

QUICK REFERENCE GUIDE



LAWLEX PREMIUM -LEGISLATION ALERT PROFILE

Lawlex Premium Legislation Alerts provide you with plain English summaries of changes to legislation according to your customised profile selections. Alerts are sent by email within 24 hours of publicly announced changes to or introduction of new legislation.

SIGNING IN



Visit <u>lawlex.com.au</u> and Sign In on the right-hand side of the page by entering your username (email address) and password. Your password can also be sent to you by clicking Forgot your password?

You will stay signed in unless you manually sign out.

CREATING YOUR PROFILE

м	y Legislative Alerts
•	Current Selections
A	ld to Legislative Alert Profile
	Subjects of Interest
	► Legislation

Step 1: Subjects of Interest

Select Subjects of Interest from the Legislative Alerts panel on the Lawlex home page.



First, select the jurisdictions you wish to track and then expand (click the + key) and select the categories and subcategories you are interested in. Selecting the subject areas relevant to you will ensure that you receive new principal legislation (Bill, Assent and Regulation) alerts in these areas.

Click Save and Continue to save your selections. A pop up window will ask you to confirm your selections. Click Confirm and move to **Step 2: Legislation**.



Step 2: Legislation

The subcategory selections you made on Step 1 will be automatically expanded on the Legislation tab so that you can easily view the legislation in that area. You can also expand other subject areas here and select additional titles that are relevant to you, or use the Alphabetical List. Your jurisdiction selections from Step 1 are also carried through to Step 2.

Select the specific legislation that you need to keep track of to receive amending legislation alerts. Make your selections by placing a tick in the box next to each title.



Click Save and Continue to save your selections. A pop up window will ask you to confirm your selections. Click Confirm.

Your Current Selections tab summarises your profile selections.





MODIFYING YOUR PROFILE

Modify your Current Selections at any time by de-selecting the subject categories or legislation titles and clicking Save.

Removing a subject of interest means that you will no longer receive new Bill, Assent and Regulation alerts in that area. Removing a specific legislation title means that you will no longer receive amendment alerts for that legislation.

Add to your profile by selecting the relevant tab at the top of the page – Subjects of Interest or Legislation. If you are unsure of your location, the tab for the page that you are on is selected and displayed in white.

Legislative Alert P	rofile	4.5
Subjects of Interest	Legislation	Current Selections

You can also manage your profile directly via the email alerts.

EMAIL ALERTS

A Principal Legislation Alert lists new Bills, new Assents and new Regulations. Click on the legislation title to read the summary within the body of the email.

Princip	Principal Legislation Alert >	
Hi Alert	Hi Alert Archive, the following new legislation has been introduced:	
New Bil	lis:	
1,	Safe Patient Care (Nurse to Patient and Midwife to Patient Ratios) Bill 2015 (VIC	
New Re	gulations:	
1.	Liquor Licensing (Fees) Regulations 2015 No. 84 (TAS)	





For new Assents and new Regulations you can choose to add the title to your profile to receive updates about its progress and any amendments that are made to it at a later date.

Amending Legislative Alert >				
Hi Alert Archive, the following title(s) have been (or are proposed to be) amended				
1.	Criminal Code Regulations 2002 No. 67 (COM)			
2.	Defence Force Discipline Regulations 1985 No. 125 (COM)			
3.	First Home Owner Grant Regulations 2000 (WA)			
	Eard Decodetings 2000 (201)			

An Amending Legislative Alert lists a number of legislation titles that have been, or are proposed to be, amended. Click on the legislation title to read the summary within the body of the email and access direct links to information on <u>lawlex.com.au</u>.

If you receive an Alert email about an amendment to a legislation title that you are no longer interested in, remove the title from your Alert Profile by clicking Remove [title of legislation] from my profile located below the alert summary.



ACCOUNT DETAILS



Modify your details by clicking on your name on the top right-hand side of the page.