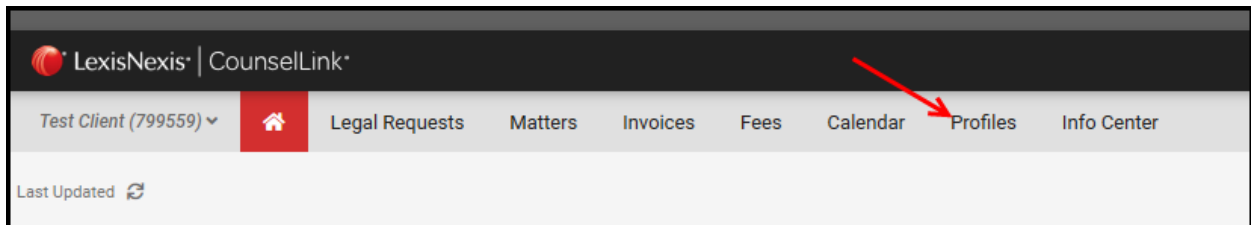


How to Add a New Office to an Existing CounselLink Account

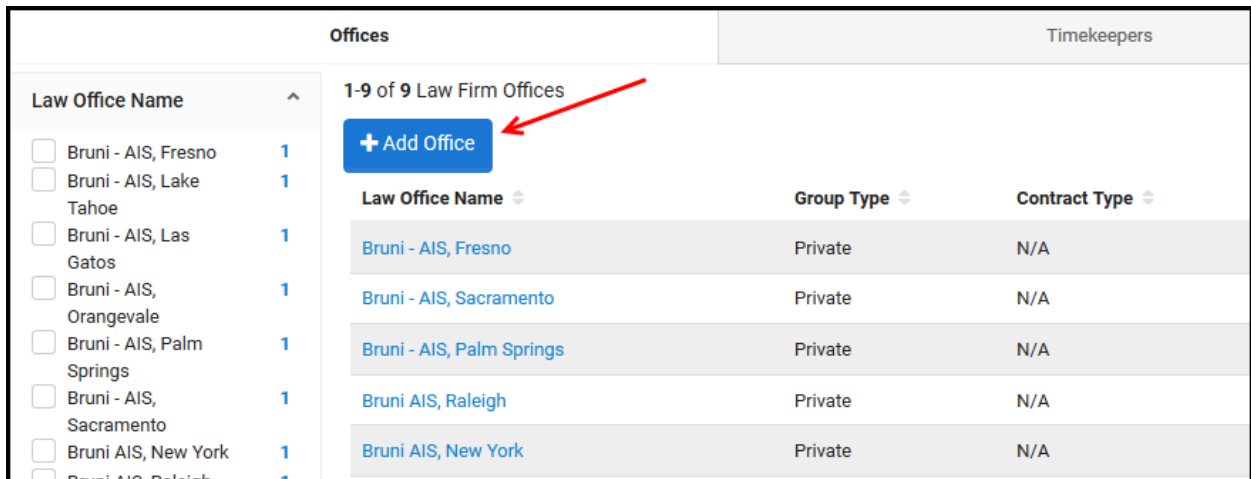
How to Add Timekeepers from an Existing Office to a New Office

How to Add a New Office to an Existing CounselLink Account

On your CounselLink **Home** page, click the **Profiles** link:



This will take you to your **Law Firm** Profile. On this page, click the **Add Office** button:



Now you can simply enter in the new office information. Check the "Remit To" box if the remit to address is the same. If it is different, leave the box unchecked and fill in the correct remit to address.

Create Law Office * Indicates Required Fields

Address Information

Law Office Name: *	<input type="text"/>	Remit To: <input type="checkbox"/>	Same as Law Office Address
Office Address: *	<input type="text"/>	Remit To Address: *	<input type="text"/>
	<input type="text"/>		<input type="text"/>
City: *	<input type="text"/>	City: *	<input type="text"/>
Country: *	UNITED STATES	Country: *	UNITED STATES
State/Province: *	Alabama	State/Province: *	Alabama
Zip/Postal Code: *	<input type="text"/>	Zip/Postal Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Ext: <input type="text"/>	Phone: *
			Ext: <input type="text"/>
Fax: *	<input type="text"/>	Fax: *	<input type="text"/>
Preferred Currency: *	US Dollar		

Click **Save**.

Once you have created the new office(s), you can then add any timekeepers that bill your client to their respective offices and submit their rates.*

*Once you have added a new office profile, it will need to be associated with your client. Please email attorneyimplementation@lexisnexis.com to have this step completed.

How to add timekeepers

On your CounselLink Home page, click the link to the office profile you want to add the timekeepers to:

Profiles View All Offices Search

Law Firm	Individual
<p>Bruni - AIS</p> <p>Billing Guidelines</p>	<p>Bruni, Keith</p> <p>Download CounselLink Add-in for Outlook®</p>
<p>Offices</p> <p>Bruni - AIS, Lake Tahoe</p> <p>Bruni - AIS, Las Gatos</p> <p>Bruni - AIS, Orangevale</p> <p>Bruni - AIS, Palm Springs</p>	<p>Bruni - AIS, Sacramento</p> <p>Bruni AIS, New York</p> <p>Bruni AIS, Raleigh</p> <p>Bruni Test Office - Long Beach</p>

Scroll down to the Office Staff section and click the **Edit Roles** button:

Office Staff [^](#)

[Edit Roles](#) [Add User](#) [Import Timekeepers](#) [Export Timekeepers](#)

Name	Role(s) in this office	
Bruni, Keith	Partner, Practicing Attorney, Budget Contact, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact	Active
Hankiness, Thomas	Practicing Attorney, Budget Contact, Document Administrator, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact	Active
Hanking, Tom	Partner, Practicing Attorney, Budget Contact, Document Administrator, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact	Removed

You will now see all timekeepers listed in all your other offices. You can simply check any one of the boxes next to the names of the individuals you want to add and click **Save**:

Assign Office Roles: Bruni - AIS, Lake Tahoe

[Save](#) [Cancel](#)

Individual Roles			
Name	Practicing Attorney	Budget Contact	Document Administrator
Bruni, Bernie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruni, Keith	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corsault, Michelle	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Dandy, Jim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dandy, Jim	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Effed, Justin	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Franks, Tom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hankiness, Thomas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hannoonen, Jim	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HO, Don	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Practicing Attorney	Budget Contact	Document Administrator
Jenkins, Tim	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Login, Help Files	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Mirano, Kristie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pembroke, Dewey J	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tinker, Timmy	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>

You will now see all the timekeepers added.

Office Staff [^](#)

[Edit Roles](#) [Add User](#) [Import Timekeepers](#) [Export Timekeepers](#)

Name	Role(s) in this office
Bruni, Bernie	Document Administrator
Bruni, Keith	Partner, Practicing Attorney, Budget Contact, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact
Dandy, Jim	Document Administrator
Hankiness, Thomas	Practicing Attorney, Budget Contact, Document Administrator, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact
Hanking, Tom	Partner, Practicing Attorney, Budget Contact, Document Administrator, Admin, Accts Payable Contact, Accts Receivable Contact, Matter Change Approval Contact
Hannoonen, Jim	Document Administrator
Mirano, Kristie	Partner, Document Administrator
Tinker, Timmy	Document Administrator