

How to Create Online LPI Account

Disclaimer

- If possible, use Internet Explorer or Mozilla Firefox as your web browser.
- LPI advises you apply for the program prior to creating an online account. If you do not have an Identification Number or Subscription for the LPI products the application forms are located on the LPI.ca website under "Apply Now - Forms."
- You must be an authorized representative for the respective Identification Number and Subscription to create an online account

Instructions:

1. Go to www.lpi.ca
2. Click on Login button located in the top right hand corner. Do not use a favorite in order to access this web page
3. Click on the Create Account button located near bottom of the page
4. Fill out the following fields (* indicates the field is mandatory):
 - a. Basic Information
 - b. Create Your Unique Username and Password
 - c. For Third Party Representatives Only
 - i. For individuals doing acting on behalf of another business
 - d. For Existing Clients
 - i. Ensure you put in ID number
5. Click Create Account once complete
6. When you click Create Account LPI staff need to approve your account creation request
 - a. This approval can take up to 3 hours

Upon Account Approval

1. When your account has been approved you will receive a confirmation email, please click on the link to confirm your email
2. You will be re-directed to Register your security profile, click Register
 - a. If you do not see the Register button we must zoom out your screen. Press and hold the CTRL and "-" buttons on your keyboard to zoom out until the Register button appears
3. You will be assigned a security image and phrase, DO NOT enter your password on this screen
4. Click Accept this Image and Phrase button to continue
5. The next step is to set up your security questions
6. Select question 1, enter your answer in the answer box and hit enter, then select question two and repeat until all three questions show completed in green
7. Please read and check the box stating you have reviewed the Terms and Conditions, click Submit
8. You are now logged in

For additional assistance please contact your local LPI office or the WLPIP Client Service Centre by phone at 1.844.782.5747 or email info@lpi.ca.

LPI Client Service Centre Hours of Operation: 8:15 A.M to 4:30 P.M. MT

