 June 2026. Top-Up is an item on your payment summary and may be paid when it is finalised or click on Pay Top-Up from the Pay top-up insurance notification.'

Step 11 – Provide certificate of currency

THIS STEP ONLY APPLIES TO NON-LEXON INSURED INCORPORATED LEGAL PRACTICES, LAW FIRMS, SOLE PRACTITIONERS AND MULTI-DISCIPLINARY PRACTICES, COMMUNITY LEGAL SERVICES, LEGAL AID QUEENSLAND AND REG 7 ENTITIES.

Practices holding interstate or other non Lexon insured organisations must provide proof of current approved indemnity insurance via email to records@qls.com.au, confirming your practice will be covered by professional indemnity insurance from **1 July 2026**.



The screenshot shows a sidebar with navigation options: Submissions, Renewals Instructions, Transactions, and Documents and Invoices. The main content area lists several tasks:

- ✓ Check your employees and practice details by 1 March 2026
- ✓ Participate in Professional Standards Scheme by 18 March 2026
- ✓ Payment summary – subscription selections by 18 March 2026
- Monitor employee renewals
- Payment summary – finalisation and payment by 31 May 2026
- Provide certificate of currency by 30 June 2026

Below the last task, there is a note: "Non-Lexon insured organisations must provide proof of current approved professional indemnity insurance from 1 July 2026 via email to records@qls.com.au."

If you or your organisation has any queries about the 2026-27 Practising Certificate Renewals process, please contact QLS Records and Member Services team on **1300 367 757** or email records@qls.com.au.

Further information

If you have any questions or require assistance during the renewal period, please contact our Records and Member Services team on **1300 367 757** or email records@qls.com.au.

Questions about professional indemnity insurance, or top-up insurance options offered by Lexon Insurance should be directed to Lexon Insurance Pte Ltd by telephone on **07 3007 1266** or email at enquiries@lexoninsurance.com.au.

Payments

Westpac finance

QLS has secured a premium funding arrangement with Westpac bank, which allows the costs of renewals to be funded by the bank. For more information contact the QLS Records and Member Services team on **1300 367 757** or email records@qls.com.au.

Payment by credit card

Available when the payment summary is finalised.

Payment by BPAY

BPAY payment references will be available in the finalised payment summary PDF. You can access this PDF in the Recent Documents section of myQLS.

Payment by bank deposit

If paying by bank deposit, include your QLS member number followed by your firm name in the reference field on the payment to ensure prompt processing. Incorrect details in the reference field may delay the issuing of practising certificates.

Refunds

Refunds will be processed as soon as possible, in the order they are received. Please note, due to the large number of payments being processed during the renewal period, refunds may take up to 8 weeks to process from the date of the request of the refund.

When will tax receipts be issued?

Please allow 7 days for payments to be allocated, tax receipts will be issued by email once payment is allocated.

Please note: tax receipts for payments of practitioner practising certificate fees are issued to the practitioner and not the organisation.

Tax receipts will be available in the Recent Documents section of the practitioner's myQLS home page.

No invoices will be issued to practitioners before payment.