

MANAGE MY FIRM CLIENTS – COMPANY MANAGERS ONLY

The instructions below are for adding **NEW** invited clients. Refer to the “Manage My Existing Firm Clients” for editing current individuals.

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



WELCOME TO MY USLAW

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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: Select Add Client Individual.

[Return to My Organization](#)

Williams Kastner (WA)

Manage the **clients** of the firm on this page.

[Add Client Individual](#)

STEP 6: Enter full name, title and reason to invite, then select Next – Contact Info.

There will be several more sections of information to finalize adding the client to your firm. Continue through each section, adding as much information/details as available.

Name and Title

You can add more information to the individual later, via the Firm Client Roster.

*First Name

Middle Name

*Last Name

*Title

Reason to Invite

[Next - Contact Info](#)

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STEP 7: Enter primary email, direct office phone and mobile phone then select Next - company.

Contact Info

Be sure to enter valid formats for these fields.

*Primary Email

Complete this field.

Direct Office Phone

Mobile Phone

[Previous - Name and Title](#) [Next - Company](#)

If the client is already in the database, you will receive the following error message once Next – Company is selected.

That Email is Already Taken

We found an individual in the org that is already using that email address, so you cannot create them again

You can **Go Back** and enter a different **Email**, or **Start Over** to start from the beginning.

If you need assistance, please contact Jennifer Randall at jennifer@uslaw.org.
Include the information below: