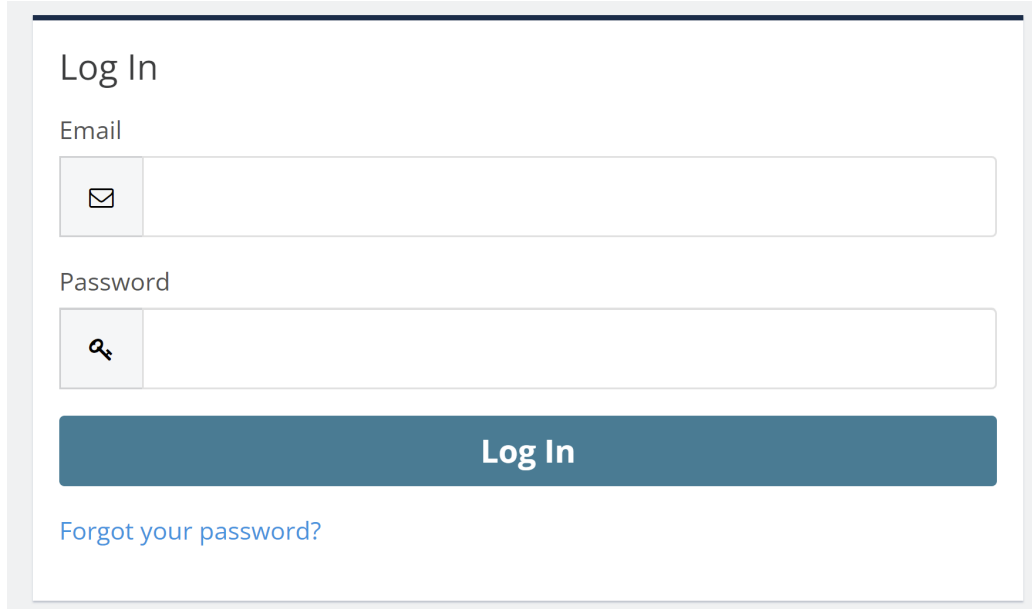


MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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. *End Affiliation: allows for the removal of individuals no longer with the firm.*

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?](#) below the button.

STEP 2: Select My Membership from the Toolbar

MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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 Staff

My Firm Profile
My Firm Staff
My Firm Clients

MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

STEP 5: Navigate to the appropriate individual. Select the desired action from the menu options.

Return to My Organization

Williams Kastner (WA)
Manage the **employees/staff** of the firm on this page.

Add Firm Individual

Search by first name, last name, etc.

Mr. Hunter M. Abell
Attorney
Williams Kastner (WA) > Hunter Abell

Mr. Daniel A. Brown
Attorney
Williams Kastner (WA) > Daniel Brown

- View Summary
- Manage Profile
- Manage Contact Info
- Manage Biography
- End Affiliation

View Summary

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

Williams Kastner (WA) > Eliot Harris

Name Eliot M. Harris

Title Attorney

Primary Email
eharris@williamskastner.com

Direct Office Phone
(206) 233-2977

Mobile Phone

Company Address
Two Union Square, 601 Union Street, Suite 4100
Seattle, WA 98101 United States

MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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 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 MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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

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 *