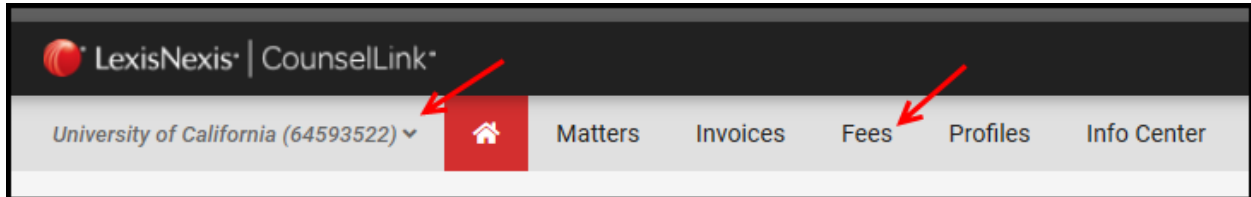


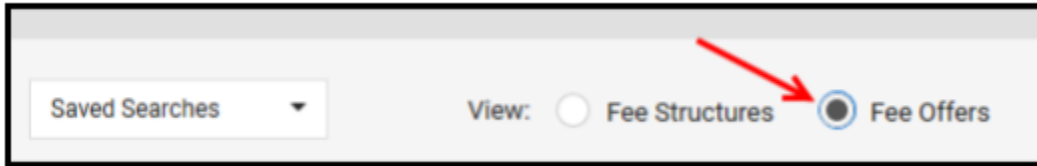
How to Edit your \$0 Fee Offer

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

Select University of California 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

<input type="checkbox"/>	Fee Offer Id	Fee Structure Name	Fee Structure Id
<input type="checkbox"/>	12345678	Detailed Hourly + Flat Fee Fee Structure in use by UCOP	8318

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

Fee Structure Information	
Fee Structure ID:	8318
Name:	Detailed Hourly + Flat Fee Fee Structure in use by UCOP
In Use By:	
Fee Offer Information	
<input type="button" value="Create Fee Offer"/>	
Fee Offer ID:	12345678
Status:	Offered Fee Active
Action Taken By:	
Date Action Taken:	
Reason for Offer:	

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 University of California, anyone else's box you can leave blank.

Click **Save**