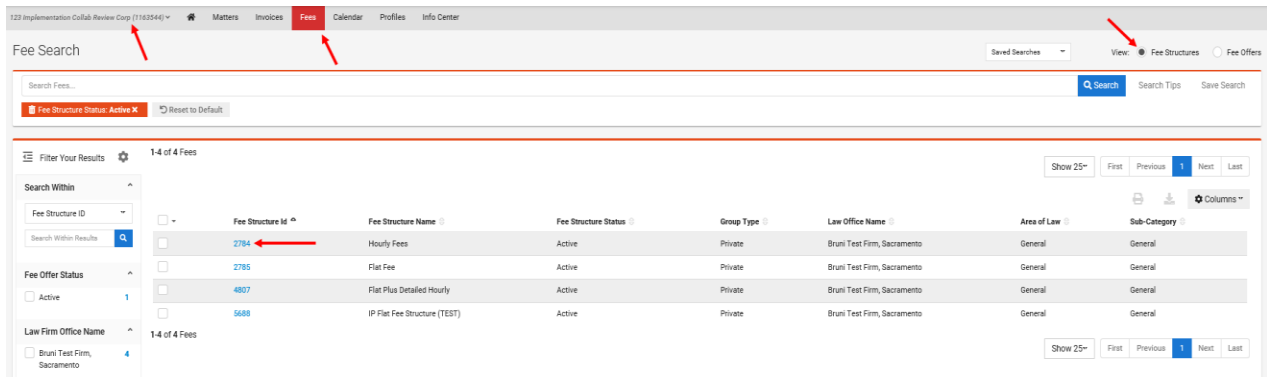


Instructions to Add or Edit Discounts to a Fee Offer

To begin, select your clients name in the upper left corner of your CounselLink web site and click the **Fees** tab. Note: Select 'View Fee Structures' radial button to get more results.

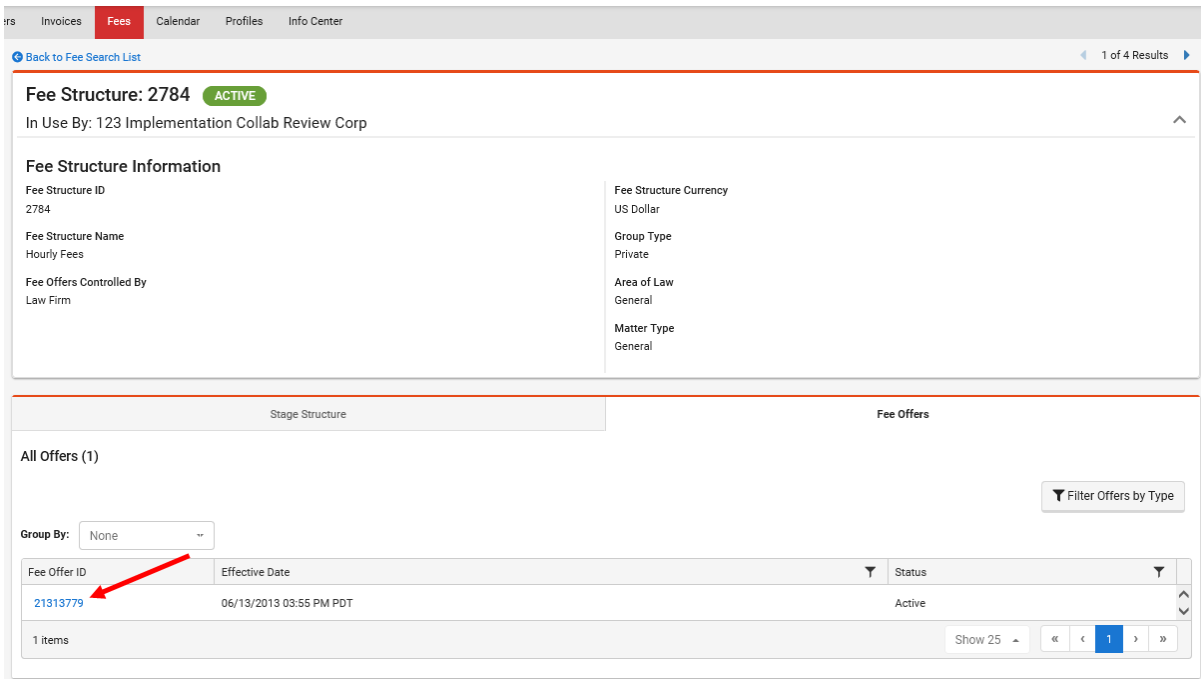
Click on the **Fee Structure ID** number (2784 with the Sacramento office was used in example) that you previously entered rates that you wish to add a discount.



The screenshot shows the 'Fee Search' interface. At the top, there are navigation tabs: 'Matters', 'Invoices', 'Fees', 'Calendar', 'Profiles', and 'Info Center'. The 'Fees' tab is selected. Below the navigation, there is a search bar and a 'View' dropdown menu with options for 'Fee Structures' and 'Fee Offers'. The 'Fee Structures' option is selected. A table of results is displayed, showing 4 fee structures. The first row is highlighted, and a red arrow points to the 'Fee Structure ID' column, which contains the value '2784'.

Fee Structure ID	Fee Structure Name	Fee Structure Status	Group Type	Law Office Name	Area of Law	Sub-Category
2784	Hourly Fees	Active	Private	Bruni Test Firm, Sacramento	General	General
2785	Flat Fee	Active	Private	Bruni Test Firm, Sacramento	General	General
4807	Flat Plus Detailed Hourly	Active	Private	Bruni Test Firm, Sacramento	General	General
5688	IP Flat Fee Structure (TEST)	Active	Private	Bruni Test Firm, Sacramento	General	General

Link will take you to the **Fee Offer Overview** page. Go to the **Fee Offers** tab and click on the **Fee Offer ID** number:



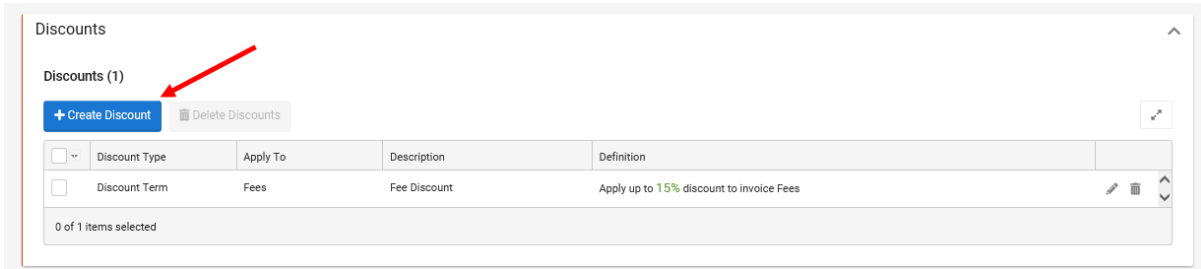
The screenshot shows the 'Fee Offer Overview' page for Fee Structure 2784. The page is titled 'Fee Structure: 2784 ACTIVE' and 'In Use By: 123 Implementation Collab Review Corp'. Below the title, there is a section for 'Fee Structure Information' with the following details:

- Fee Structure ID: 2784
- Fee Structure Name: Hourly Fees
- Fee Structure Currency: US Dollar
- Group Type: Private
- Area of Law: General
- Matter Type: General

Below the information section, there is a tabbed interface with 'Stage Structure' and 'Fee Offers'. The 'Fee Offers' tab is selected, showing 'All Offers (1)'. A 'Filter Offers by Type' button is visible. The 'Group By' dropdown is set to 'None'. A table of offers is displayed, with the first row highlighted and a red arrow pointing to the 'Fee Offer ID' column, which contains the value '21313779'.

