

## **CONGRATULATIONS ON REGISTERING WITH MAURICE LEE & TAN!**

You are about to begin your exciting journey with us to create your Will, your LPA and other services from us. You are now at **MY DASHBOARD** page.

### **DASHBOARD**

You can: -

- (i) Update your Profile.
- (ii) Notify your designated parties (relating to your Will or LPA) on your travel under AWAY MODE.
- (iii) View all notifications and updates from us relating to your matters.
- (iv) Access the functions and services provided by us.

### **MY WILLS**

Once you have purchased a Will Package from us, you will be able to access this Page to create a Will. Please refer to the **FAQ on My Will Writing** for instructions to create a Will.

### **MY REVIEW (Wills)**

If you have been appointed as an Executor and/or Legal Guardian, you will receive an email from us to access this function. You will be able to update your Profile and review your appointment(s). After you have updated all the relevant information, you can review/confirm your appointment(s) in this function. Please refer to the **FAQ on My Review** for further clarifications.

### **MY ASSETS**

As a registered User with us, you can have an online registry of all your assets. You can update anytime and anywhere. It is important to keep a record of your assets. Your Executors may not know what are your assets and this may cause a delay in the application to the Court for Grant of Probate. Please refer to the **FAQ on My Assets** for instructions to update your Assets.

### **MY LPA**

Once you have purchased a Lasting Power of Attorney (LPA) Package from us, you will be able to access this Page to create the LPA. Please refer to the **FAQ on My LPA** for instructions to create the LPA.

### **MY REVIEW LPA (Donee)**

If you have been appointed as a Donee, you will receive an email from us to access this function. You will be able to update your Profile and review your appointment. After you have updated all the relevant information, you can review/confirm your appointment in this function. Please refer to the **FAQ on My Review** for further clarifications.

### **MY REVIEW LPA (Replacement Donee)**

If you have been appointed as a Replacement Donee, you will receive an email from us to access this function. You will be able to update your Profile and review your appointment. There is no further action on your part. Please refer to the **FAQ on My Review** for further clarifications.

### **MY APPOINTMENTS**

You will be able to fix an appointment with us to sign your Will and/or LPA when you have approved your draft Will/LPA from us. It is a very convenient mode for you to fix an appointment with us. You can change your fixed appointment twice even though you have created an appointment with us. Once your appointment has been booked, you cannot change your appointment. An admin fee will be chargeable to change appointment.

### **MY ORDERS**

You can view all your purchases with us and find out the expiry dates of the relevant packages.