

## MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

Using the instructions below you can:

1. *View Summary: View a brief snapshot of the individual's information, including full name, title, email, phone numbers and address.*
2. *Manage Profile: personal demographics, emergency contacts, interests and hobbies etc.*
3. *Manage Contact Info: name, title, email, phone and address.*
4. *Manage Biography: up to 3 biographies are allowed per individual.*
5. *Update Affiliation: includes the reason to invite and an open-ended information field for notes.*
6. *Update Relationship Attorney: reassign the client to a new relationship attorney.*
7. *End Affiliation: allows for the removal of individuals with whom the firm no longer has a relationship.*

**STEP 1: Log in to My USLAW at <https://www.uslaw.org/MyUSLAW/attorneys-home/>**

Log In

Email

Password

**Log In**

[Forgot your password?](#)

**STEP 2: Select My Membership from the Toolbar**

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### STEP 3: Select My Firm Profile

My Membership
My Profile
My Contact Information
My Event Registrations
My Biography
My Firm Profile
Login and Privacy Settings

### STEP 4: Select My Firm Clients

My Firm Profile
My Firm Staff
My Firm Clients

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**STEP 5: Navigate to the appropriate individual. Select the desired action from the menu options.**

Return to My Organization

Williams Kastner (WA)  
Manage the **clients** of the firm on this page.

Add Client Individual

Search by first name, last name, etc.

**Mr. Matthew J. Atlas**  
Chief Litigation Counsel  
Colgate-Palmolive Company  
Williams Kastner (WA) > Matthew Atlas

**Mr. Channin A. Baxter**  
Casualty Claims Analyst  
United Road Services  
Williams Kastner (WA) > Channin Baxter

- View Summary
- Manage Profile
- Manage Contact Info
- Manage Biography
- Update Affiliation
- Update Relationship Attorney
- End Affiliation

### View Summary

*View a brief snapshot of the individual's information, including full name, title, email, phone numbers and address.*

Williams Kastner (WA) > Matthew Atlas

**Name** Matthew J. Atlas

**Title** Chief Litigation Counsel

**Company Name** Colgate-Palmolive Company

**Primary Email** matthew\_atlas@colgatepalmolive.com

**Direct Office Phone**

**Mobile Phone**

**Company Address**  
909 River Road  
Piscataway, NJ 08854 USA

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### Manage Profile

*This section allows you to edit demographics, emergency contacts, interests, spouse/significant other, certifications, education, memberships and social media links. Next to each section, select the “edit” option to modify your existing data.*

Demographics	<a href="#">Edit</a>
Gender	Male
Ethnicity/Race	
Birthdate	
Dietary Restrictions	
Shirt Size	

### Manage Contact Info

*This section allows you to edit name, title, addresses, phone numbers, email and firm profile links. Next to each section, select the “edit” option to modify your existing data.*

Name and Title	<a href="#">Edit</a>
Salutation	Mr.
First Name	lessie

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### Manage Biography

From this section, you can edit existing biographies or add additional ones. Each individual may now have up to 3 biographies. Each biography can be tagged with applicable practice group(s). If multiple biographies are on file, one must be marked as primary.

### Add New Biography

Up to 3 biographies are allowed.

Practice Group(s)

Appellate Law
Banking and Financial Services
Cannabis Law
Commercial Law
Complex Tort and Product Liability

\*Biography Text

Is Primary

### Update Affiliation

This section allows you to add/edit the reason to invite and the additional information field.

<b>Account</b>	Matthew Atlas
<b>Parent Account</b>	Williams Kastner (WA)
<b>Affiliation Details</b>	<a href="#">Edit</a>
<b>Reason To Invite</b>	
<b>Additional Information</b>	

## MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

### Update Relationship Attorney

*This section allows you to reassign a client to a new relationship attorney.*

#### Current Client Relationship Attorneys

Mr. Matthew J. Atlas currently has 1 relationship attorney(s):

- Mr. Robert C. Manlowe

**WARNING:** by selecting a replacement attorney, the existing relationship(s) (listed above) will be deactivated. If you need to add a client relationship attorney without deactivating the existing relationships, please contact Jennifer Randall at [jennifer@uslaw.org](mailto:jennifer@uslaw.org)

If you are ready to proceed, click **Next**.

Next

- Ms. Jacek R. Pawlicki
- Ms. Meredith E. Dishaw
- Ms. Nicole MacKenzie
- Ms. Sheryl J. Willert

Click **Create Relationship** to commit this attorney relationship assignment.

Create Relationship

### End Affiliation

*This section allows you to remove an individual who is no longer associated with the firm.*

#### Remove Individual

To remove this individual from the roster, please select a reason first.

Removal Reason \*

--None--

Cancel

Remove