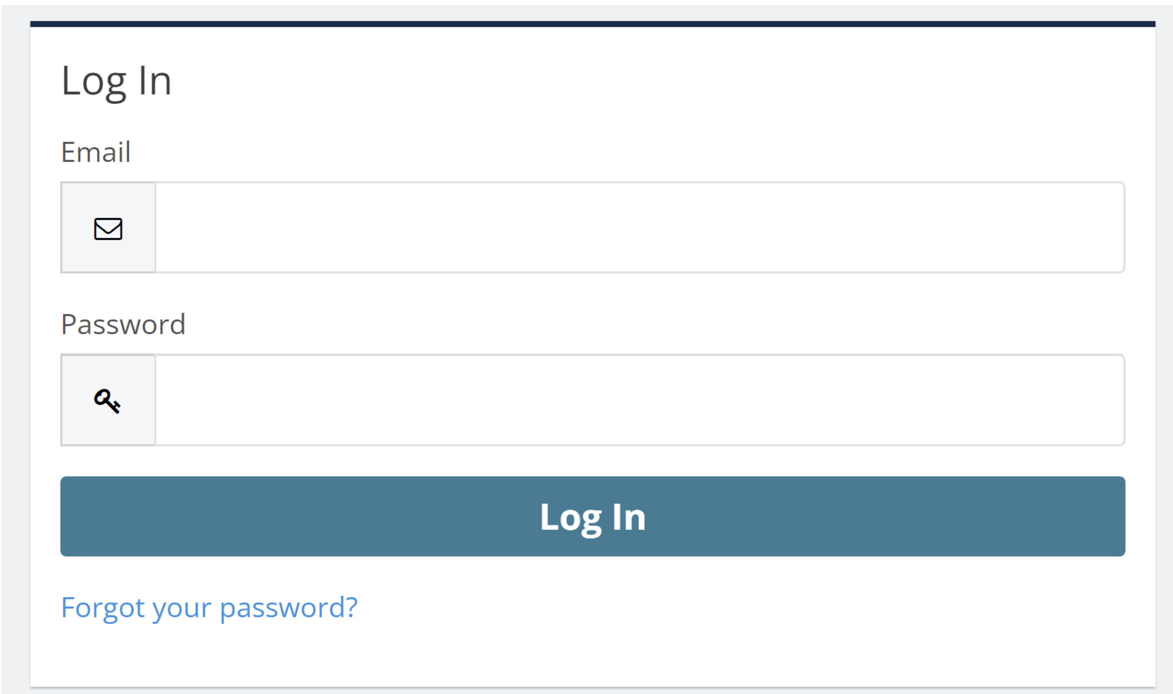
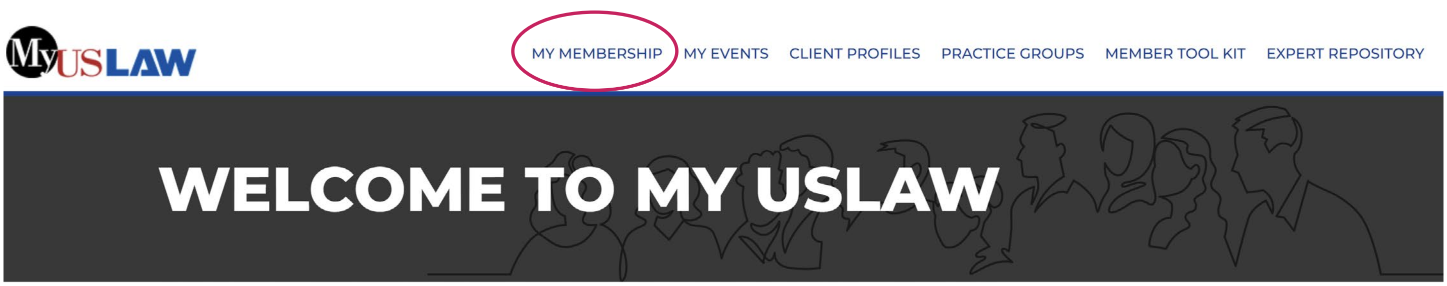
MANAGE MY FIRM CLIENTS – COMPANY MANAGERS ONLY

