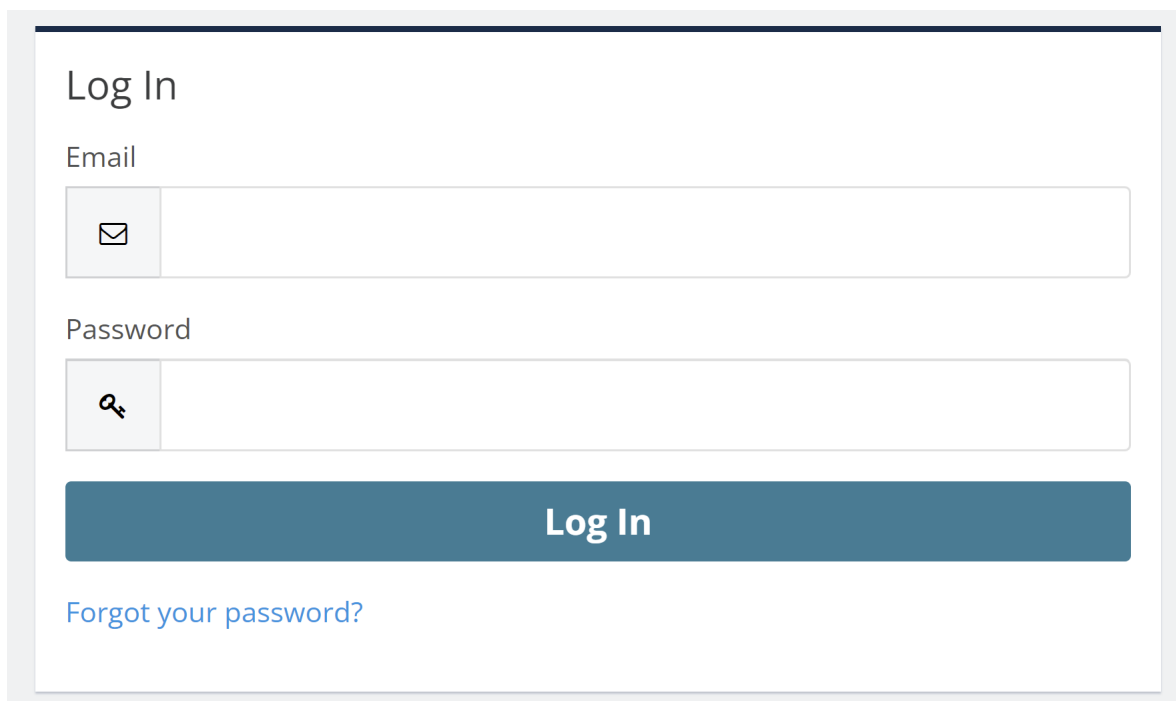


MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

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/>



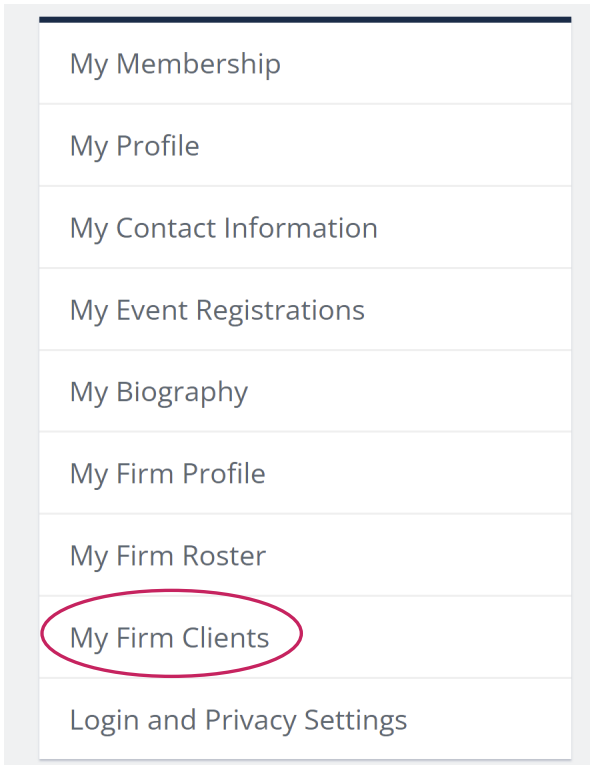
The screenshot shows a login form with the following elements:

