

Getting Started in BA5 – PPS Users

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Introduction

When running Best Authority with a Pay-Per-Service (PPS) license, you will need to obtain an authorization for every document you process. There are two ways to accomplish this:

- Pay for the current document only (called “Pay Now”), or
- Use credits that have been pre-purchased for your Account

This document briefly takes you through this process. For full details, consult the “Using Best Authority with a PPS License section of the Best Authority [User’s Guide](#).

Authorizing Pay Per Service Usage

When you click Startup for the first time on a document, the **Get Authorization** dialog appears:

Best Authority

Get Authorization

To purchase a service, check the box for that service. Then select a payment method, complete the additional information, and click OK.

Services

Please select at least one service

Select	Service	Pricing Method	Price*	Amount*
<input checked="" type="checkbox"/>	Table of Authorities	Per Schedule	65	65

Amount Due* 65

* All values shown in Credit Units

Payment Methods

Select a payment method.

PRE-PURCHASE BULK CREDITS

Use Account Balance - (140.00 Credits Available)

Pay Now - (\$71.50 incl. tax)

No Charge - Pro Bono

No Charge - Academic

No Charge - ReDo

Authorization Tracking Information

Document Title:* BestAuth Sample 101 Premium.docx - Compatibility Mode

User Name:* kpendergast

Client:

Office:

Comments:

Ok Cancel

Figure 1. Get Authorization dialog

Services: Table of Authorities is required and is therefore selected by default with the Pricing Method and Price (in credits) listed. Table of Authorities is the only service presently available. Additional services may be added in the future.

Payment Methods: To select the payment method, first, click the radio button next to the method you wish to use. These options are:

- **Use Account Balance:** If you or someone in your Account's organization have pre-purchased credits, you may select this option to apply them toward the current document. NOTE: If you wish to purchase more credits, click on the "Pre-Purchase Bulk Credits" button. Once purchased, those credits will be reflected on the Get Authorization dialog.
- **Pay Now:** To pay for just the current document with a credit card, select this option.
- **No Charge – Pro Bono:** If you are a Pro-Bono organization or if the current document is being filed in a Pro Bono case, you may select this option.
- **No Charge – Academic:** If you are a law school student and the current document is part of a law school project or assignment, you may select this option.
- **No Charge – ReDo:** A Re-Do authorization may be granted for the following situations:
 - You are working on a copy of a previously-authorized document
 - The Metadata has been removed by accident
 - The document was authorized, but not saved after the authorization was granted. Any PPS Account administrator can check through the PPS website to verify whether the document's authorization has been registered.

Authorization Tracking Information. The tracking information contains up to six tracking items for each document:

- **Document Title** – The name used for identification of the document in the Document tracking system. By default, it is the name of the document, but may be changed to any arbitrary text.
- **User Name** – The name of the user
- **Client** – The ID of the client for which the current document is being filed
- **Matter** – The ID of the matter for which the current document is being filed
- **Office** – The office in which the current document is being processed
- **Comments** – Any comments/notes. Organizations may employ standards for data to be entered into this entry.

NOTE: If one or more of these entries has an asterisk (“*”), then that entry is required to get the document authorization. If one or more of these entries is not showing on your Get Authorization dialog, then it has been disabled by your administrator.

Complete The Authorization Process

After you have entered all of the information into the Get Authorization dialog, click the “**OK**” button. Best Authority will transmit all of the authorization information to the L&J web server and an authorization is granted. You will then be able to immediately begin processing the document.

No Charge Affirmations

If you have selected any of the “No Charge” payment methods, Best Authority will prompt you to complete an affirmation form to provide related information. Examples of these dialogs are shown below:

Best Authority ? X

Pro Bono Authorization

I affirm that this document is being prepared in furtherance of a *pro bono* activity, and that no fee is being charged to any client or governmental sponsoring agency.

Affirm

Pro Bono Sponsoring Institution
Homeless Lawyers, Inc.

Court
4th U.S. District Court

Case Number
123456

Nature of Case and Document (Minimum: 25 characters)
Appealing court decision to remove non-profit status of shelters

Ok

Figure 2. No Charge – Pro Bono dialog

Best Authority ? X

Academic Authorization

I affirm that this document is being prepared to satisfy an academic requirement (such as law school, CLE or a law journal) and that there is no revenue to me or my practice associated with this process.

Institution
Harvard Law School

Instructor or Editor Name
Prof. Kingsfield

Instructor or Editor Email
kingsfield@harvardlaw.edu

Course/Article Title
Torts

Level (e.g., 1L or CLE)
1L

Ok

Figure 3. No Charge – Academic Authorization dialog

Best Authority ? X

Redo Authorization

I affirm that this document has previously been processed on a paid basis within the past two weeks and that the prior authorization token has been lost or deleted due to a technological issue or other error.

Affirm

Explanation of Circumstances (Minimum: 25 characters)
The document was accidentally scrubbed by our metadata cleaner.

Ok

Figure 4. No Charge – Redo Authorization dialog