

## MANAGE MY FIRM STAFF – COMPANY MANAGERS ONLY

The instructions below are for adding new staff members. Refer to the “Manage My Existing Firm Staff” tutorial 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 toolbar with the following 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 banner with the text "WELCOME TO MY USLAW" and a silhouette 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 Staff

[My Firm Profile](#)

[Manage Firm Staff](#)

[Manage Firm Clients](#)

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### STEP 5: Adding a Firm Individual

Before adding a new individual, the system will prompt you to search existing individuals to avoid duplications.

#### Search For Firm Individuals

Let's first check if the individual already exists in the system.

You need to enter info in at least one search field.

First Name

Last Name

Primary Email

### STEP 6: If the individual was not found, select I Cannot Find the Individual and then Next.

#### Search Results

If you don't see the individual you're looking for, search again or select the option: **I Cannot Find the Individual.**

**\*Search Results:**

I Cannot Find the Individual

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### STEP 7: Enter full name and title, then select Next – Contact Info.

*There will be several more sections of information to finalize adding the new staff to your firm.*

#### Create Account - Name and Title

You can create a new account in the system, since it doesn't look like they exist yet.

You can add more information to the individual later, via the Firm Staff Roster.

\*First Name

Complete this field.

Middle Name

\*Last Name

\*Title

[Back to Search Results](#)

[Next - Contact Info](#)