- Log In** header
- Email** label above a text input field with an envelope icon on the left.
- Password** label above a text input field with a key icon on the left.
- A large blue **Log In** button.
- A blue link: [Forgot your password?](#)

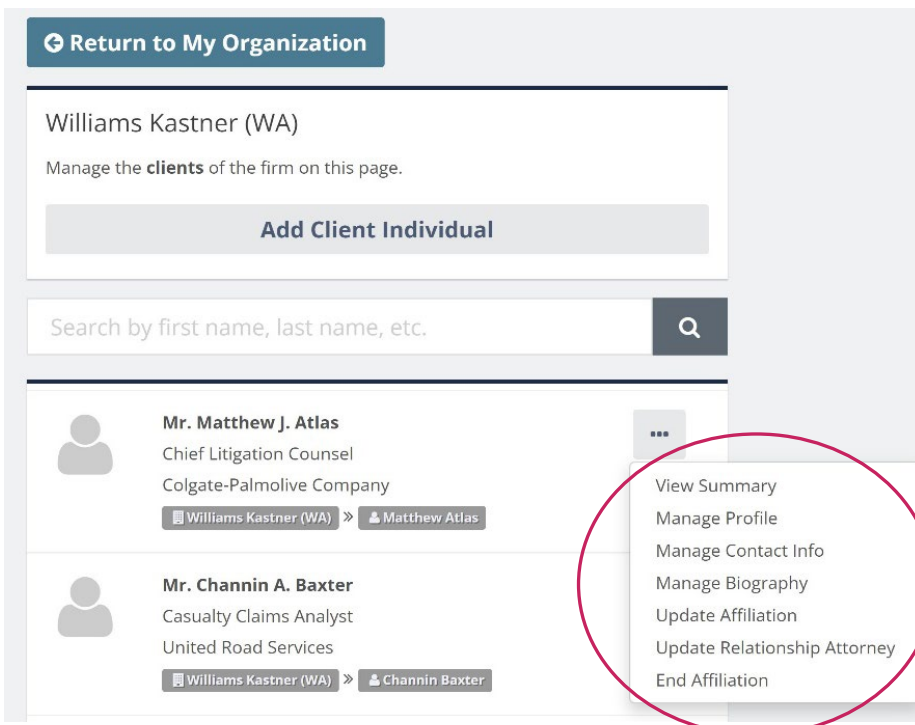
STEP 2: Select My Membership from the Toolbar

MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

STEP 3: Select My Firm Clients



STEP 4: Navigate to the appropriate individual. Select the desired action from the menu options.



MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

View Summary

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

✕

📄 Williams Kastner (

👤 Matthew Atlas

Name	Mat
Title	Chief Litiga
Company Name	Colgate-Palmoli
Primary Email	matthew_atlas
Direct Office Phone	
Mobile Phone	
Company Address	909 River Road Piscataway, NJ 08854 L

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	Edit
Gender	Male
Ethnicity/Race	
Birthdate	
Dietary Restrictions	
Shirt Size	

MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

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	Edit
Salutation	Mr.
First Name	lessie

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

MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

Update Affiliation

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

Account	Matthew Atlas
Parent Account	Williams Kastner (WA)
Affiliation Details	Edit
Reason To Invite	
Additional Information	

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

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

[Next](#)

MANAGE MY EXISTING FIRM CLIENTS – COMPANY MANAGERS ONLY

- 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