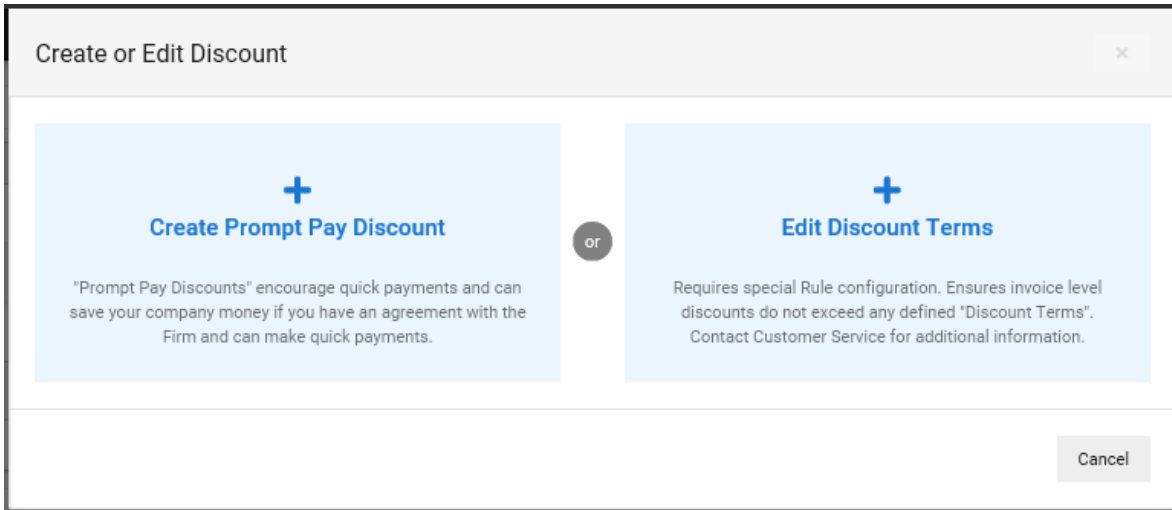
Fee Offer ID	Effective Date	Status
21313779	06/13/2013 03:55 PM PDT	Active

Review the **Discounts** section; Click the **+Create Discount** button.

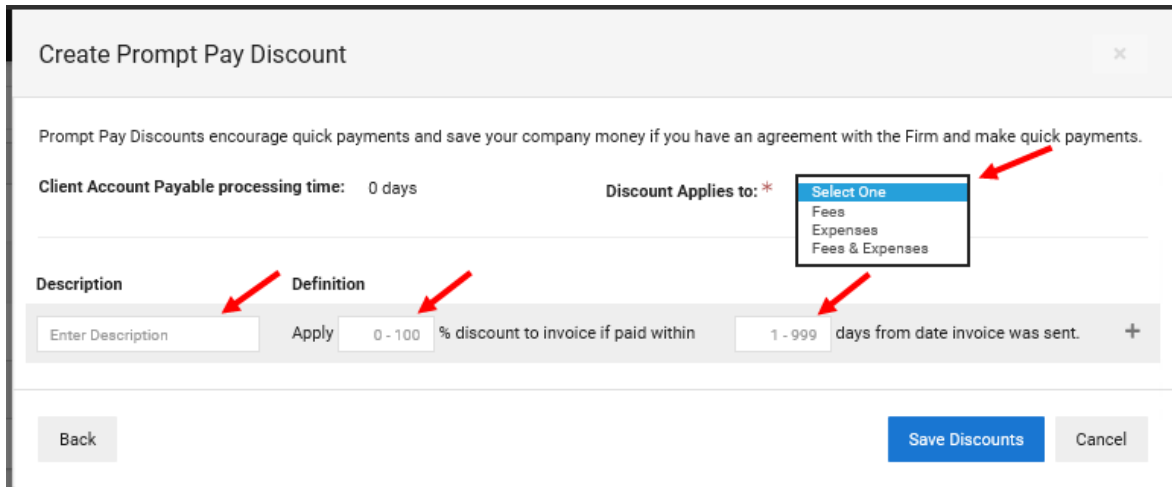


To Add/Edit a Prompt Pay Discount:

Click the **Create Prompt Pay Discount** link:



Select what the **Discount Applies To**, complete the **Discount Description** sections click **Save**



To Add/Edit Discount Terms on your Fee Offer:

Click the **Edit Discount Terms** link.

Create or Edit Discount

+
Create Prompt Pay Discount

"Prompt Pay Discounts" encourage quick payments and can save your company money if you have an agreement with the Firm and can make quick payments.

or

+
Edit Discount Terms

Requires special Rule configuration. Ensures invoice level discounts do not exceed any defined "Discount Terms". Contact Customer Service for additional information.

Cancel

Enter the applicable discount percentage for **Fees** and/or **Expenses** and click **Save Discounts**.

Edit Discount Terms

Setting "Discount Terms" in combination with Rule 0056 will make sure invoice level discounts do not exceed the terms set for Fees and Expenses.

Fee Discount Terms: 15 %

Expense Discount Terms: 0 - 100 %

Back Save Discounts Cancel

You will then be taken back to the **Fee Offer Overview** screen where you will now see your discount.

If you need any assistance with completing the above tasks, please contact our Customer Support team who are available 24 hours a day, seven days a week at:

1-800-600-2282
+1-919-378-2713
ask@lexisnexis.com

If you are unsure about which discount to submit on a fee offer, please contact your client directly for instructions.

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