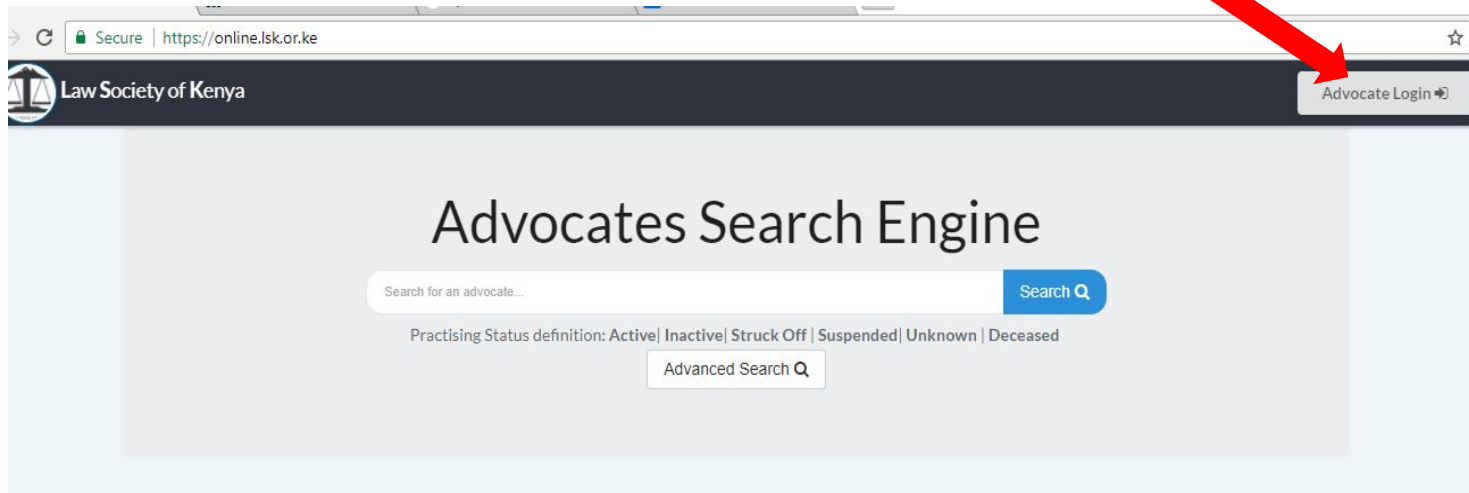
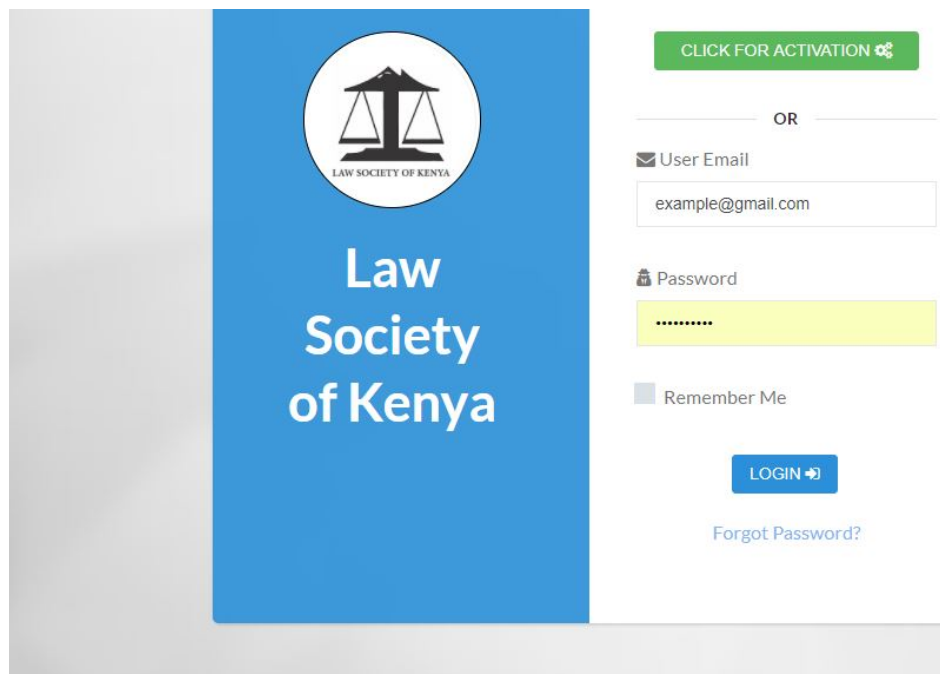


# ONLINE BOOKING OF CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) EVENTS MANUAL

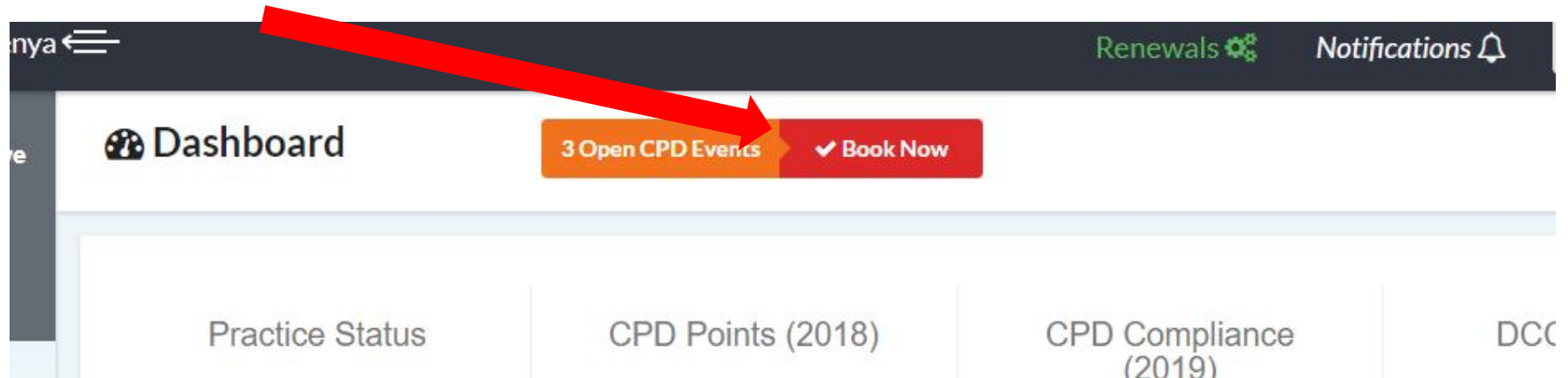
1. Go to [online.lsk.or.ke](https://online.lsk.or.ke) then click on “Advocate Login”



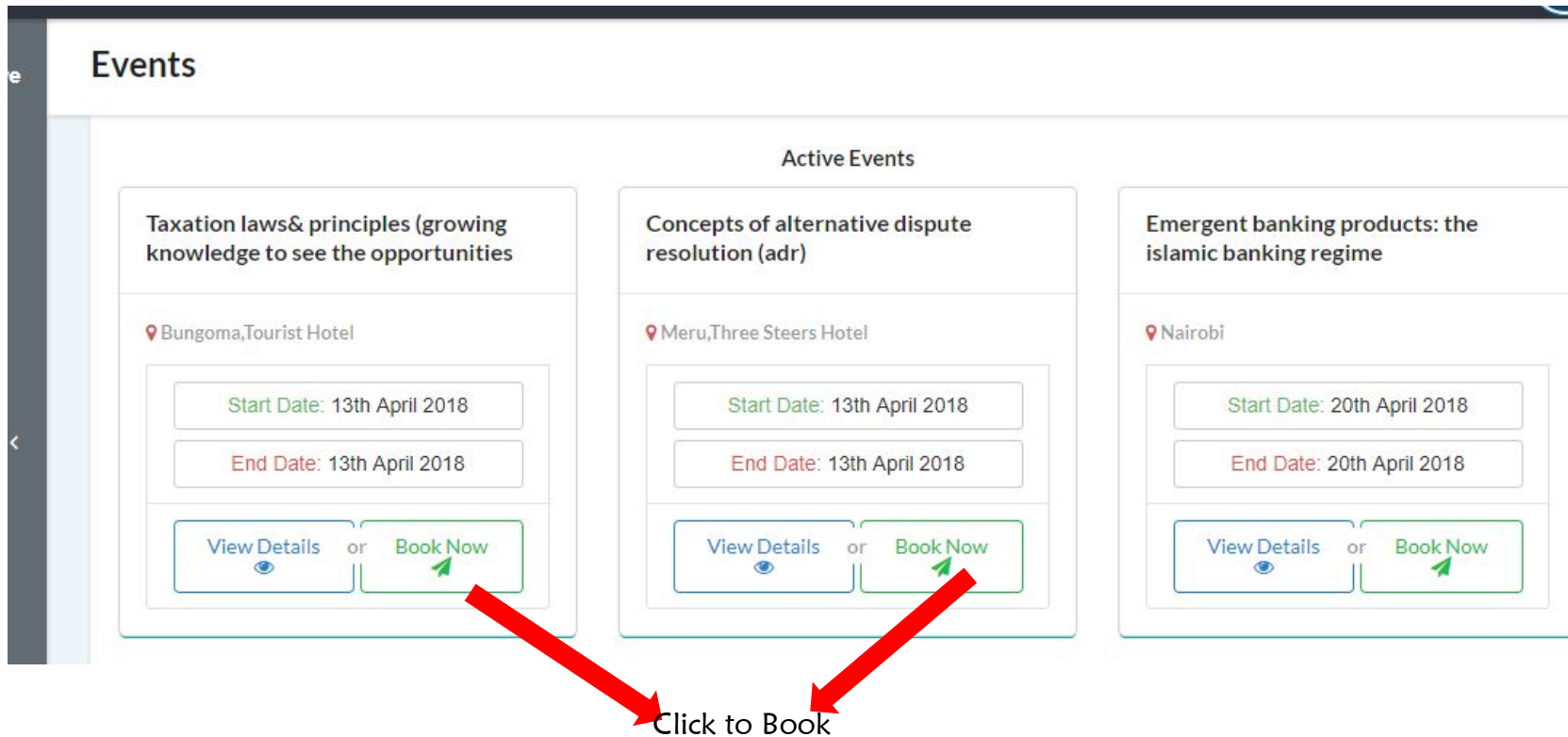
2. Login into your LSK online account using your email address and the password you set.  
If you have not already activated your account click on “**CLICK FOR ACTIVATION**” button before logging in.



- Once logged onto your account you will see the number of open CPD events and the link at the top of your dashboard. Click on the “Book Now” button to open the available events.



- The open CPD events will open as follows. Click on “Book Now” for the event you want to attend.



5. Your admission number, name telephone and amount for the event will appear as shown below. Click on “**Proceed to Billing**”. Note that you can book for other advocates by clicking on the “**+Add**” button and searching the advocate by their admission number. The advocate booking will be invoiced the whole amount for the advocates booked for that event.

### Booking

TAXATION LAWS& PRINCIPLES (Growing Knowledge To See The Opportunities ,Bungoma,Tourist Hotel, 2018-04-13)

Delegates Billing Invoice Payment

Delegates Attending Event

P.105/ 1234/01   Full Names Phone Number P105 Number Email Address

Member No.	Name	Phone No.	Amount	Option
P.105/	Abc Xyz	070000000	Ksh 4,500.00	<input type="button" value="Delete"/>
TOTAL			Ksh 4,500.00	

6. Billing information and summary will display as shown below. For advocates whose payment will be made by their employer, select “**Company Sponsored**” and provide the company details in the window that opens.

Events

Secure | <https://online.lsk.or.ke/booking/69147>

Law Society of Kenya

Renewals Notifications

MAIN NAVIGATION

- Dashboard
- Click to print declaration form
- CPD Events
- View Profile
- Practice Categories
- Billing
- DCC
- CPD
- Compliance

EXTRAS

### TAXATION LAWS& PRINCIPLES (Growing Knowledge To See The Opportunities ,Bungoma,Tourist Hotel, 2018-04-13)

Delegates Billing Invoice Payment

[Back](#)

#### Billing Information

Select Billing Type:

- Self Sponsored
- Self Sponsored**
- Company Sponsored

#### Billing Summary

No of Delegates	1
Total Net	Ksh 4,500.00
Payment Status	Pending

[Proceed to Invoice](#)

Contact memberservices@lsk.or.ke or +254 720 904 983 for Help

12:14 PM 10/04/2018

7. Click on **“Proceed to Invoice”** to download the invoice. You can download your invoice in PDF format by clicking on the **“Download Invoice”** button.

## Booking

### TAXATION LAWS& PRINCIPLES (Growing Knowledge To See The Opportunities ,Bungoma,Tourist Hotel, 2018-04-13)

Delegates Billing Invoice Payment

## Invoice

### Thank You for Booking

[Download Invoice](#)

[Payment Methods](#)

Contact memberservices@lsk.or.ke or +254 720 904 983 for Help

8. Click on “Payment Methods” for payment instructions.

### Booking

TAXATION LAWS& PRINCIPLES (Growing Knowledge To See The Opportunities ,Bungoma,Tourist Hotel, 2018-04-13)

Delegates      Billing      Invoice      Payment

**Payment Methods**

**1. M-PESA**

1. Go to M-PESA option on your phone
2. Select the Lipa Na M-PESA
3. Select Paybill Option option
4. Enter Business number 546300
5. Enter Account no. **F00XXXX**
6. Enter the Amount.Ksh 4,500
7. Enter your M-PESA PIN and Press Send
8. You will receive a confirmation SMS from M-PESA. Code
9. You will receive a confirmation SMS from LSK.
10. Click on Complete Payment Button Below to finish your payment

**2. Bank**

1. Bank: Kenya Commercial Bank
2. Branch: Upper Hill Platinum Centre
3. Bank Account Name : Law Society of Kenya
4. Bank Account Number : 121 958 7869
5. Swift Code : KCBLKENX
6. Branch Code : 01-332

OR

**Complete Booking** ✓

Contact memberservices@lsk.or.ke or +254 720 904 983 for Help

**Note:** The account number will be unique for each booking. This will be your account number when making payment at KCB or through Mpesa for the booked event.

9. Click on “Complete Booking” to view the event that you have booked as shown below.

Renewals ⚙️ Notifications 🔔 1

**My Events**

My Booking History

#	Event Name	Contact Person	Date Booked	Attendee	Amount	Actions
1.	Taxation laws& principles (growing knowledge to see the opportunities	Abc Xyz	10th April 2018	--	4,500.00	

Profile  
Settings  
Sign Out