



Member Portal Guide

How to Register

Welcome to the Member Portal Guide

We know legal issues don't always happen during business hours. That's why we're introducing our [online member portal](#) to help you access your legal benefits anytime, anywhere and make it easier to use your plan. Our member portal makes it easier than ever to use your legal plan, understand your benefits and communicate with us. Register today!

When you register for our new member portal you can:

- Access your policy documents to better understand your benefits
- Request a new ID card
- See your claim history
- Send us a secure email

How to register:

To access the member portal, visit <https://portal.texaslegal.org>

Step 1: Register by clicking on **Click here to register and/or enroll**

Welcome to the Texas Legal Portal

 **Texas Legal.**
Always by your side

Username *

Register & Enroll

[Click here to register and/or enroll.](#)

Supported Browsers

Current and prior major release of

    and O on a rolling basis. We recommend .

LOG IN

[I forgot my username or password](#)

Step 2: Please select **Member** under the Portal options.

The screenshot shows a registration form titled "Register for Gateway". Below the title, there is a blue header bar. The main content area contains the following text: "Please select the portal you wish to register for, or select 'Open Enrollment' to enroll." and "If you have issues completing your registration please contact Texas Legal at 512-327-1372 or toll free at 1-800-252-9346." Below this text is a "Portal" dropdown menu. The menu is open, showing a list of options: "Member", "Please Select a Portal...", "Open Enrollment/New Hire", "Member", "Provider", "Provider Enrollment", and "Employer". The "Member" option is highlighted in blue.

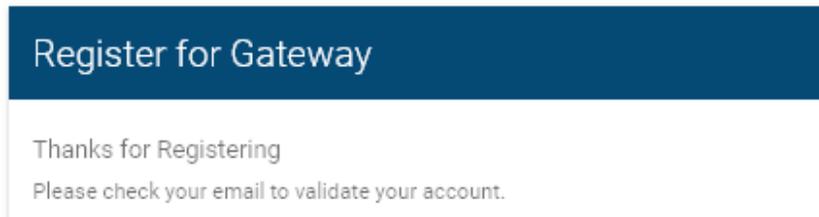
Step 3: Enter the information below and click submit.

The screenshot shows the registration form with the following fields: "Birthdate *" (with a calendar icon), "VBA Gateway Registration Code *" (with a placeholder "Please enter your Code"), "Username *" (with a placeholder "Username"), "Email Address *" (with a placeholder "Email Address"), "Password *" (with a placeholder), and "Confirm Password *" (with a placeholder). At the bottom right, there are two red buttons: "CANCEL" and "SUBMIT".

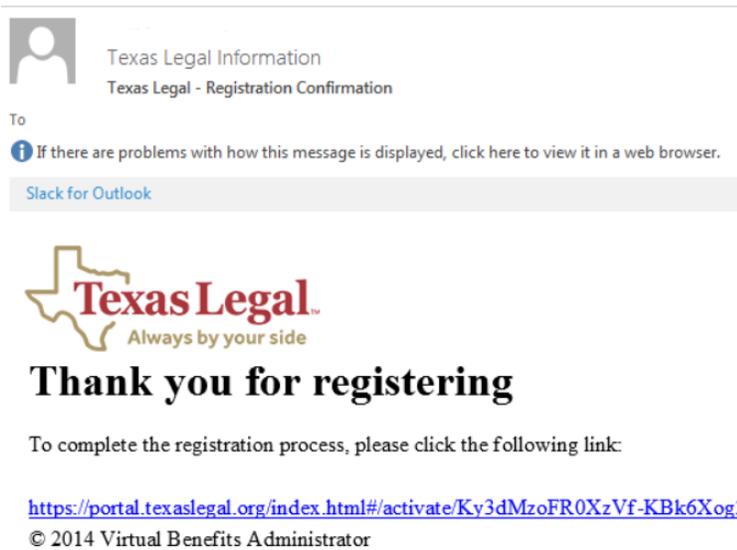
- Birthdate
- VBA Gateway Registration Code*
- Username- Create your own user name to keep your account secure
- Email
- Password

** If you have issues completing your registration please contact Texas Legal at 1-800-252-9346.*

Step 4: Once you have successfully registered you will see the screen below.



Step 5: Check the email you used to register. You will receive an email from information@texaslegal.org . To complete the process click the link



Step 6: You will be directed to the screen below click the red box to activate your account

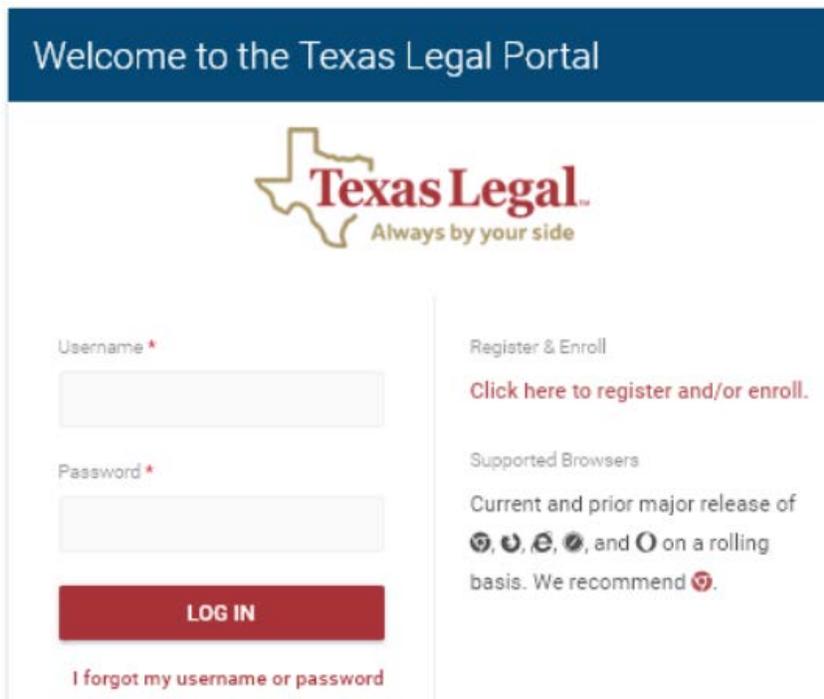


Step 7: Click the link [Click here to login](#) to proceed to the login page.



The screenshot shows a dark blue header with the text "Activating Your Gateway Account" in white. Below the header, the text reads: "Your VBAGateway account is now active. Click the link below to proceed to the login page." At the bottom of the content area, there is a red link that says "Click here to login".

Step 8: You will be directed to the login page. Enter your Username and Password.



The screenshot shows a dark blue header with the text "Welcome to the Texas Legal Portal" in white. Below the header is the "Texas Legal" logo, which includes a gold outline of the state of Texas and the text "Texas Legal" in red, with the tagline "Always by your side" in gold below it. On the left side, there are two input fields: "Username*" and "Password*", each with a red asterisk. Below these fields is a red button with the text "LOG IN" in white. Underneath the button is a red link that says "I forgot my username or password". On the right side, there is a section titled "Register & Enroll" with a red link that says "Click here to register and/or enroll." Below that is a section titled "Supported Browsers" with the text "Current and prior major release of" followed by icons for Internet Explorer, Firefox, Chrome, and Safari, and the text "and O on a rolling basis. We recommend" followed by a red icon of a globe.