

## **MCLE Electronic Reporting Instructions**

The State Bar MCLE Department has implemented an electronic reporting system for MCLE credit. **You are responsible for reporting your MCLE hours for this seminar.** The following are instructions as to how to report your credits online:

1. To report your hours for this course, go to [www.texasbar.com](http://www.texasbar.com).
2. Click on "My Bar Page" in the top right of the screen.
3. Enter your bar card number and password, or create a new account to obtain a password, and click "login." Once logged in, you may have to click a link that states "click here to continue."
4. On your home page, click on "View or Report MCLE Hours" on the left side of the screen.
5. Click on "Add a course or self-study credit" in the gray box in the center of the screen.
6. Click on "Approved Course Credits."
7. Enter the TCAA Fall Conference 2015 Online course number **901337567**, the course date, and the number of hours you attended (maximum of **4.25 participatory hours**, including **.5 ethics hour**).
8. Click "submit."

If you have questions, please contact the State Bar of Texas directly at 1-800-204-2222.

In lieu of electronic reporting, you may contact the state bar for a traditional bubble-sheet reporting form.