

## 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

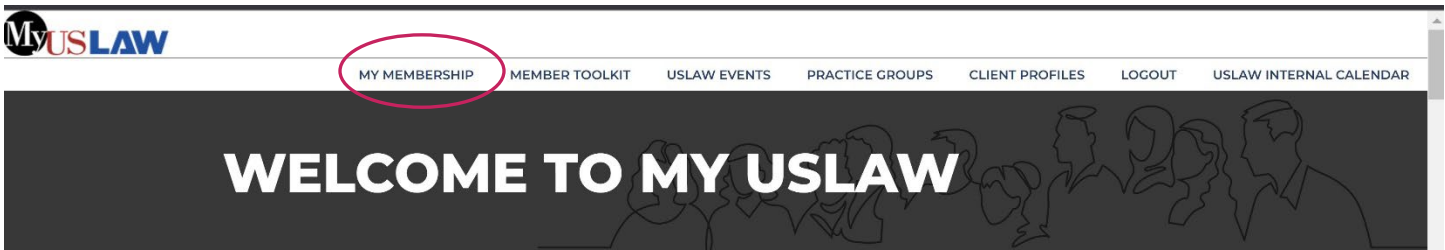
Email

Password

**Log In**

[Forgot your password?](#)

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



The screenshot shows the MyUSLAW website interface. At the top left is the MyUSLAW logo. A horizontal toolbar contains several menu items: MY MEMBERSHIP (circled in red), MEMBER TOOLKIT, USLAW EVENTS, PRACTICE GROUPS, CLIENT PROFILES, LOGOUT, and USLAW INTERNAL CALENDAR. Below the toolbar is a dark grey banner with the text "WELCOME TO MY USLAW" in white, accompanied by a faint line-art illustration of a group of people.

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### STEP 3: Select My Firm Profile

MY MEMBERSHIP    MEMBER TOOLKIT    USLAW EVENTS    PRACTICE GROUPS    CLIENT PROFILES    LOGOUT    USLAW INTERNAL CALENDAR

Review and Update Your Information	Tutorials
<a href="#">My Profile</a>	<a href="#">Manage My Profile</a>
<a href="#">My Contact Information</a>	<a href="#">Manage My Login and Privacy Settings</a>
<a href="#">My Event Registrations</a>	<a href="#">Manage Firm Profile (Company Managers ONLY)</a>
<a href="#">My Biography</a>	<a href="#">Manage Existing Firm Staff (Company Managers ONLY)</a>
<a href="#">My Firm Profile (Company Managers Only)</a>	<a href="#">Manage New Firm Staff (Company Managers ONLY)</a>
<a href="#">Log In and Privacy Settings</a>	<a href="#">Manage Existing Firm Clients (Company Managers ONLY)</a>
	<a href="#">Manage New Firm Clients (Company Managers ONLY)</a>

### STEP 4: Select Manage Firm Clients

[My Firm Profile](#)

[Manage Firm Staff](#)

[Manage Firm Clients](#)

### STEP 5: Select Add Client Individual.

## MANAGE MY FIRM CLIENTS – COMPANY MANAGERS ONLY

[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](#)

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

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### 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](mailto:jennifer@uslaw.org). Include the information below: