

# Quick Guide to Referring Clients to Lexington Law



## Step 1 - Get your client in touch with a Lexington Law Legal Consultant



Have a paralegal contact your clients on your behalf. Refer your clients by using the “refer a client” button found at [www.fsprogram.com](http://www.fsprogram.com).

*← This has proved to be our most effective method...*



Send clients to the website. [www.lexingtonfs.com](http://www.lexingtonfs.com) or [www.lexscore.com](http://www.lexscore.com) for the ScoreBoost program.

*Make sure your clients use your Affiliate ID number! (You can find this in your welcome email) - Reid*



Have your clients call Lexington directly. **1-888-348-8440** or **1-800-636-0268** for the ScoreBoost program.

## Step 2 - Upon enrollment of a client, you will be notified by email



This email will provide instructions on how to submit a credit report for your client if you choose to do so. (Ultimately it is the responsibility of the client to provide credit reports. You may choose to do so as a courtesy to your client.)



Reports for clients may be emailed as a PDF attachment to [fsreports@creditrightrights.org](mailto:fsreports@creditrightrights.org) or may be faxed to **801-983-2608**

## Step 3 - Monitor the progress of your clients' cases online



By logging into the affiliate web site [www.fsprogram.com](http://www.fsprogram.com) and viewing the “CIS Site” you can view how your clients are doing.