

BBO Renewal Reimbursement Process – Job Aid

Committee for Public Counsel Services

Finance



BBO Renewal Reimbursement Process

Before You Begin – Important Information

❖ BBO Renewal Form:

The BBO renewal registration form has to be submitted electronically via the Massachusetts Board of Bar Overseers website.

FAQs regarding BBO registration can be found here <https://www.massbbo.org/FAQ>.

❖ Payment Options:

There are three payment options available:

- Credit Card
 - **Note:** There is a 2.45% convenience fee (minimum \$3.00 charge).
- Electronic Check
 - **Note:** You will need a routing number, account number, and a check number.
- Check by Mail
 - **Note:**
 - Once you complete the online registration, a confirmation will be emailed to the email address on file with the Board of Bar Overseers.
 - Send a copy of that registration confirmation **along with** a check for your registration fee to the Board of Bar Overseers.
 - Your online registration and payment will be processed within approximate 3 business days upon receipt.

❖ Documentation Needed for Reimbursement:

We will need the following information submitted via Concur to process your reimbursement:

Credit Card Payment or Electronic Check election:

- A copy of your registration confirmation email showing that the fee was paid and the payment confirmation receipt.

Paper Check election:

- A copy of your registration confirmation email **and**
- Proof of Payment
 - The cashed check image (front & back), bank statement, or transaction history showing the check was cashed.

❖ **The Following Expenses Will Not Be Covered:**

- The voluntary Access to Justice Fee of \$51.00.
- Any late fees associated with late registration payments.

❖ **Contact Information:**

- If you have additional questions regarding the Concur reimbursement process, please send an email to travel@publiccounsel.net.
- If you have questions regarding the online BBO registration please contact the Board of Bar Overseers Attorney Registration Department (617) 728-8800 between 9:00 a.m. and 3:00 p.m. or email at reg@massbbo.org.

BBO Renewal – Online Registration

1. Navigate to the Board of Bar Overseers Attorney Registration Department’s website:

<http://massbbo.org/>.

2. Select the “**Attorney Registration**” on the left hand corner of the page.

The Board of Bar Overseers and the Office of the Bar Counsel were established by the Supreme Judicial Court in 1974 as independent administrative bodies to investigate and evaluate complaints against lawyers.

Attorney Registration

File a Complaint

Attorney Reinstatement

View Calendar

COVID-19 Response

ANNOUNCEMENTS

*** EMPLOYMENT OPPORTUNITIES ***

The Board of Bar Overseers ([BBO](#)) and Office of Bar Counsel ([OBC](#)) are currently recruiting. For more information, please visit our [Employment Opportunities](#) under the *About Us* tab at the top of this page.

Bar Counsel's Annual Report to the SJC

Bar counsel's [Annual Report for the Fiscal Year 2022](#) is now available on the [Annual Reports page](#) of the BBO website. The report includes information and statistics regarding complaints received and disciplinary proceedings initiated by the Office of Bar Counsel between July 2021 and June 2022.

3. Select “**Registration Renewals**”. Click on “**Start Online Renewal Registration**”.

		
Registration for New Attorneys (online)	Registration Renewals (online)	In-House Counsel
Attorneys who are newly-admitted to the bar in Massachusetts, and are registering for the first time.	Attorneys admitted in Massachusetts who have previously registered and are renewing their registrations, including Retired attorneys.	Attorneys not admitted in Massachusetts who are engaged in the practice of law as in-house counsel in this Commonwealth.
Start Online Initial Registration	Start Online Renewal Registration	First-Time Registration Form Registration Renewal Form Termination Form Take Demographic Survey

4. If this is your first time logging in, please click on “**create an account**”.

Log In

 Email

 Password

Log In

Attorneys:

If this is your first time logging in, please [create an account](#)

If your primary email has changed since the last time you accessed your account, please email registration at RegistrationDept@massbbo.org for assistance.

If you are required to complete the Attorney Demographic and Law Practice Survey, you must first log in. If this is your first time completing the survey, please [create an account](#).

5. You will have to create a new account by completing the fields below. Then click on “**Create Account**”.

Create an Account

First Name *

Last Name *

Email *

Verify Email *

Create Account

6. If you already created an account, you can log in using your email and password. Then click on “**Log In**”.

Log In

 Email

 Password

Log In

7. Once you are signed in, you will have to complete the electronic form and submit it online, to the Board of Bar Overseers Attorney Registration Department, for processing.
8. You will receive a confirmation email showing your registration details, and the fee paid. You will also receive a payment confirmation notification if you paid via ACH E-Check or by Credit Card.

