

WBA Website Password Information

<p><u>Members Only Section:</u> User ID is always your supreme court number. Read below for more information about passwords, which are computer-generated and emailed to members by the webmaster.</p>	<p><u>Shopping Cart:</u> Members Only Section user id and password will not work in shopping cart. No user id and password are required but may be created if you are planning to use the shopping cart frequently.</p>
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Members Only Section:

All WBA members should have a password to the Members Only section of the WBA website. If an attorney does not know his/her password, another password may be obtained by:

1. Go to www.wichitabar.org. Click on Members Only section (upper right corner)
2. In **Supreme Court Number or UserID** section, type in supreme court number
3. Leave Password section blank. Click on **Forgot Password**
4. Next page, in **Username** section, type in supreme court number again
5. Click on **Get New Password**

Within five minutes a new password will be generated and emailed from the webmaster to the WBA member attorney. If an email is not received within five minutes, it means that either the email from the webmaster is being blocked or the attorney does not have an email address in the WBA database. In either event, you should contact the WBA office at (316) 263-2251.

Passwords generated by the computer consist of six characters of capital letters and numbers. Please pay close attention to the capital letter I and number 1. After logging in with the new password, it can easily be changed by clicking on **Update My Password or Password Hint**. Passwords are not case sensitive and are limited to ten characters. Password hints are only available if the member has entered that information into the system.

Non-Attorneys Using Members Only Section

In addition to WBA members, Legal Administrators and key court personnel have been given User IDs and passwords. User IDs for non-attorneys begin with the letter "N" and are followed by four numbers. Staff within the law office can log on to the Members Only Section with either an attorney's supreme court number and password or a Legal Administrator's user ID and password. They may be logged in at the same time.

Hiding Email Address

If a member doesn't want his email published in the directory, it can still be in the database but hidden from view. That member would receive periodic emails from the WBA regarding CLE seminars, events, etc.