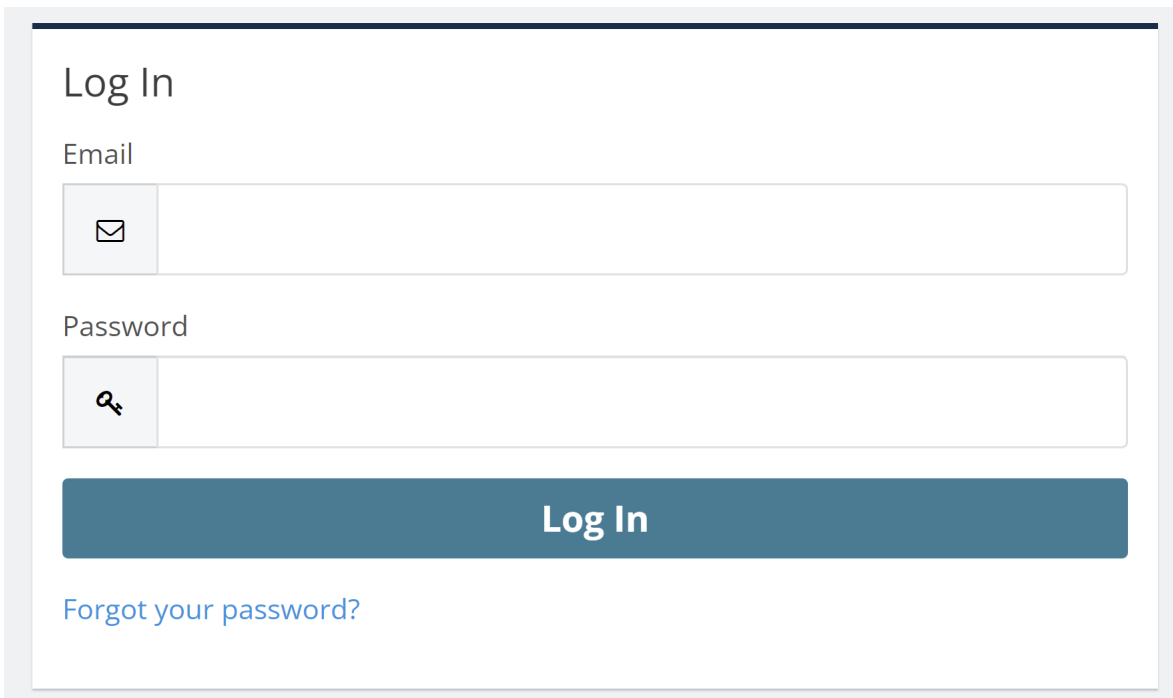


MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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/>



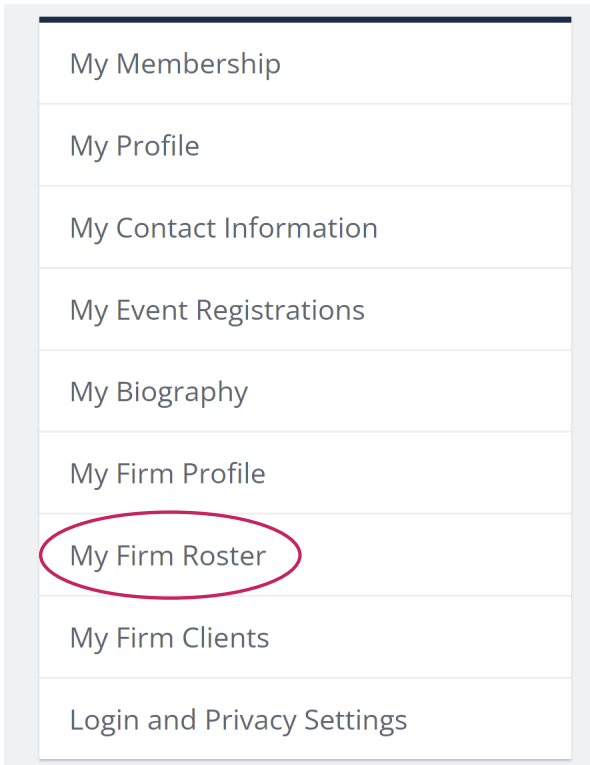
The screenshot shows a login form with the following elements:

- 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.

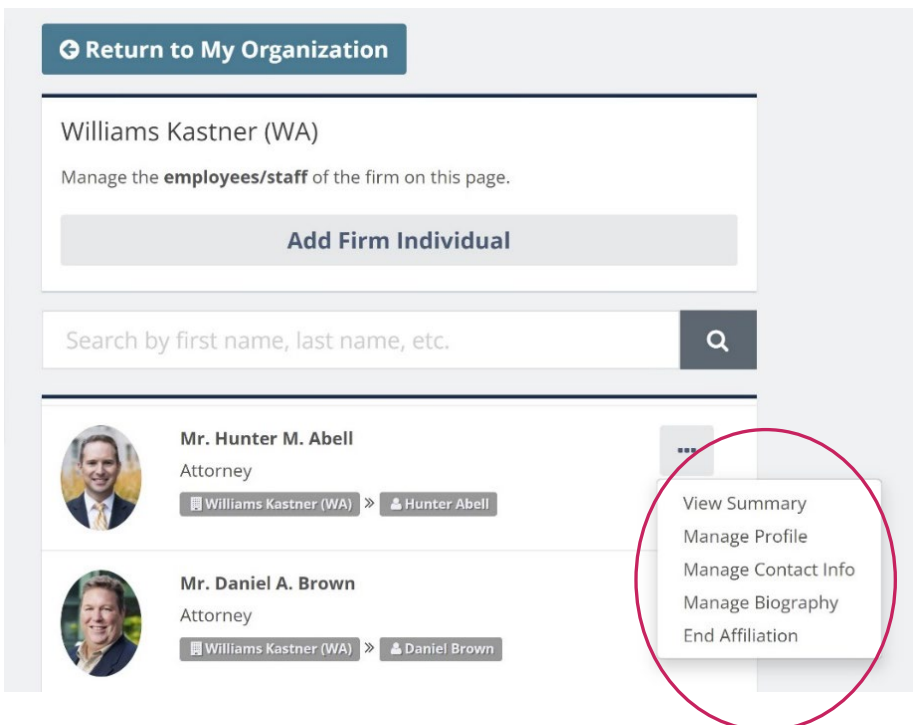
STEP 2: Select My Membership from the Toolbar

MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

STEP 3: Select My Firm Roster



STEP 4: Navigate to the appropriate individual. Select the desired action from the menu options.



MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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 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 MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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 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

MANAGE MY EXISTING FIRM STAFF – COMPANY MANAGERS ONLY

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 *