*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/



STEP 2: Select My Membership from the Toolbar



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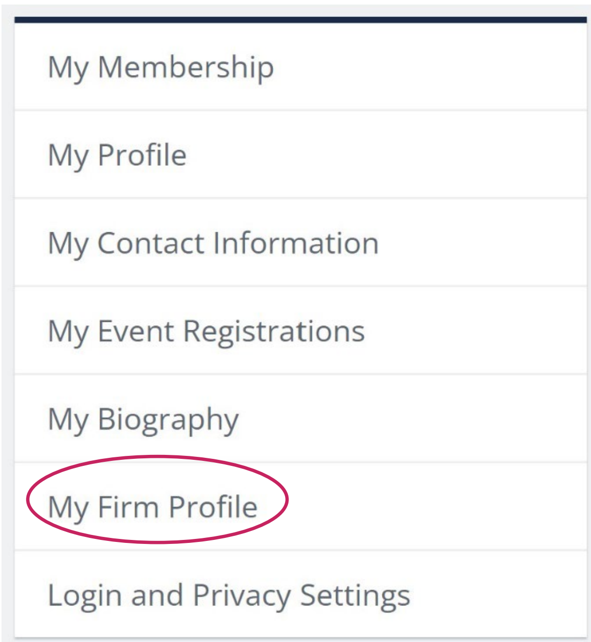
STEP 3: Select My Firm Profile



STEP 4: Select My Firm Clients

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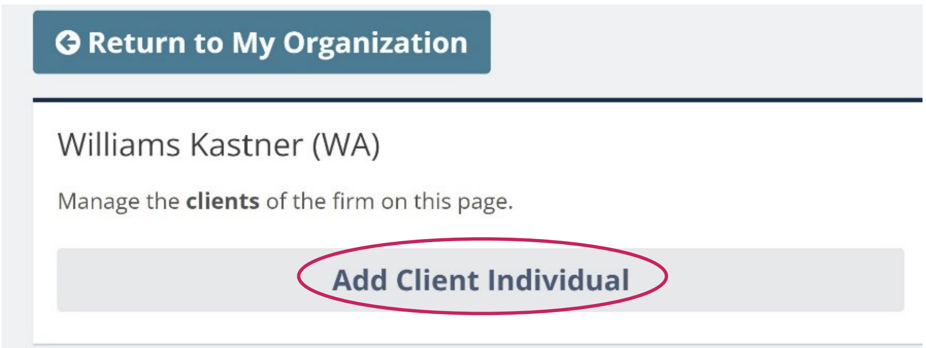
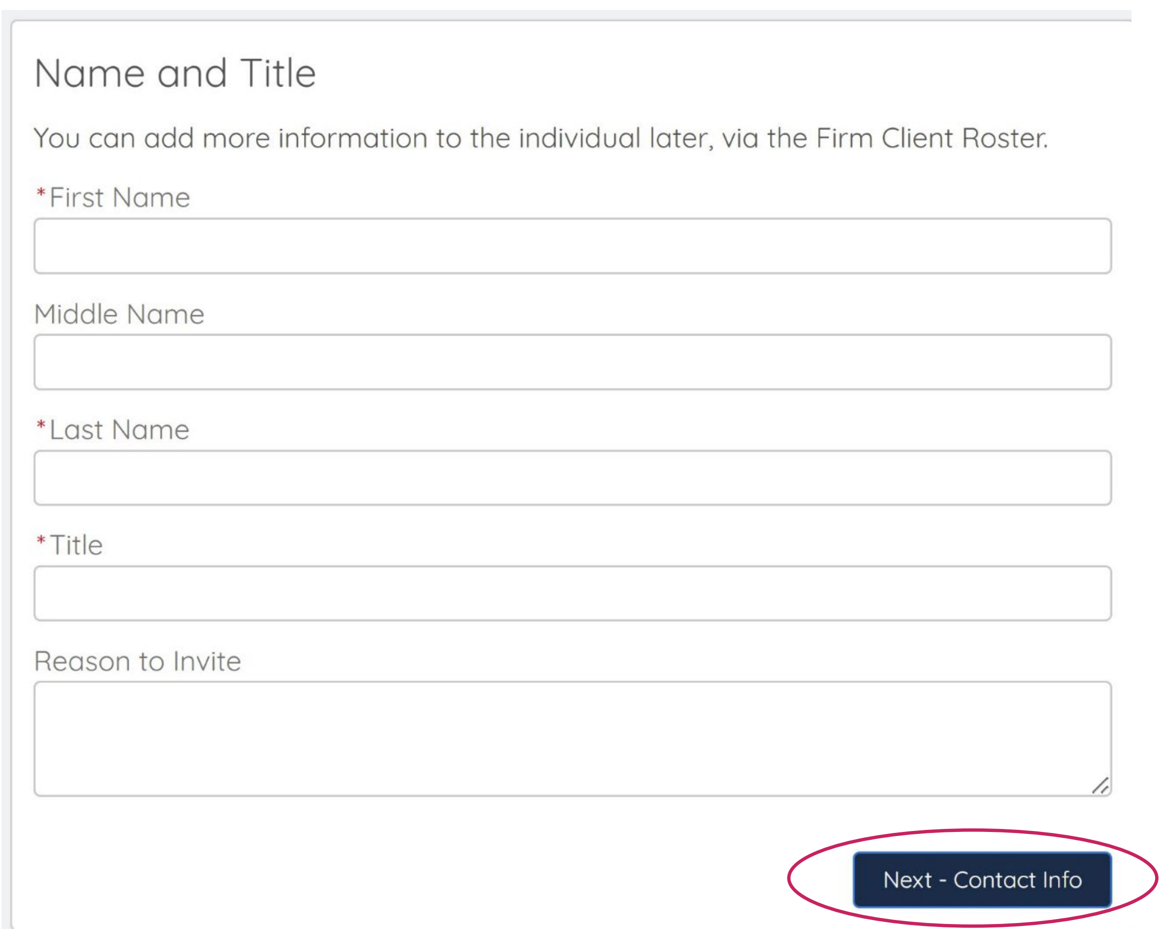
STEP 5: Select Add Client Individual.



