

## 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**

# WELCOME TO MY USLAW

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### STEP 3: Select My Firm Profile

My Membership
My Profile
My Contact Information
My Event Registrations
My Biography
My Firm Profile
My Firm Roster
My Firm Clients
Login and Privacy Settings

### STEP 4: 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

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**STEP 5: 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

**STEP 6: 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**