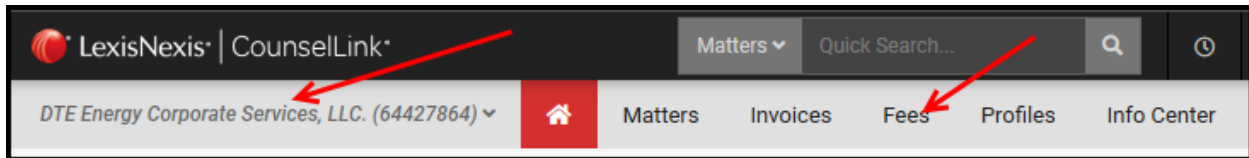


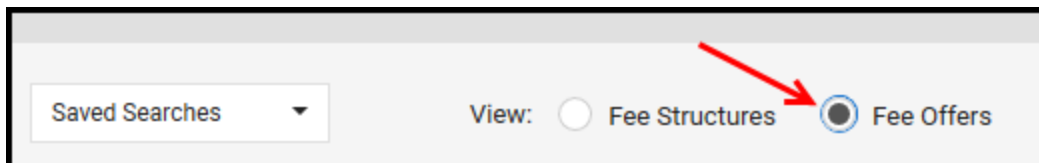
How to Edit your \$0 Fee Offer

Before editing the fee offer, please make sure all timekeepers that bill DTE have already been added to your office profile.

Select **DTE** from your client dropdown and click your **Fees** tab



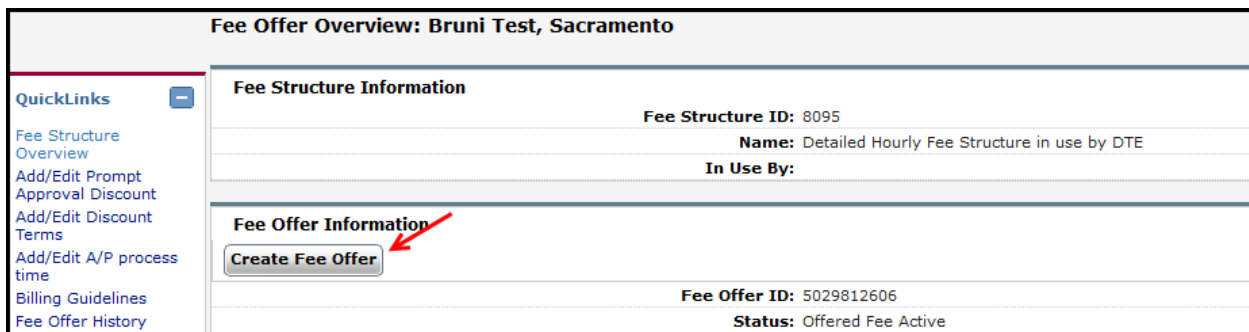
In the upper right corner of your screen, click the **Fee Offers** button



Click on the **Fee Offer ID** number



This will take you to the **Fee Offer Overview** screen. Click the **Create Fee Offer** button.



Go to Step 1: Legal fees and enter in rates for Partner, Associate and Paralegal. Then scroll down and enter in the individual timekeeper rates.

Please only enter rates for individuals that bill DTE, anyone else's box you can leave blank.

Click **Save**