

## MCLE Electronic Reporting Instructions

The State Bar MCLE Department has implemented an electronic reporting system for MCLE credit. **You are responsible for reporting your MCLE hours for this seminar.** The following are instructions as to how to report your credits online:

1. To report your hours for this course, go to [www.texasbar.com](http://www.texasbar.com).
2. Login to “My Bar Page” using your bar card number and password, or create a new account to obtain a password, and click “login.” Once logged in, you may have to review your contact information and click a link at the bottom that states “Save and Continue.”
3. On the top right corner, there should be a drop down arrow next to your name. Click on “My Bar Page.”
4. Click on “View/Report MCLE hours”
5. Click on “Add Attendance.”
6. Under the “Course” tab, enter the “2024 Riley Fletcher Basic Municipal Law Seminar - In-Person” course number **174219700**, the course the course date, and the number of hours you attended (maximum of **8.0 participatory hours**, including **.75 ethics hour**).
7. Click “submit.”

If you have questions, please contact the State Bar of Texas directly at 1-800-204-2222.

In lieu of electronic reporting, you may contact the state bar for a traditional bubble-sheet reporting form.