



Renewals Guide 2025

**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 2025-26. 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 2025.

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 2025.

Practitioners are CPD compliant

Practitioners must achieve a minimum CPD requirement of 10 units by 31 March 2025 for the 2025-26 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 2025, they should contact QLS's 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 Institution 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.

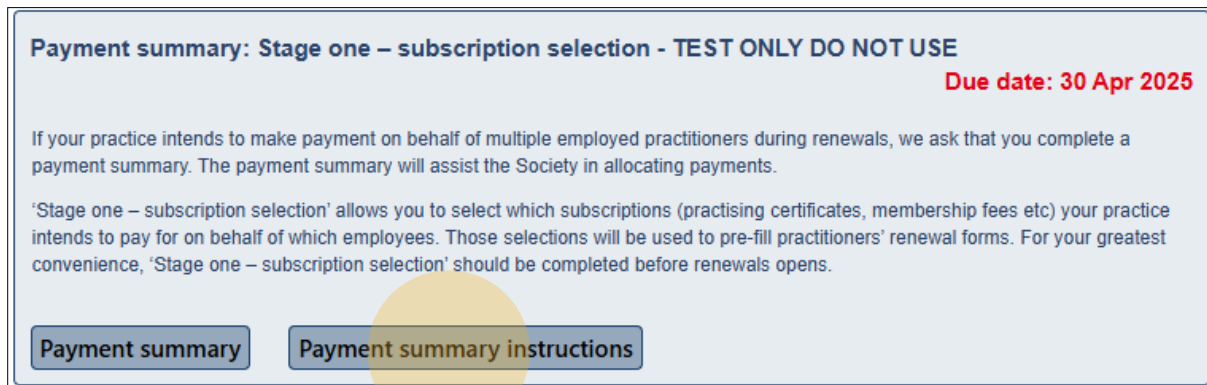
Getting started

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 2025-26 Practising Certificate Renewal period.

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

1. Log in to myQLS.

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 ONLY DO NOT USE

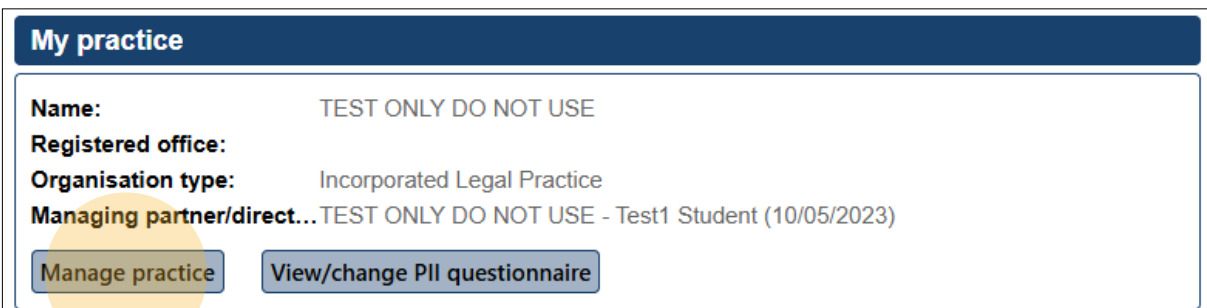
Due date: 30 Apr 2025

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 8

Welcome to TEST ONLY DO NOT USE myQLS.

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

Details

Organisation
TEST ONLY DO NOT USE

Firm Type
Incorporated Legal Practice

Branch Type
Head Office

ABN

ACN

Communication

Please contact records@qls.com.au to make any changes

Managing Partner / Director
TEST ONLY DO NOT USE - Test1 Stur

Web Address

Email

Phone
Provide a telephone number

This is how the renewal instructions page appears.

Hello, Applicant 8

Welcome to TEST ONLY DO NOT USE 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 2025 Practising Certificate Renewals period commencing 1 May 2025.

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 2025
- Participate in Professional Standards Scheme by 30 April 2025
- Intention to pay employee subscription/s by 30 April 2025
- Payment summary – subscription selections by 30 April 2025
- Financing with Westpac

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.

Step 1 – Check your employee and practice details

Expand the **Check your employees and practice details by 1 May 2025** section.

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



● Check your employees and practice details by 1 May 2025

Review your employees' details prior to 1 May 2025 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 2025 to ensure they are correct.

Practice AddressPractice 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 8

Welcome to TEST ONLY DO NOT USE 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)
208691	Bhavya Test QLS Test	02/02/2025	No Practising Certificate
210984	Applicant 8 Test	14/06/2024	Principal 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 2025

Review your employees' details prior to 1 May 2025 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 2025 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 8

Welcome to TEST ONLY DO NOT USE myQLS.

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

Primary Address

Address Format

Street

Country

Australia

Building Name

Floor & Unit

Level 14

Street Address

167 Eagle Street

City

Brisbane

State / Territory

Queensland

Postcode

4000

Additional Address

Address Format

Street

Country

Australia

Attention

Department

Campus

Building Name

Floor & Unit

Level 14

Street Address

167 Eagle Street

Check your employees and practice details by 1 May 2025

Review your employees' details prior to 1 May 2025 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 2025 to ensure they are correct.

Practice AddressPractice 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

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

ILP Membership

Transactions

Documents and Invoices

Details

Communication

Operational Status

Trading Names

Hello, Applicant 8

Welcome to TEST ONLY DO NOT USE myQLS.

Organisation

TEST ONLY DO NOT USE

Firm Type

Incorporated Legal Practice

Branch Type

Head Office

ABN

ACN

QLS Number

207563

Managing Partner / Director

TEST ONLY DO NOT USE - Test1 Stud

X

Q

Web Address

Email

Phone

Provide a telephone number

Mobile

Provide a telephone number

Fax

Commencement Date

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 2025** 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 and click **Save**, prior to proceeding to the payment summary.

Hello, Applicant 8

Welcome to TEST ONLY DO NOT USE 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 2025 Practising Certificate Renewals period commencing 1 May 2025.

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 2025

● Participate in Professional Standards Scheme by 30 April 2025

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.

Save

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

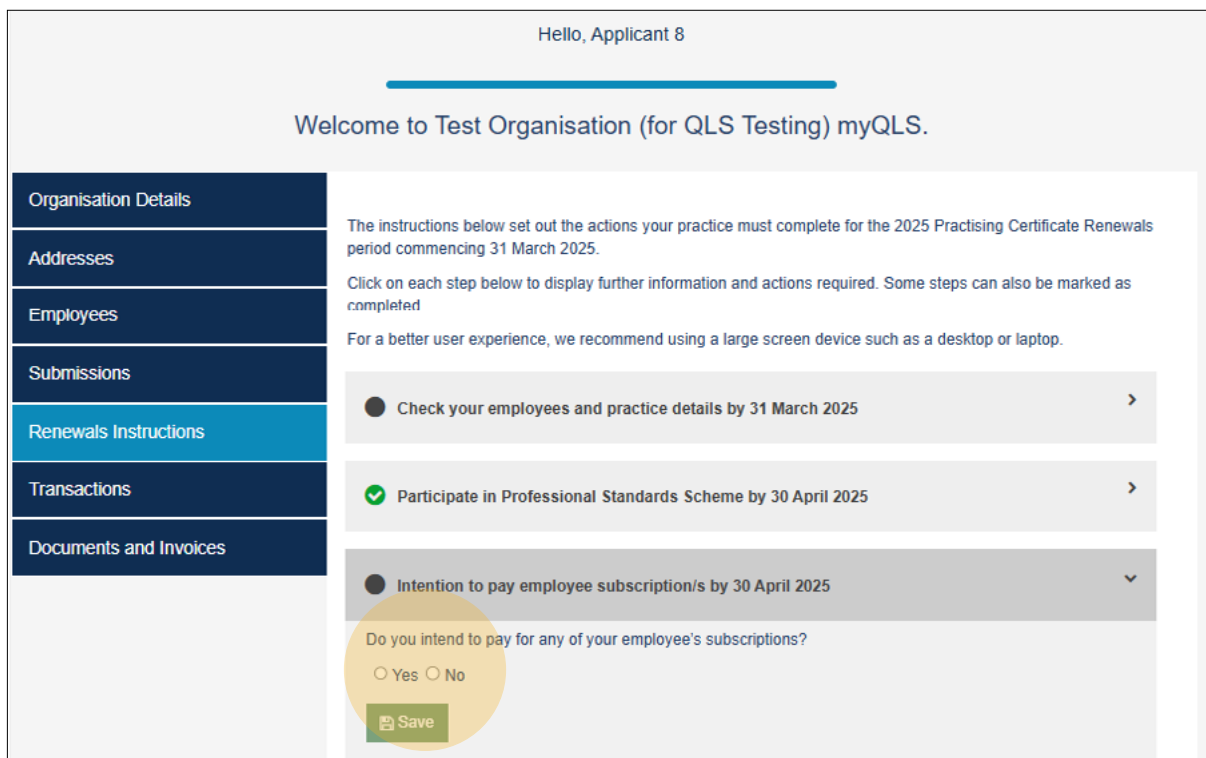
Proceed to Step 3.

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 employees subscriptions.

Expand the **Intention to pay employee subscription/s by 30 April 2025** section.



Hello, Applicant 8

Welcome to Test Organisation (for QLS Testing) myQLS.

Organisation Details

Addresses

Employees

Submissions

Renewals Instructions

Transactions

Documents and Invoices

The instructions below set out the actions your practice must complete for the 2025 Practising Certificate Renewals period commencing 31 March 2025.

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 31 March 2025

☒ Participate in Professional Standards Scheme by 30 April 2025

☐ Intention to pay employee subscription/s by 30 April 2025

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

☐ Yes ☐ No

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 2025

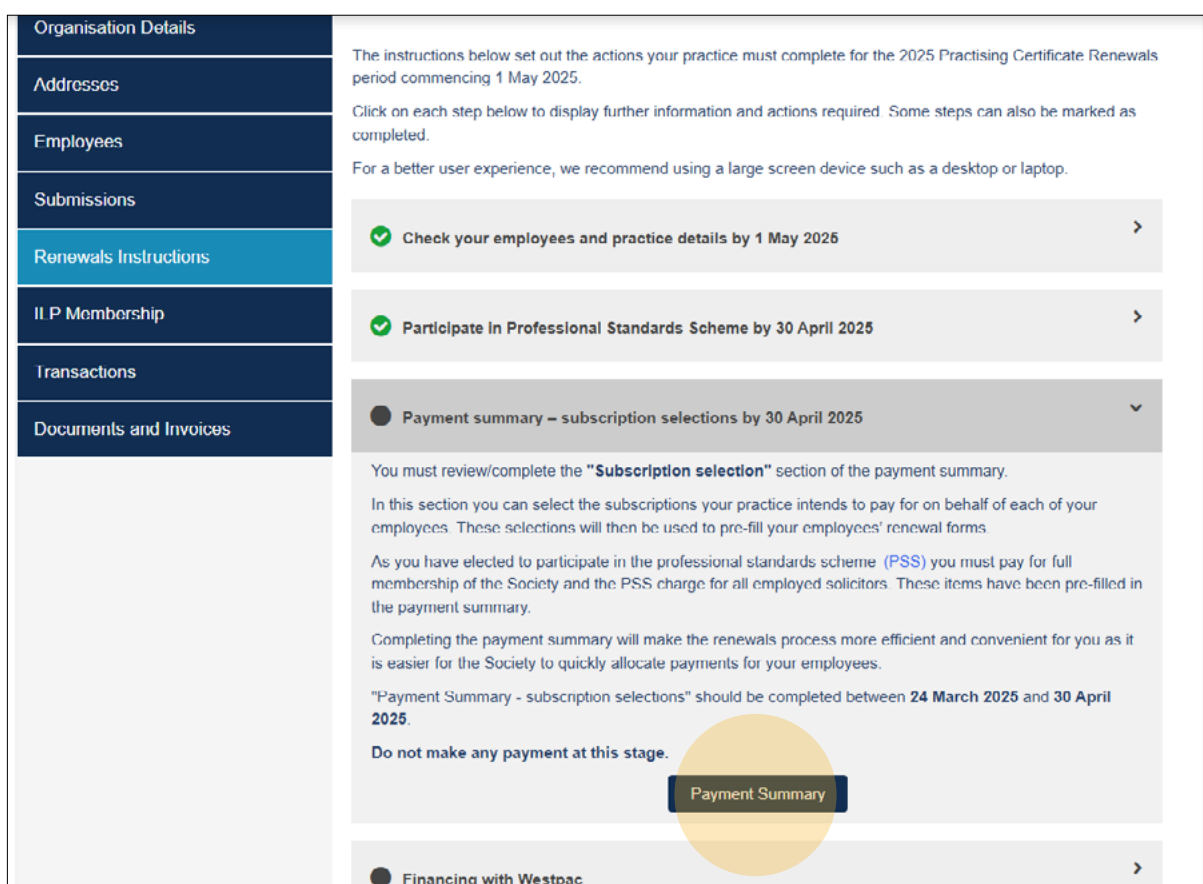
The payment summary is completed in two stages. In **Stage one** your organisation can indicate any subscriptions (practicing certificate fees, membership fees etc) that will be paid for on behalf of your employees.