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.



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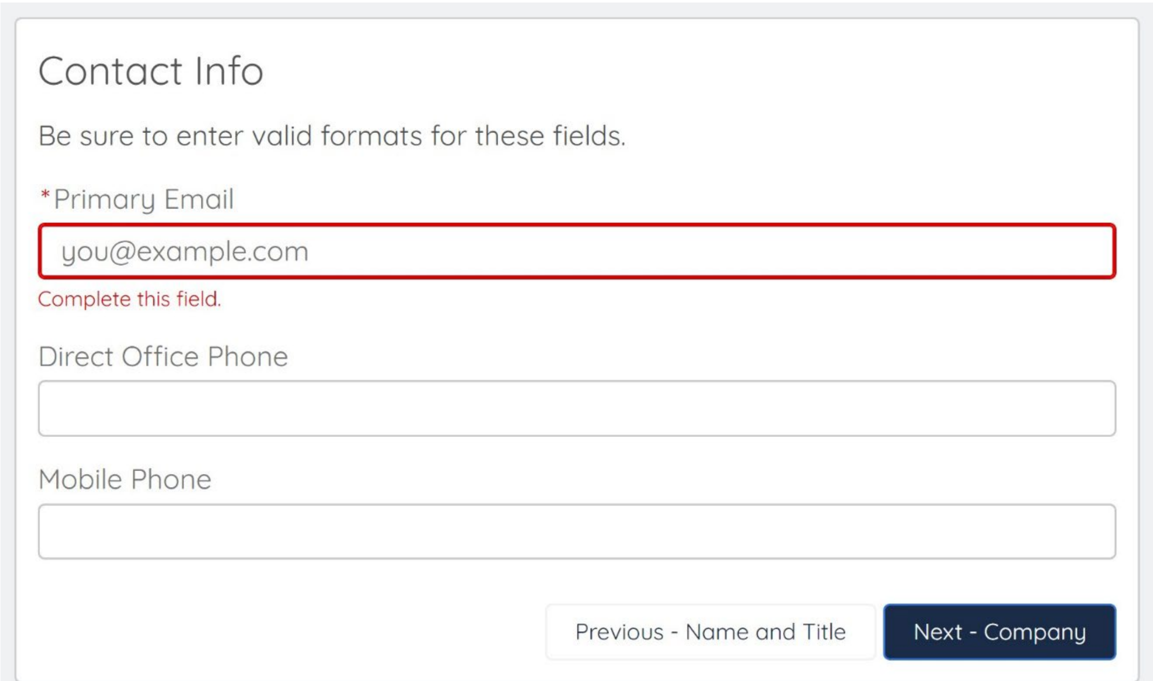
STEP 7: Enter primary email, direct office phone and mobile phone then select Next - company.



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: