



Dear Counselor/Billing Contact:

We are sending this letter on behalf of our mutual client, KPMG. As you know, KPMG is transitioning to the LexisNexis® CounselLink application for the receipt, processing, and approval of your invoices.

Key Dates the KPMG project team is targeting for the transition to CounselLink will be sent in a future communication. For now, please complete the tasks outlined below as soon as possible so your firm will be ready to submit your invoices to KPMG through CounselLink when the system is ready.

Let's get started! Please complete the following tasks:

1. [Register\\*](#)
2. [Add Timekeepers](#)
3. [Enter rates](#)
4. [Acknowledge Billing Guidelines](#)

## REGISTER

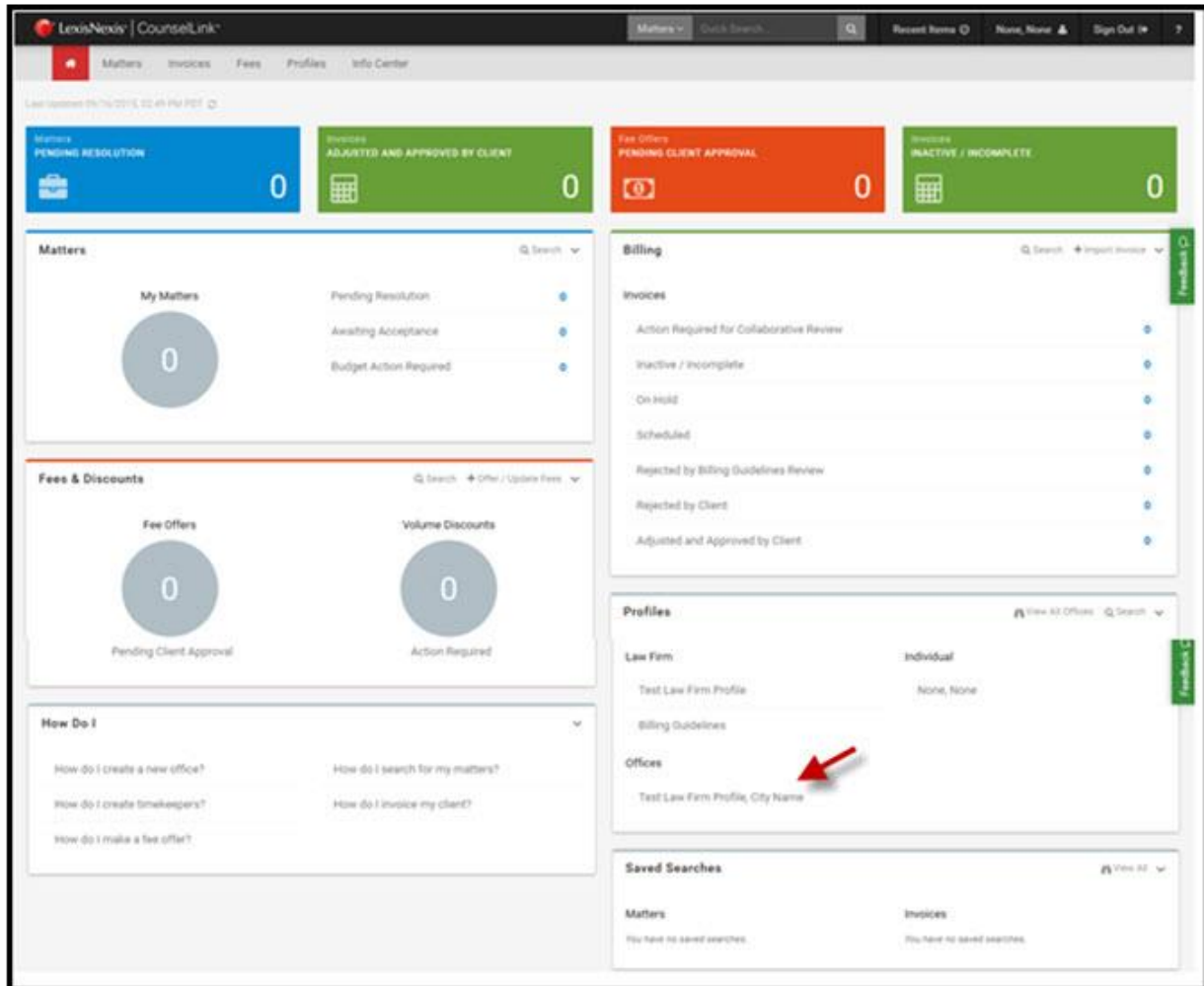
Please go to [www.counselink.net](http://www.counselink.net) and click the 'Sign Up' link.

- Click the following link to view the [CounselLink Law Firm User Guide](#)

***\*If your firm is already registered with CounselLink, there is no need to re-register.*** You can simply log on to your CounselLink account and add any timekeepers that bill KPMG to your office profile and then enter their rates using fee structure ID **8718** (hourly) or **8719** (flat rate).

## ADD TIMEKEEPERS

From the Home page, click the link under **Offices**:



- Go to the **Office Staff** section and review timekeepers
- If you need to add billers, click **Add User** and complete one screen per timekeeper
- Repeat until all timekeepers are entered



## ENTER RATES

Once your firm is associated with your client, their name will display in the client drop down in upper left corner of your CounselLink Home page

Click the **Fees** tab and search for fee structure ID **8718 (hourly)** or **8719 (flat rate)**. Click [here](#) for instructions to enter rates

**Negotiated Discounts:** For firms with whom KPMG has negotiated discounts, the discount must be present on the fee offer. Click [HERE](#) for instructions to add a discount to your fee offer.

## **ACKNOWLEDGE BILLING GUIDELINES**

KPMG has developed Outside Counsel Billing Guidelines and request you review carefully and incorporate these billing guidelines into your billing practices.

### **To acknowledge the guidelines:**

- Click the blue **Billing Guidelines** link at the top of the sent fee offer
  - You may also access this document by going to the **InfoCenter** tab and click **Billing Guidelines**
- Add a check mark in the acknowledgement box
- Complete the three fields and click '**Accept**'

**This will complete the registration requirements.** KPMG must complete the following steps before you can submit invoicing. They are:

1. Review and approve the fee offer
2. Assign matters to your CounselLink account

## **TRAINING**

LexisNexis provides **FREE** on-line training through the LexisNexis University, which is available at your convenience. A link to access training is provided on the CounselLink Home page. Click [HERE](#) for details

For invoicing assistance, please contact [ask@lexisnexis.com](mailto:ask@lexisnexis.com) or dial 800-600-2282.

We look forward to your registration with the CounselLink application.

Sincerely,

### **Keith Bruni**

Specialist, Attorney Implementation, CounselLink  
**LexisNexis Legal & Professional**

Attorney Implementation Team-CounselLink  
[attorneyimplementation@lexisnexis.com](mailto:attorneyimplementation@lexisnexis.com)

### **Free 24x7 Customer Support**

800-600-2282

+1 919.378.2713

[ask@lexisnexis.com](mailto:ask@lexisnexis.com)

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recipient. Please notify the sender of any error in transmission or delivery and delete any misdirected e-mail from your system.