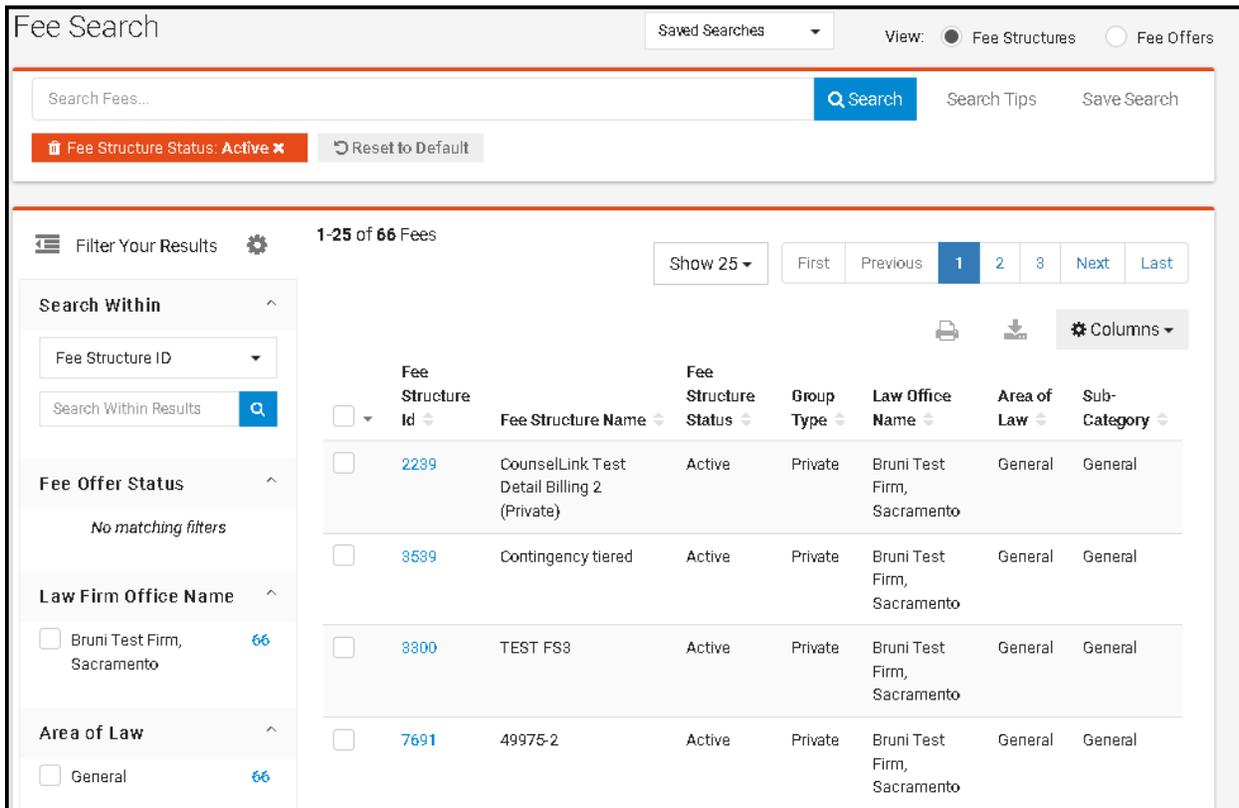## HOW TO ENTER RATES

LexisNexis must assign your law firm to your client before you will have access to the fee structure(s).   To expedite this step you may contact **Attorney Implementation** at:

attorneyimplementation@lexisnexis.com

Once your firm has been assigned to your client:
- Select the client name in the upper left corner of your CounselLink Home page
- Click the '**Fees**' tab
  - The fee structures will list (if you do not find the fee structure you need, contact Attorney Implementation)

- Click on fee structure ID # (it's a link)

Click the '**Add Fee Offer**' button in the lower right corner

(Note: If Add Fee Offer button is not displayed, this is a client controlled fee structure and they will enter your rates for you)

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This will take you to the **Create New Fee Offer** screen (example):

- Select the '**Fee Offer Currency'** in the upper right corner and make a selection if different from the default listing
- **Step 1: Enter rates**
- **Step 2: Effective Date** – Leave field default setting to **NOW (Cannot enter earlier date)**
- **Step 3: Counties** – Leave field default setting to **N/A-N/A**. (This selection must be applied to your fee offer under Offered Counties for your firm to be visible to your client for matter assignments)
- Click **'Save'** followed by **'Ok'**
- Repeat process if your firm needs to offer on additional fee structures listed on the **Fee Structure List** screen

When you clicked 'Ok', your fee offer goes into **Pending Approval** status and CounselLink sends a notification to your client letting them know that your rates are now ready for their review. NOTE: If the client requires their Billing Guidelines be acknowledged on-line, you will be notified at the top of the screen.

Links to access the **Previous Fee Structure List** is provided in the left margin for easy navigation.