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.

Expand the **Payment summary – subscription selections by 30 April 2025** section.

Click the payment summary button to complete your subscription selection.



The screenshot shows a web interface with a sidebar on the left containing navigation links: Organisation Details, Addresses, Employees, Submissions, Renewals Instructions (highlighted in blue), ILP Membership, Transactions, and Documents and Invoices. The main content area displays instructions for the 2025 Practising Certificate Renewals period commencing 1 May 2025. It includes a list of steps: 'Check your employees and practice details by 1 May 2025' (completed), 'Participate in Professional Standards Scheme by 30 April 2025' (completed), and 'Payment summary – subscription selections by 30 April 2025' (current step, expanded). The expanded section contains detailed instructions about selecting subscriptions, the Professional Standards Scheme (PSS), and the deadline for completion (24 March 2025 to 30 April 2025). A yellow circle highlights a 'Payment Summary' button at the bottom of the expanded section. A yellow arrow points to this button from the left margin.

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 2025 Practising Certificate Renewals period commencing 1 May 2025.

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 2025
- ✓ Participate in Professional Standards Scheme by 30 April 2025
- Payment summary – subscription selections by 30 April 2025

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.

As 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 have been 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 **24 March 2025** and **30 April 2025**.

Do not make any payment at this stage.

Payment Summary

- Financing with Westpac

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

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 2025 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 and purchase incorporated legal practice membership 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 (including ILP membership of the Society), 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.

Queensland Law Society

Home | My practices | **AT** Applicant 8 Test

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 2025 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 and purchase incorporated legal practice membership 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 2025 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 and purchase incorporated legal practice membership 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 (including ILP membership of the Society), 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		
ILP PSS Levy	\$ 55.00		
Indicative total practice fees	\$ 55.00		

The table above notes the anticipated practice renewal fees.

Save
Save and Continue Later

Excel

Export

Click **save** at 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.

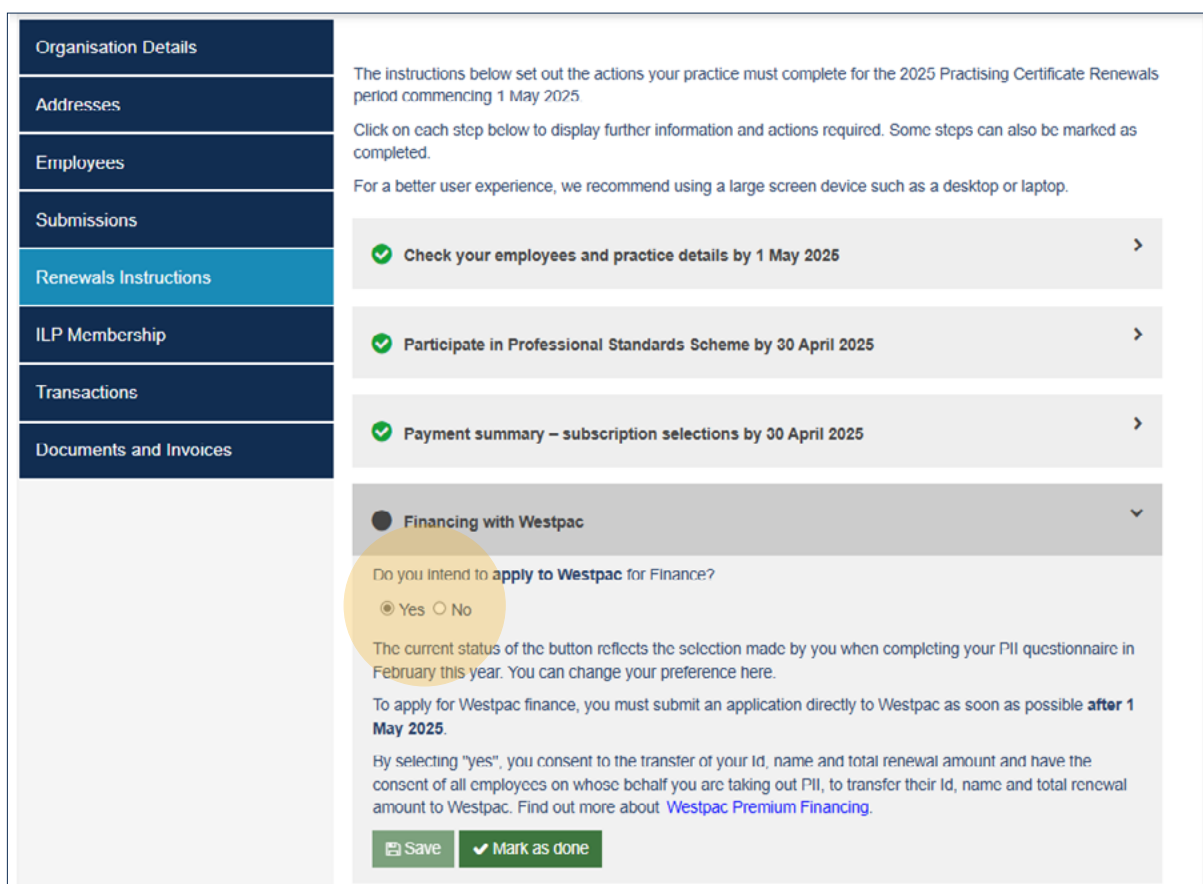
Step 5 – Financing with Westpac

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.



The instructions below set out the actions your practice must complete for the 2025 Practising Certificate Renewals period commencing 1 May 2025.

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 2025
- ✓ Participate in Professional Standards Scheme by 30 April 2025
- ✓ Payment summary – subscription selections by 30 April 2025
- 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 2025**.

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 2025.

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 2025.

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

Proceed to Step 6.

The below steps are available from 1 May 2025.

Step 6 – Apply for top-up insurance

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

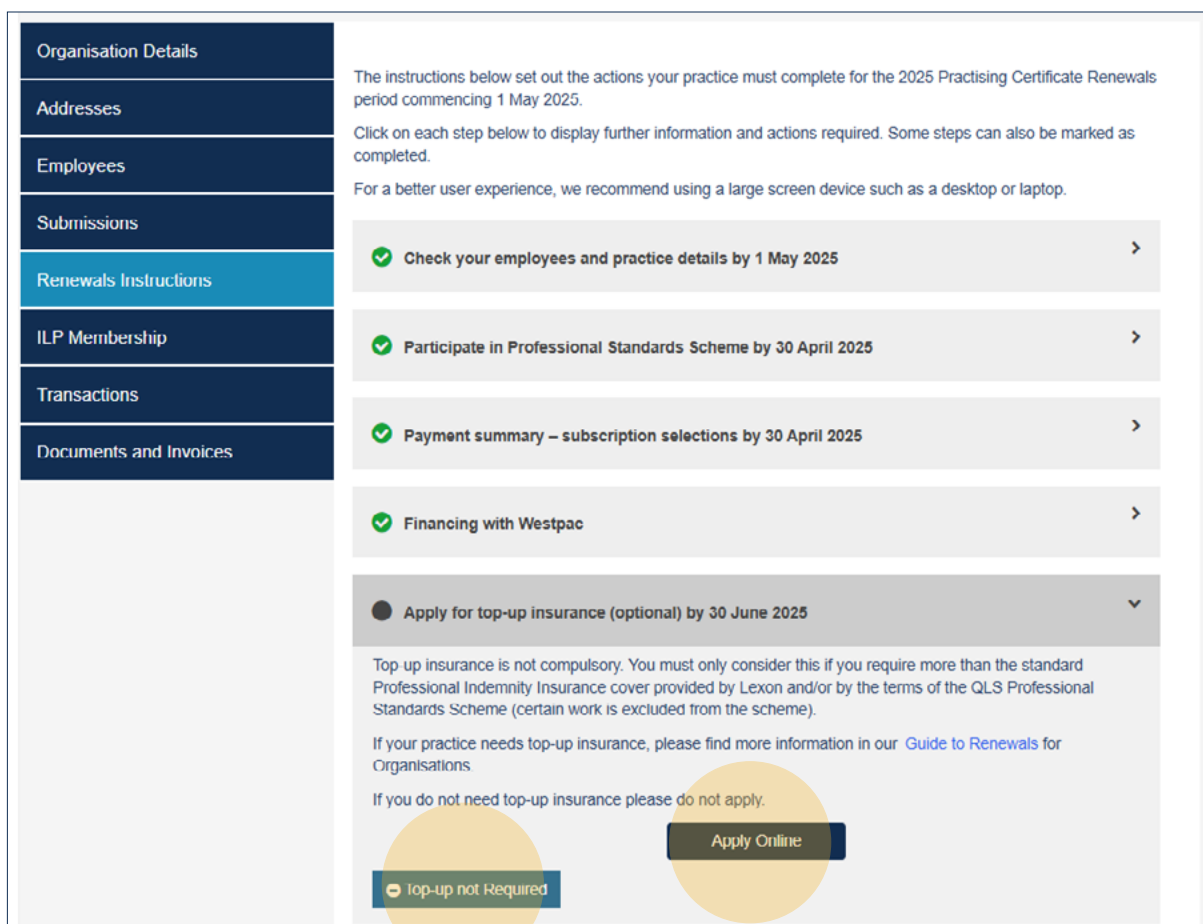
The top up insurance application and information about pricing will be available from **1 May 2025**.

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 2025** section.

You can login to the [Lexon website](#) to find out more information and apply or you can apply for top up insurance by clicking **Apply online**:



The screenshot shows the Lexon Renewals Instructions portal. On the left is a navigation menu with the following items: Organisation Details, Addresses, Employees, Submissions, Renewals Instructions (highlighted in blue), ILP Membership, Transactions, and Documents and Invoices. The main content area contains instructions for the 2025 Practising Certificate Renewals period commencing 1 May 2025. It lists several tasks with green checkmarks indicating completion: 'Check your employees and practice details by 1 May 2025', 'Participate in Professional Standards Scheme by 30 April 2025', 'Payment summary – subscription selections by 30 April 2025', and 'Financing with Westpac'. The 'Apply for top-up insurance (optional) by 30 June 2025' task is expanded, showing instructions that top-up insurance is not compulsory but optional for those requiring more than the standard Professional Indemnity Insurance cover. It provides a link to the 'Guide to Renewals for Organisations' and states that if a practice does not need top-up insurance, it should not apply. At the bottom of this section are two buttons: 'Top-up not Required' (highlighted with a yellow circle) and 'Apply Online' (highlighted with a yellow circle). Two orange arrows point to 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).

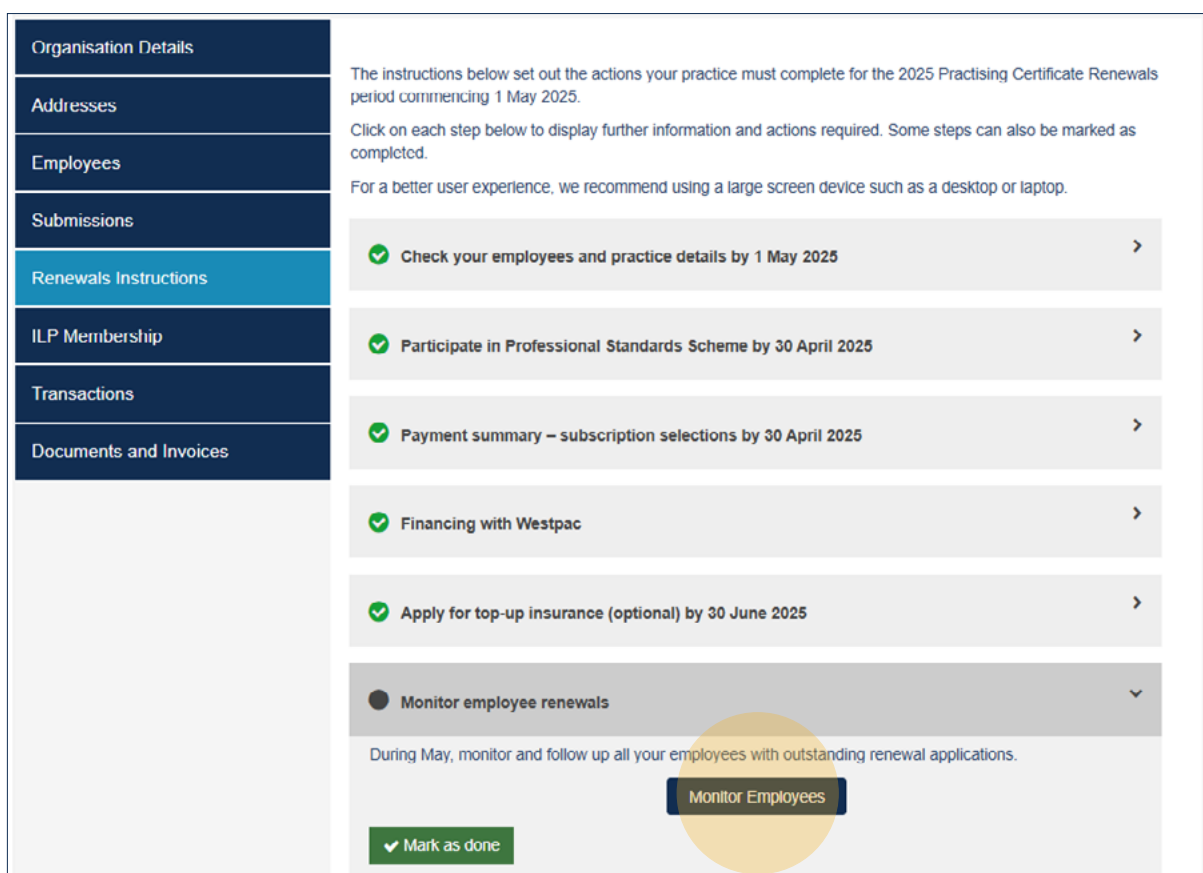
Step 7 – Monitor employee renewals

It is important that during the Renewals period from 1 May to 31 May 2025, 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 2025.

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.




The screenshot displays the Lexon Insured portal interface. On the left is a dark blue sidebar with a list of menu items: Organisation Details, Addresses, Employees, Submissions, Renewals Instructions (highlighted in light blue), ILP Membership, Transactions, and Documents and Invoices. The main content area has a light grey background. At the top, it contains introductory text about the 2025 Practising Certificate Renewals period (1 May to 31 May 2025) and a recommendation to use a large screen device. Below this is a list of tasks, each with a green checkmark icon and a right-pointing arrow: 'Check your employees and practice details by 1 May 2025', 'Participate in Professional Standards Scheme by 30 April 2025', 'Payment summary – subscription selections by 30 April 2025', 'Financing with Westpac', and 'Apply for top-up insurance (optional) by 30 June 2025'. The 'Monitor employee renewals' section is expanded, showing a dark grey header with a dropdown arrow. Below the header, it states: 'During May, monitor and follow up all your employees with outstanding renewal applications.' At the bottom of this section are two buttons: a green 'Mark as done' button and a dark blue 'Monitor Employees' button. A yellow circle highlights the 'Monitor Employees' button, and a yellow arrow points to it from the left.

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 (207563)							
Search: <input type="text"/>							
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 to click the **Payment summary instructions** to go back to the Renewals instructions page.



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

Payment summary: Stage one – subscription selection - TEST ONLY DO NOT USE

Due date: 30 Apr 2025

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](#)

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

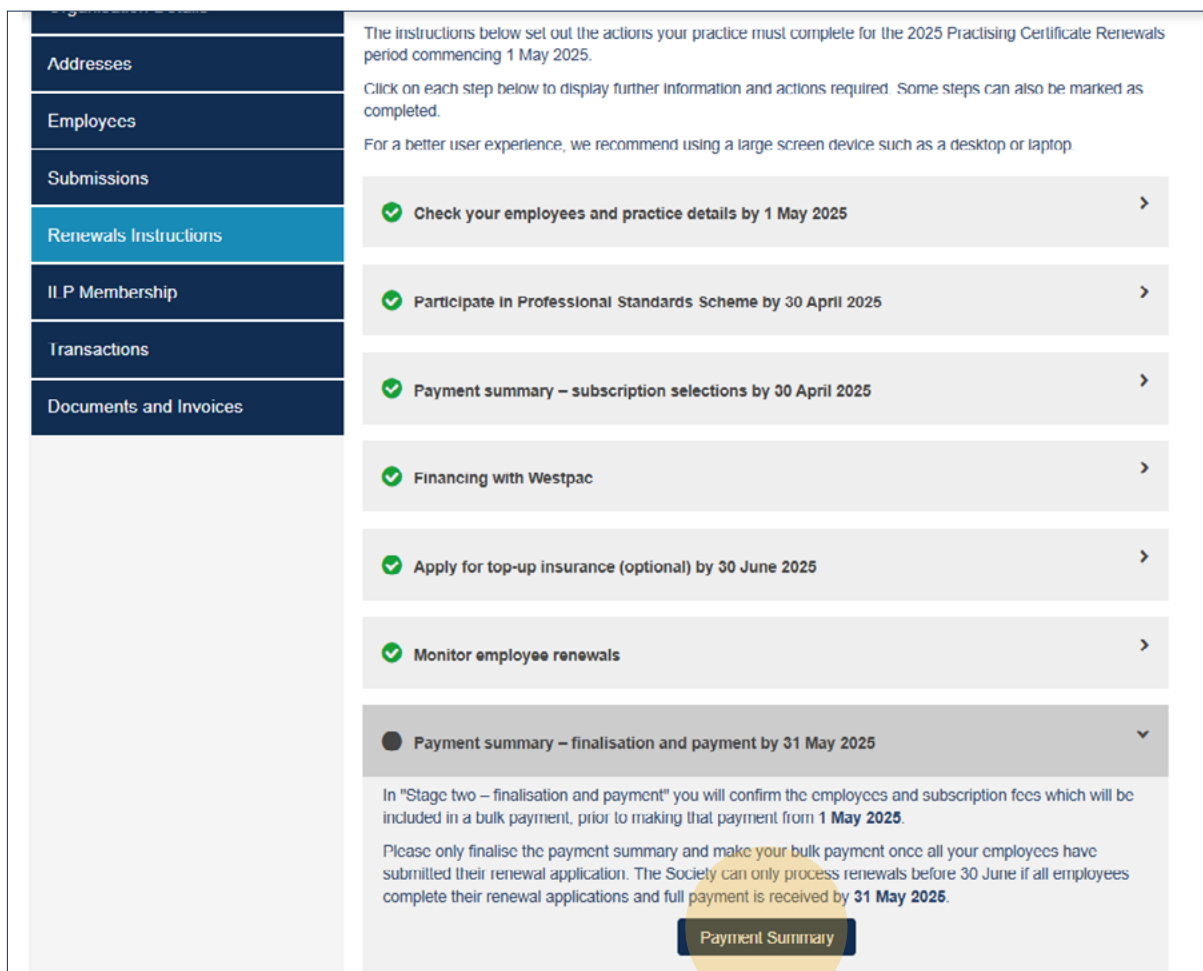
Proceed to Step 8.

Step 8 – Complete Stage two – payment of payment summary by 31 May 2025

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 2025** section.

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



The screenshot shows a sidebar on the left with a menu containing: Addresses, Employees, Submissions, Renewals Instructions (highlighted in blue), ILP Membership, Transactions, and Documents and Invoices. The main content area has a heading: "The instructions below set out the actions your practice must complete for the 2025 Practising Certificate Renewals period commencing 1 May 2025." followed by instructions to click on steps for more information and a recommendation to use a large screen device. A list of steps follows, each with a green checkmark and a right arrow: "Check your employees and practice details by 1 May 2025", "Participate in Professional Standards Scheme by 30 April 2025", "Payment summary – subscription selections by 30 April 2025", "Financing with Westpac", "Apply for top-up insurance (optional) by 30 June 2025", and "Monitor employee renewals". The final step, "Payment summary – finalisation and payment by 31 May 2025", is expanded, showing a downward arrow. Below this, text explains that in "Stage two – finalisation and payment" users will confirm employee and subscription fees for a bulk payment from 1 May 2025, and that the Society can only process renewals before 30 June if all employees complete their applications and full payment is received by 31 May 2025. At the bottom of this section is a button labeled "Payment Summary". A yellow arrow points to this button from the left.

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 <u>not</u> wish to pay.										
Pay	QLS Id	Name	PC Type	PC fee	Fidelity fund	Membership fee	PSS fee	Mediator levy	Spec Accred fee	Total \$ (incl GST)
	211012	Test 01, QLS User	Employee							
<input checked="" type="checkbox"/>	210984	Test, Applicant 8	Principal			\$ 655.00	\$ 200.00			\$ 855.00
Total practitioner fees selected						\$ 655.00	\$ 200.00			\$ 855.00

This section only applies to Lexon Insured firms.

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

Practice fees					
Confirm the practice renewal fees which will be included in a bulk payment made by your practice.					
Pay	Fee type	Unpaid		Paid	
		Selected \$ (incl GST)	Not selected \$ (incl GST)	Payment Allocated \$ (incl GST)	Allocation Pending \$ (incl GST)
	Professional Indemnity Insurance Levy		TBC		
	Professional Indemnity Insurance. Top Up Levy (AUD\$ 5M, AUD \$3M additional cover)		\$ 26,142.69		
<input checked="" type="checkbox"/>	ILP PSS Levy	\$ 55.00			
Total practice fees selected		\$ 55.00	\$ 26,142.69		
Please do not make any bulk payment(s) until you finalise a payment summary.					

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. A payment summary PDF will be available on the myQLS Home page under Recent Documents.

Payment is required between 1 May and 31 May 2025.

Please note, no invoice will be issued for the bulk payment. Individual invoices are issued to practitioners once payment is received.

Payment Summary

Your payment summary is based on your selections in the Submitted practitioner Fees and Practice Fees sections. By finalising the payment summary, the Society will anticipate payment from your practice, in the amount of the payment summary total by 31 May 2025.

No invoice will be issued for the bulk payment – individual invoices are issued to the practitioners. However, you will be provided with payment details following finalisation of the payment summary.

While you can lodge more than one payment summary, and therefore make more than one bulk payment, it is recommended you do not complete these steps until all practitioners have renewed. This will reduce the delay in issuing practising certificates.

	Total (excl GST)	GST	Total (incl GST)
Total submitted practitioner fees selected	\$ 2,372.27	\$ 77.73	\$ 2,450.00
Total practice fees selected	\$ 50.00	\$ 5.00	\$ 55.00
Total amount payable	\$ 2,422.27	\$ 82.73	\$ 2,505.00

The above is an indicative payment summary based on your selections above. Please do not make any bulk payments until after renewals opens on 31 Mar. Once your practitioners have completed their individual renewals, you can finalise your payment summary and make payment.

ONLY click Submit and Pay when you are ready to make a bulk payment.

Save

Save and Continue Later


Submit and Pay

Excel

Export

If the Society has not received a payment for a practitioner prior to 31 May 2025, the Society will request payment from that practitioner directly.

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



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

Payment summary: Stage one – subscription selection - TEST ONLY DO NOT USE
Due date: 30 Apr 2025

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

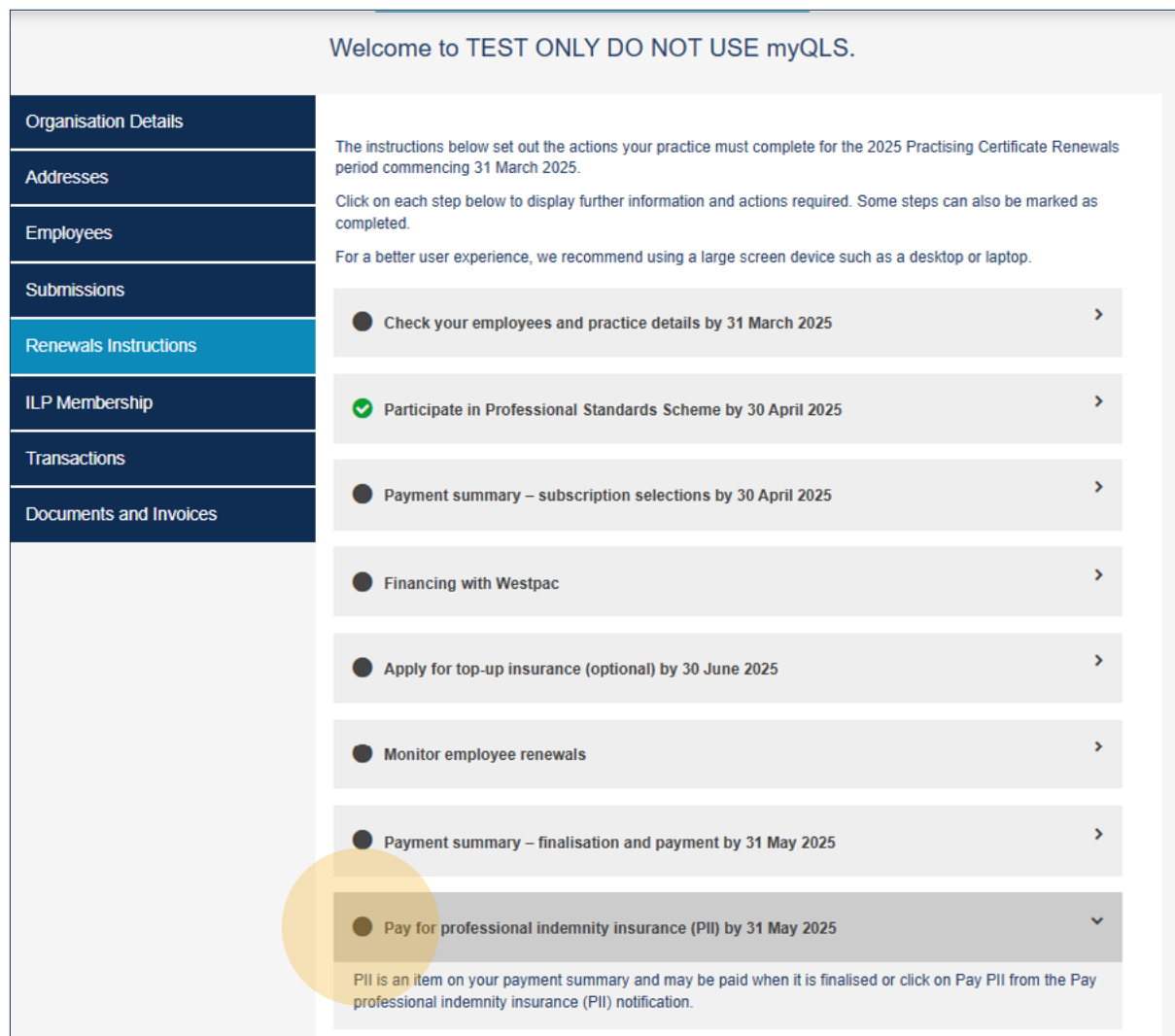
Payment summary instructions

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 2025

Pay for professional indemnity insurance (PII) by **31 May 2025**. 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.



Welcome to TEST ONLY DO NOT USE myQLS.

Organisation Details	<p>The instructions below set out the actions your practice must complete for the 2025 Practising Certificate Renewals period commencing 31 March 2025.</p> <p>Click on each step below to display further information and actions required. Some steps can also be marked as completed.</p> <p>For a better user experience, we recommend using a large screen device such as a desktop or laptop.</p> <ul style="list-style-type: none"> ● Check your employees and practice details by 31 March 2025 > ✓ Participate in Professional Standards Scheme by 30 April 2025 > ● Payment summary – subscription selections by 30 April 2025 > ● Financing with Westpac > ● Apply for top-up insurance (optional) by 30 June 2025 > ● Monitor employee renewals > ● Payment summary – finalisation and payment by 31 May 2025 > ● Pay for professional indemnity insurance (PII) by 31 May 2025 v <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>
Addresses	
Employees	
Submissions	
Renewals Instructions	
ILP Membership	
Transactions	
Documents and Invoices	

Proceed to Step 10.

