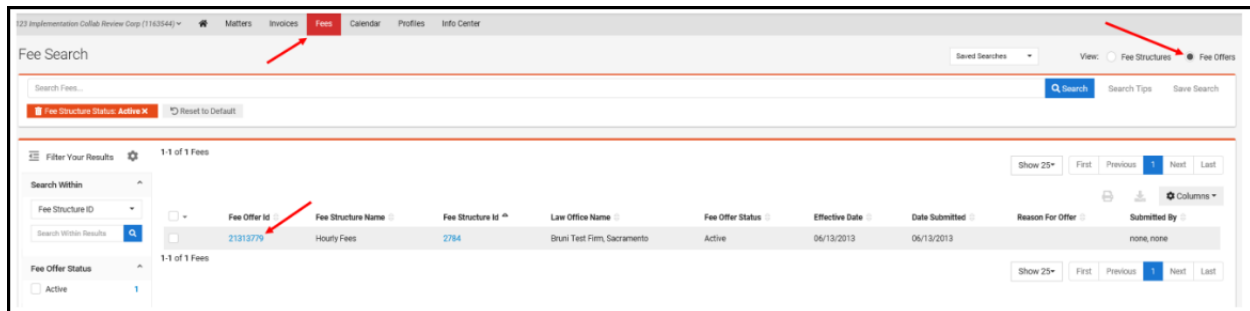


How to Edit a Declined Fee Offer

Make sure the correct client is selected

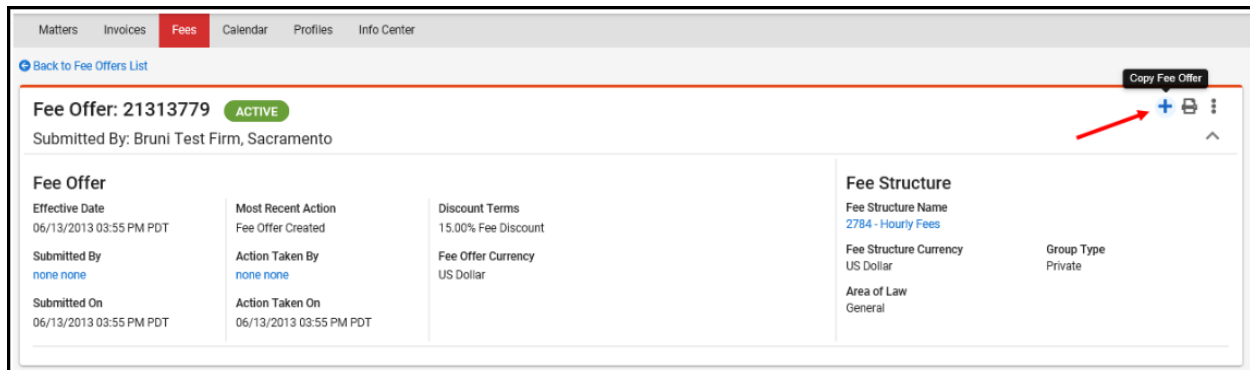
- Click the **Fees** tab
- Make sure the **Fee Offers** button is clicked
- Click the **Fee Offer ID Number** of the fee offer you want to edit



The screenshot shows the 'Fee Search' interface. The 'Fees' tab is selected in the top navigation bar. A red arrow points to the 'Fee Offers' button in the top right corner. Below the search bar, there is a table with the following columns: Fee Offer Id, Fee Structure Name, Fee Structure Id, Law Office Name, Fee Offer Status, Effective Date, Date Submitted, Reason For Offer, and Submitted By. A red arrow points to the 'Fee Offer Id' '21313779' in the first row of the table.

Fee Offer Id	Fee Structure Name	Fee Structure Id	Law Office Name	Fee Offer Status	Effective Date	Date Submitted	Reason For Offer	Submitted By
21313779	Hourly Fees	2784	Bruni Test Firm, Sacramento	Active	06/13/2013	06/13/2013	none, none	none, none

Click the **+ Copy Fee Offer** button:



The screenshot shows the 'Fee Offer: 21313779' details page. The 'ACTIVE' status is shown in a green pill. The 'Submitted By' is 'Bruni Test Firm, Sacramento'. The page is divided into three main sections: 'Fee Offer', 'Fee Structure', and 'Action History'. A red arrow points to the '+ Copy Fee Offer' button in the top right corner.

Fee Offer	Fee Structure
Effective Date 06/13/2013 03:55 PM PDT	Fee Structure Name 2784 - Hourly Fees
Submitted By none none	Fee Structure Currency US Dollar
Submitted On 06/13/2013 03:55 PM PDT	Area of Law General
Most Recent Action Fee Offer Created	Group Type Private
Action Taken By none none	
Action Taken On 06/13/2013 03:55 PM PDT	
Discount Terms 15.00% Fee Discount	
Fee Offer Currency US Dollar	

Make the necessary changes to the fee offer as requested by the client and click **Save**.