From: RegistrationDept@massbbo.org
To: [Attorney:](#)
Subject: BBO Registration Confirmation
Date: Tuesday, August 22, 2023 5:00:29 PM

Dear Attorney

This is to confirm receipt of your registration with the Board of Bar Overseers.

BBO Number: XXXXXX

Date: 8/22/2023 5:00 PM

Payment Received: \$361.79

Overpayment: \$0

Payment Method: PayPal

Registration Status: Active

Demographic Survey Complete: 08/22/2023

Please call the Registration Department at (617) 728-8800 between 9:00 AM and 3:00 PM or email at RegistrationDept@massbbo.org if you have any questions.
Thank you.

Sincerely,

The Registration Department
Massachusetts Board of Bar Overseers
99 High Street
Boston, MA 02110

Concur – Reimbursement Process

1. Once you log into Concur, select “**Create New Report**”.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below this, the 'Manage Expenses' section is active. On the right side of the 'REPORT LIBRARY' header, there's a 'View: Active Reports' dropdown and a red-bordered button labeled 'Create New Report'.

2. Complete all the fields in the expense report. The fields with the * are required.

The screenshot shows the 'Create New Report' form. It includes fields for 'Report Name *' (BBO Registration), 'Report Date' (08/28/2023), 'Division' (FINANCE / FACILITIES), 'Location *' (Boston - 75 Federal Street), 'In State *' (Yes), and 'Training? *' (No). At the bottom, there are 'Cancel' and 'Create Report' buttons, with the latter highlighted by a red box.

4. Click on “**Add Expense**”.

The screenshot shows the 'BBO Registration \$0.00' report page. It includes a 'Not Submitted | Report Number: 6V61G0' status. Below the report details, there's a row of buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The 'Add Expense' button is highlighted with a red box.

5. Select “**BBO Registration**” under the “**Fees**” column.

The screenshot shows the 'Add Expense' dialog. It has a search bar labeled 'Search for an expense type'. Below the search bar, there's a list of expense types under the '06. Fees' category. The 'BBO Registration' option is highlighted with a red box.

6. Enter your BBO Renewal Expense transaction information. The * highlighted fields are required.

Note: Enter your BBO number in the **BBO Number** field.

New Expense

Details

Itemizations

 Allocate

* Required field

Expense Type *

BBO Registration

Transaction Date *

08/28/2023

Business Purpose *

BBO Renewal

Vendor Description

BBO

Payment Type *

Cash / Personal Card

Amount *

309.27

Currency *

US, Dollar

Account

None Selected

Unit (Only for PCARD users)

None Selected

Activity

None Selected

Function

None Selected

In State *

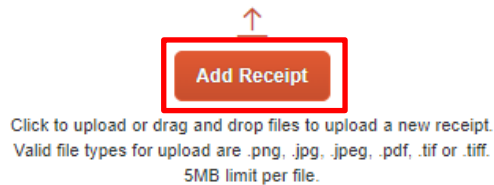
Yes

☐ Personal Expense (do not reimburse)?

BBO Number *

123456

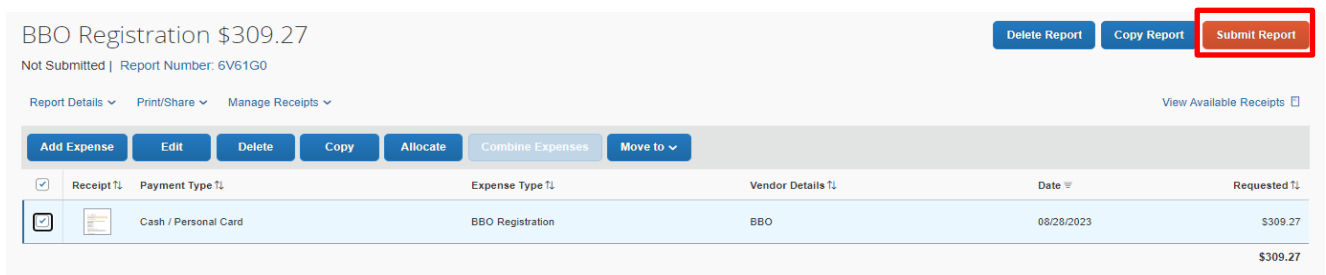
7. Select the **“Add Receipt”** button to upload your confirmation email and proof of payment.
Note: For assistance with uploading receipts, see the **Concur – How to Upload Receipts** Job Aid located at <http://cpcs-intranet/cfo/travel/>.



8. Once you attach the supporting documentation, select the **“Save Expense”** button.



9. Your expense will now show under the Expenses column. Select the **“Submit Report”** button to submit your expense report for approval and payment.



10. Confirm your submission by selecting the **“Submit Report”** button again.

