


Unite Education Program v6.2

Job Aid: 5371

Add a Coupon to Unite

In Unite, you can add up to 1,000 coupons for the same fee at a time. Fees associated with coupons include the JD CAS report fee, the LLM CAS report fee, the JD CAS subscription fee, the LLM DAS subscription fee, and the LLM ITAES subscription fee. For each coupon that you add, Unite generates a unique code that can be given to individuals to redeem.

To add a coupon to Unite

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the **Waivers/Coupons** tab.
4. On the navigation pane, click **LSAC Fee Coupons**.
5. Click  .
6. In the **Notes/Comments** text box, enter a description for the coupons you want to add.
7. In the **Expiration Date** text box, confirm the expiration date or select a different date.

Note

By default, coupons expire one year from the date that coupon codes are generated.

8. From the **Coupon Type** list box, select the fee to which you want the coupon to apply.
9. In the **Number of Coupons** text box, enter or select the number of coupons you want to add.

10. Click **Submit** .

Note

If you plan to distribute coupons at a recruiting event or throughout an admissions cycle, you may want to export a list of the coupon codes to a .PDF or an .XSLX file.