

Using the Legal Benchmarking Group's Submission Portal

Last updated: August 2025

What is the Accreditation Portal?

- Launched in December 2021
- Hub for submissions to the Legal Benchmarking Group's brands
- Single portal and account for all research submissions
- Upload and access research forms



Benefits

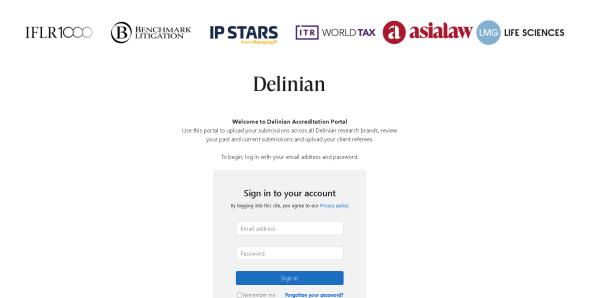
- Increased efficiency: single portal and accounts for all LBG's brands
- Greater data security and access: upload forms and see previous submissions
- Improved reporting: more detailed submission confirmation and tracking
- Long-term strategy to improve user experience



Accessing the portal

https://submissions.legalbenchmarkinggroup.com





Sign in if your firm already has an account*

Sign up to register if your firm does not have an account

You can, of course, click on 'Forgotten your password' if you were the one that set up your firm's account.



Portal registration

- Before setting up a new account, it is advisable to ask the relevant individual(s) in your law firm, likely a business development or marketing colleague, to confirm if your firm already has an account.
- Register using your firm/company email address only (no personal email address allowed). We strongly advise firms to use a generic or team email account which can be used or accessed by anyone in the team or firm in case of staff departure.
- Create a single account for your firm/company
- Select from over 12,000 firm/company names or request for your firm or company to be added*
- Primary user can add a secondary email address for correspondence only.
- We do not allow third parties, i.e. external marketing consultants, to create accounts in their own name, company name and email address. Third parties assisting firms are advised to use the contact details of the firm's employee, e.g. a partner or marketing manager.**







☐ I have read and agree to the Terms and Conditions

☐ I have read and agree to the Privacy Policy







Account Creation		
First Name		
Surname		
Email Address		
Company	Please start typing your firm name then select from the drop down	Your company name is not listed? Please type at least 3 letters of your firm name then wait 15 seconds for the name to appear on the drop down. If the name is still not listed then request adding your company name to our list here
Job Title		
Country	Type and Choose your country	
Contact Number		
Password		
Confirm password		

- *Please note that the system may take some seconds to pull up your firm/company name and/or country, if available, so please give it some time.
- **The registrant will receive the verification or confirmation email.

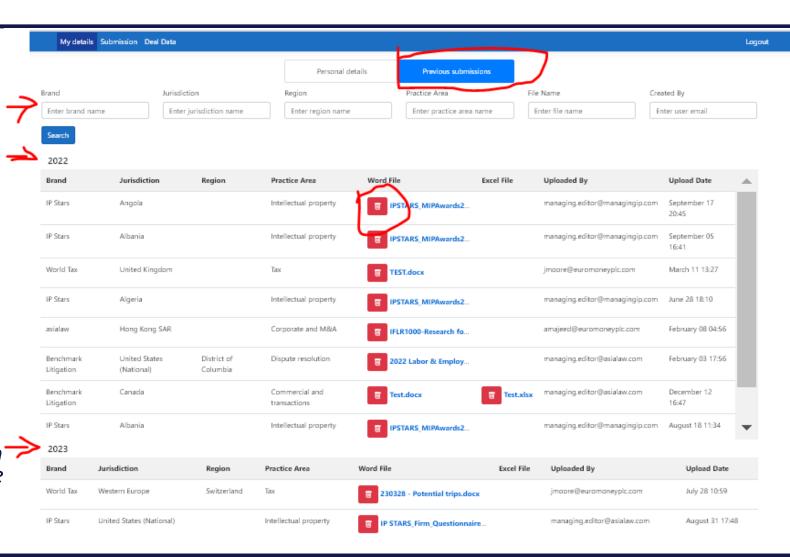


My details

- Divided into two sections:
 - Personal details
 - Previous submissions
- Previous submissions can be accessed and deleted here*
- Search by brand, jurisdiction, practice area, etc.

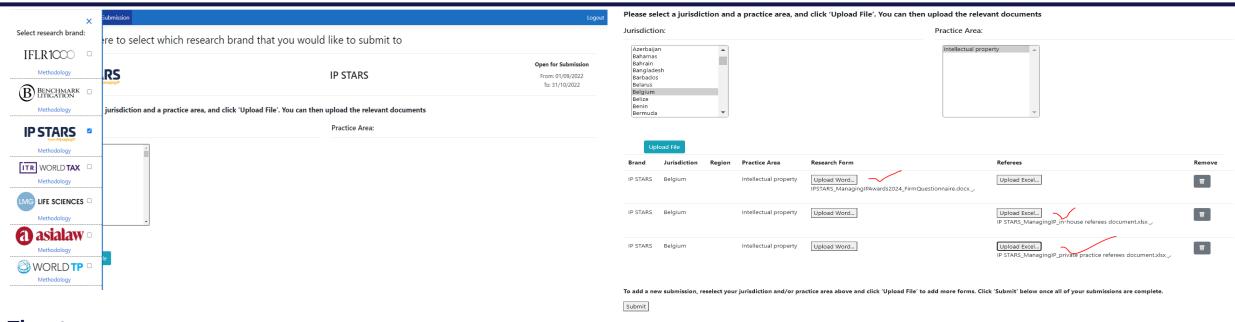
*To see all your previous submissions, please make sure you follow the steps in the next page. Please note that we can see all uploaded submissions from our end even if you cannot see them.

For data security, only the registered user can access documents he or she submitted for the firm.





Submission



The steps

- 1. Select:
 - (a) Brand (IP STARS)
 - (b) Jurisdiction
 - (c) Practice area (intellectual property)
- 2. Click 'Upload File'
- 3. Attach research form (Word doc)

- 4. Repeat steps 1(b), 1 (c) and 2 to attach your referee spreadsheet*
- 5. After attaching all your files, click 'Submit'
- *Follow step 4 to attach another document

NB: We accept and analyse law firm submissions by jurisdiction. To submit for more than one jurisdiction in one sitting, please follow all the steps above.



Contacts

For technical issues concerning the portal, please contact the LBG Accreditation Portal team.*

Email: accreditation@legalbenchmarkinggroup.com

For enquiries or questions about our research or forms, please contact Managing IP's research team.

Email: research@managingip.com

*You may also contact Managing IP's research team if you have not received a response from the portal team after 7 working days.