Step 10 – Pay top up insurance by 31 May 2025 (Optional)

If you have applied for top-up insurance, it must be paid by **31 May 2025**. 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.

Welcome to TEST ONLY DO NOT USE 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 2025 Practising Certificate Renewals period commencing 31 March 2025.

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 31 March 2025

✓ Participate in Professional Standards Scheme by 30 April 2025

● Payment summary – subscription selections by 30 April 2025

● Financing with Westpac

✓ Apply for top-up insurance (optional) by 30 June 2025

● Monitor employee renewals

● Payment summary – finalisation and payment by 31 May 2025

● Pay for professional indemnity insurance (PII) by 31 May 2025

● Pay for top-up insurance by 30 June 2025

If you have applied for top-up insurance, it must be paid by 30 June 2025.

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.

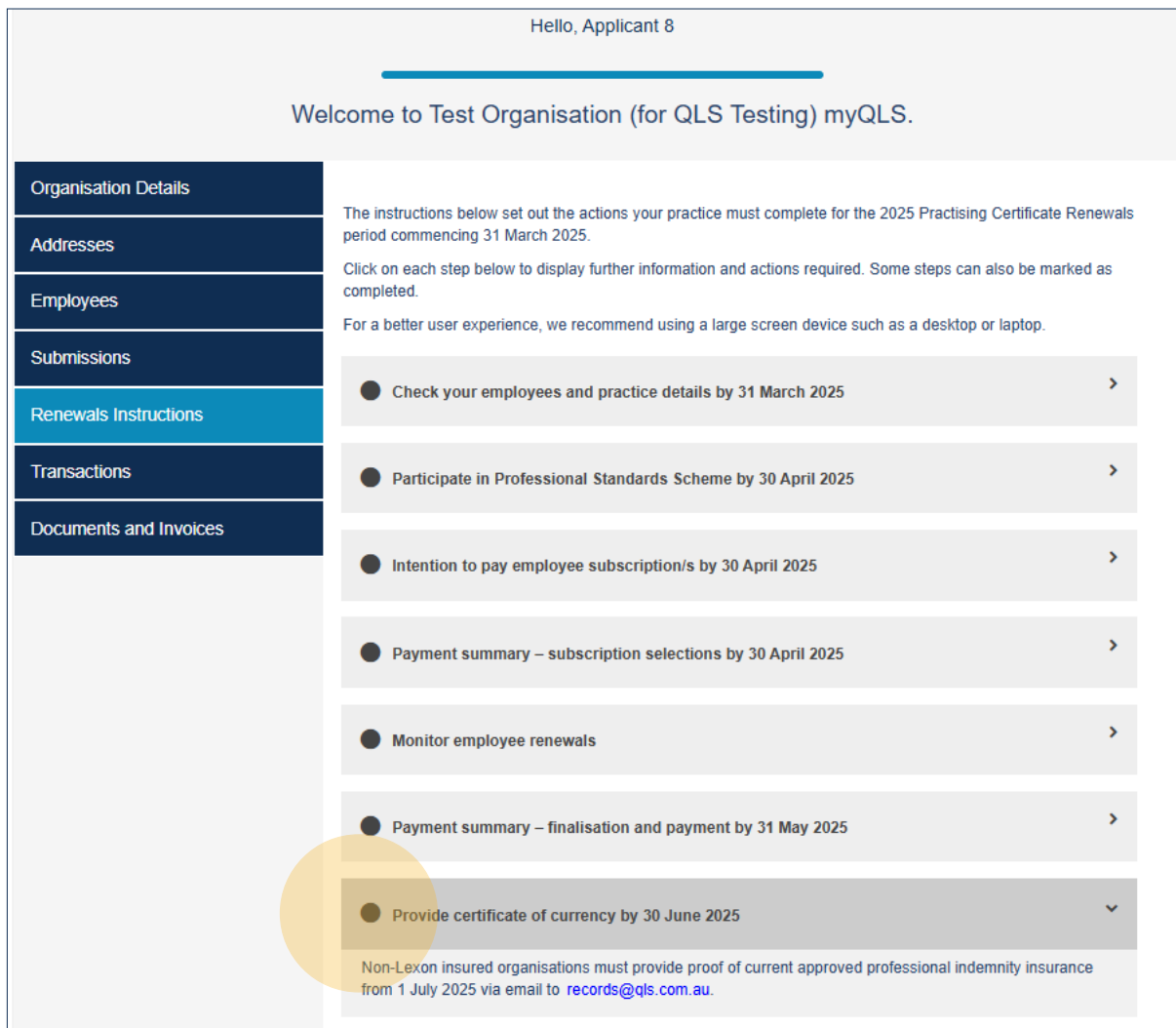
Queensland Law Society | Renewal Guide 2025 for organisations

Page 23 of 25

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 2025**.



Hello, Applicant 8

Welcome to Test Organisation (for QLS Testing) myQLS.

Organisation Details	<p>The instructions below set out the actions your practice must complete for the 2025 Practising Certificate Renewals period commencing 31 March 2025.</p> <p>Click on each step below to display further information and actions required. Some steps can also be marked as completed.</p> <p>For a better user experience, we recommend using a large screen device such as a desktop or laptop.</p> <ul style="list-style-type: none"> ● Check your employees and practice details by 31 March 2025 > ● Participate in Professional Standards Scheme by 30 April 2025 > ● Intention to pay employee subscription/s by 30 April 2025 > ● Payment summary – subscription selections by 30 April 2025 > ● Monitor employee renewals > ● Payment summary – finalisation and payment by 31 May 2025 > ● Provide certificate of currency by 30 June 2025 v <p>Non-Lexon insured organisations must provide proof of current approved professional indemnity insurance from 1 July 2025 via email to records@qls.com.au.</p>
Addresses	
Employees	
Submissions	
Renewals Instructions	
Transactions	
Documents and Invoices	

If you or your organisation has any queries about the 2025-26 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 QLS's 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 number followed by your firm name in the reference field on 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.