

## MANAGE MY FIRM CLIENTS – COMPANY MANAGERS ONLY

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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 Clients

My Membership
My Profile
My Contact Information
My Event Registrations
My Biography
My Firm Profile
My Firm Roster
<b>My Firm Clients</b>
Login and Privacy Settings

### STEP 4: Select Add Client Individual.

[Return to My Organization](#)

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Williams Kastner (WA)

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

**Add Client Individual**

### STEP: 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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### 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