



FOP Customer Portal Instructions for New Individual Members

The customer portal allows you to sign up and manage your account 24/7. Use the online portal to:

- Enroll
- Conveniently update personal contact information anytime
- View membership and coverage type/effective date
- Send and receive electronic notifications
- Manage online bill pay
- View previous payment and order history

Setting Up Your Account

1. To access the portal, visit www.foplegal.com. Click **Join Now** and select **Individual Enrollment**.

The screenshot shows the website header with the FOP logo and 'FRATERNAL ORDER OF POLICE LEGAL DEFENSE PLAN'. A search bar for 'Plan Attorney Search' is visible. The navigation menu includes: HOME, ABOUT, PRICING, JOIN NOW, PLAN ATTORNEY & CLAIMS, CONTACT, CUSTOMER PORTAL, NEWS & UPDATES, and PAY MY BILL. The 'JOIN NOW' dropdown menu is open, listing: Individual Enrollment, Group Enrollment, Retired Law Enforcement Concealed Carry Coverage, Moonlighting, and Fidelity Bonding. The 'Individual Enrollment' option is highlighted. Below the dropdown, a button labeled 'Individual Enrollment >>' is visible. The main content area shows the start of an 'ENROLLMENT' section with text: 'coverage with the Legal Defense Plan, please click on the link below to enroll. application approval, you will receive a Welcome Packet, including ID Card and a tion. (Note: Certificate of Participation should be removed. ance, please contact us at 800-341-6038 or info@foplegal.com. If you please make payable to FOP Legal Plan, Inc.'



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2. To establish your account, click on the **Create your Legal Defense Plan Customer Portal** button.

Login

Username or email

Password

Keep me logged in [Forgot Password?](#)

[Log In](#)

[Sign up for FOP Legal Defense](#)

[Create your Legal Defense Plan Customer Portal](#)

3. Complete the form to create your account. All information is required. If your FOP membership is pending, type "PENDING" in the "FOP Member Number" field. Click the **Sign Up** button.

Sign up to continue

First Name	Last Name
<input type="text"/>	<input type="text"/>
FOP Member Number	Last 4 SSN
<input type="text"/>	<input type="text"/>

Your email address

(In order to protect the privacy of your account, we encourage you to provide a personal email address.)

Password

Confirm Password

[Sign Up](#)

[Already have an Account?](#)

[Login to your account](#)



4. Next, complete your profile.

Profile Order History Pay Off Orders Saved Cards Topics Of Interest

Prefix: Prefix First Name: Last Name: Suffix: Suffix

Title: [Title]

Phone Type: Cell Phone Area Code: Area Code Phone: Phone Extension: Extension

Email Type: Primary Email Email Address: [Email Address]
(In order to protect the privacy of your account, we encourage you to provide a personal email address.)

Address Type: Billing Address Preferred Address:

Address Line 1: Address Line 1 Address Line 2: Address Line 2 City: City

Zip: Zip Country: United States State/Province: State/Province

Lodge/Employer

Lodge State: State/Province Lodge Name: Lodge Number: Lodge Number

Name of Employer: [Name of Employer]

Employer Address

Address Line 1: Address Line 1 Address Line 2: Address Line 2 City: City

Postal Code: Postal Code Country: United States State/Province: State/Province

If a field is required but left blank, you will see a red error notice.

Last Name

Last Name

Blank value is not OK for Last Name.



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5. Near the end of the form, you will be asked about your eligibility status (e.g., currently employed, retired). Your answer to this question will determine the type of coverage for which you are eligible.

Please select appropriate eligibility status:

- Employed by federal, state, or local law enforcement agency
- Employed by Private college/university, private railroad, or Native American tribal government
- Fully Retired Law Enforcement Officer

6. Once you have completed your profile, save it by clicking the **Save Changes** button that appears in the bottom right-hand corner of the screen. After Hylant approves your enrollment, your profile will be updated to reflect your coverage type, member status, effective date and dues paid-through date.

Membership Information	
Coverage Type Non-Member	Member Status Inactive
Effective Date Join Date	Dues Paid Through Dues Paid Through
Save Changes	



7. The coverage page will appear next. Click on the blue text that says **plan description**. Select your plan in the Library to view eligibility requirements.

Coverage

Coverage effective dates are the first day after the application is approved and payment received by Hylant. Applications not fully and accurately completed may result in ineligibility for, and non-payment of benefits.

By submission of this application, you confirm that you meet the eligibility requirements as set forth in the plan description.

FRATERNAL ORDER OF POLICE
LEGAL DEFENSE PLAN

Plan Attorney Search

HOME ABOUT PRICING JOIN NOW PLAN ATTORNEY & CLAIMS CONTACT CLIENT PORTAL NEWS & UPDATES PAY MY BILL

Overview
Board of Trustees
Library
FAQs

LIBRARY

Hylant is the enrollment and marketing administrator for the FOP Legal Defense Plan, and can assist you with direct marketing in your state.

- Legal Defense Plan Brochure
- Legal Defense Plan Description
- Retired Law Enforcement Concealed Carry Legal Defense Coverage (CCC)
- Retired Conceal Carry Coverage Flyer
- Presentation
- TUTORIAL: "How to's for enrollment, filing a claim, and using the Client Portal"

For more information on the FOP Legal Defense Plan, please **contact us**.



8. Back on the coverage page, in the “Enrollment Type” section of the form, select **Individual** as your enrollment option. Type in your name to confirm that you have read and understand the plan eligibility requirements.

Coverage

Coverage effective dates are the first day after the application is approved and payment received by Hylant. Applications not fully and accurately completed may result in ineligibility for, and non-payment of benefits.
By submission of this application, you confirm that you meet the eligibility requirements as set forth in the [plan description](#).

Basic Information

Prefix: First Name: Last Name: Suffix:

Title:

Email Type: Email Address:
(In order to protect the privacy of your account, we encourage you to provide a personal email address.)

Phone Type: Area Code: Phone: Extension:

Enrollment Type

Individual Group

I affirm I have read and understood plan eligibility requirements outlined at the top of this page.

Select Coverage Option

Administrative, Civil, Criminal \$310.00 more details	Civil and Criminal \$68.00 more details
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Credit Cards

Check

Bank Account (ACH)



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9. Click on the coverage option you wish to select (a blue bar will appear above your selection) and the payment option (annual or semi annual). Then, choose your payment type (credit card, check, electronic/ACH payment) and click **Pay & Submit**.

Select Coverage Option

Administrative, Civil, Criminal \$310.00 more details	Civil and Criminal \$68.00 more details
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Select Payment Options

Annual \$310.00
 Semi Annual \$155.00

Credit Cards [>](#)

Check [>](#)

Bank Account (ACH) [v](#)

Note: Please enter numbers with no spaces or dash

Account Number

Account Holder's Name

Bank Name

Routing Number

Auto Renew?
 Save for Future Use

[Pay & Submit](#)

10. Once you submit the completed form, a "Submission Received" confirmation page will appear. You also will receive a confirmation email. To send a copy of your receipt to an additional email address, type the email address in the space provided and click on the blue **Email Receipt** button.

[Become a Member](#) Welcome Amy [My Cart](#)

Submission Received

Thank you for your submission! Coverage effective dates are the first day after the application is approved and payment received by HyLant.

If you have chosen to pay by check please send your check payable to FOP Legal Plan, Inc. to the following address:
FOP Legal Plan, Inc.
PO Box 64920
Chicago, IL 60669-4920
An email confirmation has been sent to your email: amy.no1@test.com

Email receipt to additional person(s)

Multiple email addresses should be separated by commas. [Email Receipt](#)

Order Number: 49790134	Customer Number: 1338801
Order Type: Regular	Order Date: 09/09/2021
Status: Taken	Grand Total: \$310.00
Shipment Method: NA	Payment Method: Visa
Ship To:	Bill To:

Coverage Selected

No Photo Available	Administrative, Civil, Criminal \$310.00 Individual Sub: Amy Nol. Start: 9/9/2021 # Copies: 1
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Auto Renew?

Subtotal \$310.00

Submission Summary

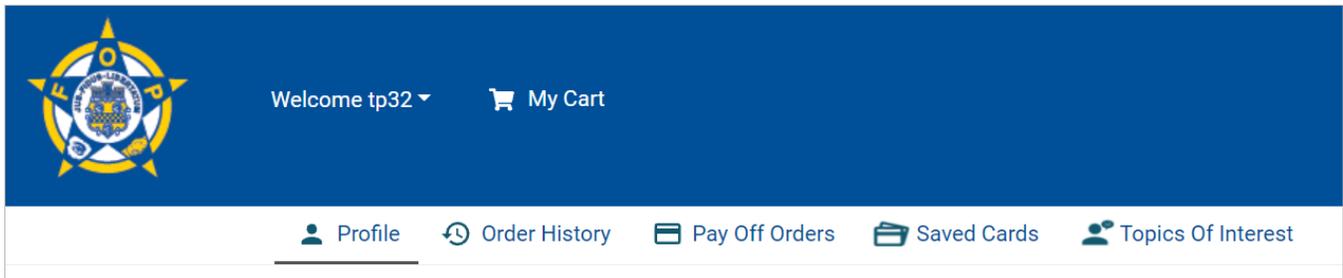
Grand Total	\$310.00
Subtotal	\$310.00
Total	\$310.00
Balance	\$0.00
Payments	\$310.00



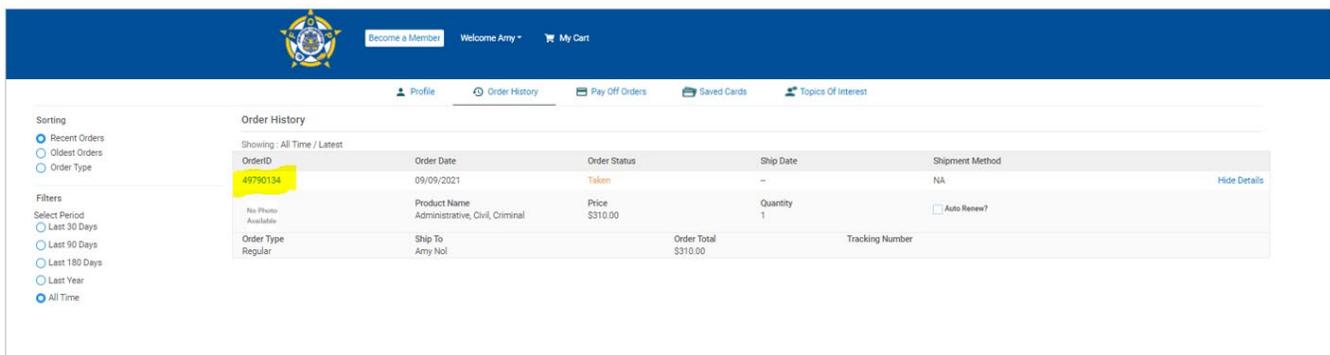
Managing Your Account

On the home page, the menu across the top of the screen allows you to navigate to your profile page, review your order history, renew your coverage (“pay off orders”) and view payment methods on file (“saved cards”).

1. Click on **Profile** to review and update your information as necessary. Always remember to click on the **Save Changes** button in the lower right-hand corner of the screen when you are done.



2. Click on **Order History** to see your initial order and renewals. The balance due will not appear on this screen until quotation is processed by Hylant. You can click on the blue **OrderID** number to see details around a specific order.





3. At the time of your renewal, to renew coverage, click on **Pay Off Orders** in the navigation menu. Here you can see the balance amount due. To pay, **click in the blue box next to the Order ID number**; the “Pay Amount” will appear in that box. Then select your payment type to submit your renewal.

The screenshot shows the 'Pay Off Orders' section of the user interface. At the top, there are navigation tabs: Profile, Order History, Pay Off Orders (selected), Saved Cards, and Topics Of Interest. Below the tabs is the 'Unpaid Orders' section, which contains a table with the following data:

Order ID	Order Type	Order Date	Total Amount	Balance Amount	Pay Amount
<input checked="" type="checkbox"/> 4979947	Quotation	10/11/2021	\$310.00	\$310.00	<input type="text" value="\$10.00"/>
<input type="checkbox"/> 49799470	Quotation	10/11/2021	\$68.00	\$68.00	<input type="text"/>

To the right of the table is an 'Account and Payment Summary' box with the following information:

Total Outstanding	\$378.00
Total Payment	\$310.00

Below the table is a 'Credit Cards' section with a dropdown arrow. It contains a form for entering card details: Card Number, CVV, Exp. Month, and Exp. Year. There are checkboxes for 'Auto Renew?' and 'Save for Future Use' (checked). A 'Make My Payment' button is located at the bottom right of the form. Accepted cards logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER are shown.

4. Go to **Saved Cards** to see which credit card(s) you have on file. You can make edits or add a new card here. Note that auto renewal is not yet available, but it is planned as a future enhancement.

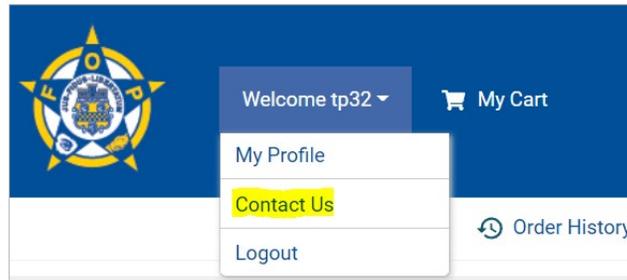
The screenshot shows the 'Saved Credit Cards' section of the user interface. At the top, there are navigation tabs: Profile, Order History, Pay Off Orders, Saved Cards (selected), and Topics Of Interest. Below the tabs is the 'Saved Credit Cards' section, which contains a list of saved cards. One card is visible:

Visa	Ending In	1111	Expire On	12/2020
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Below the card information are buttons for 'Select', 'Edit', and 'Delete'. Below the list is an 'Add a Card' section with a form for entering card details: Card Number, CVV, Exp. Month, and Exp. Year. An 'Add Card' button is located at the bottom right of the form. Accepted cards logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER are shown.



5. If you need more information, select **Contact Us** from the home page, then complete and submit the form.



Contact Us

Request Type

Details