



Dear Counselor/Billing Contact:

We are sending this reminder letter on behalf of Stripe, Inc. As you know, Stripe, Inc. is transitioning to the LexisNexis® CounselLink application for the receipt, review, and approval of your invoices.

Below are the Key Dates the Stripe, Inc. project team is targeting for the transition to CounselLink as well as tasks you will need to complete in order to submit your invoices to Stripe through CounselLink.

KEY DATES

September 15	Deadline for completing law firm Registration Requirements (described below)
October 10	Last day to submit invoices to Stripe, Inc. through SimpleLegal/CounselGO
October 11- October 31	Black-out period during which invoices to Stripe, Inc. will not be accepted
October 25-31	Submit October accruals through SimpleLegal/CounselGO
November 1	First day to submit invoices to Stripe, Inc. through CounselLink
November 25-30	Submit November accruals through CounselLink

Let's get started! Please complete the following **registration requirements** as soon as possible, and no later than September 15:

1. [Register*](#)
2. [Add Timekeepers](#)
3. [Enter Diversity Information](#)

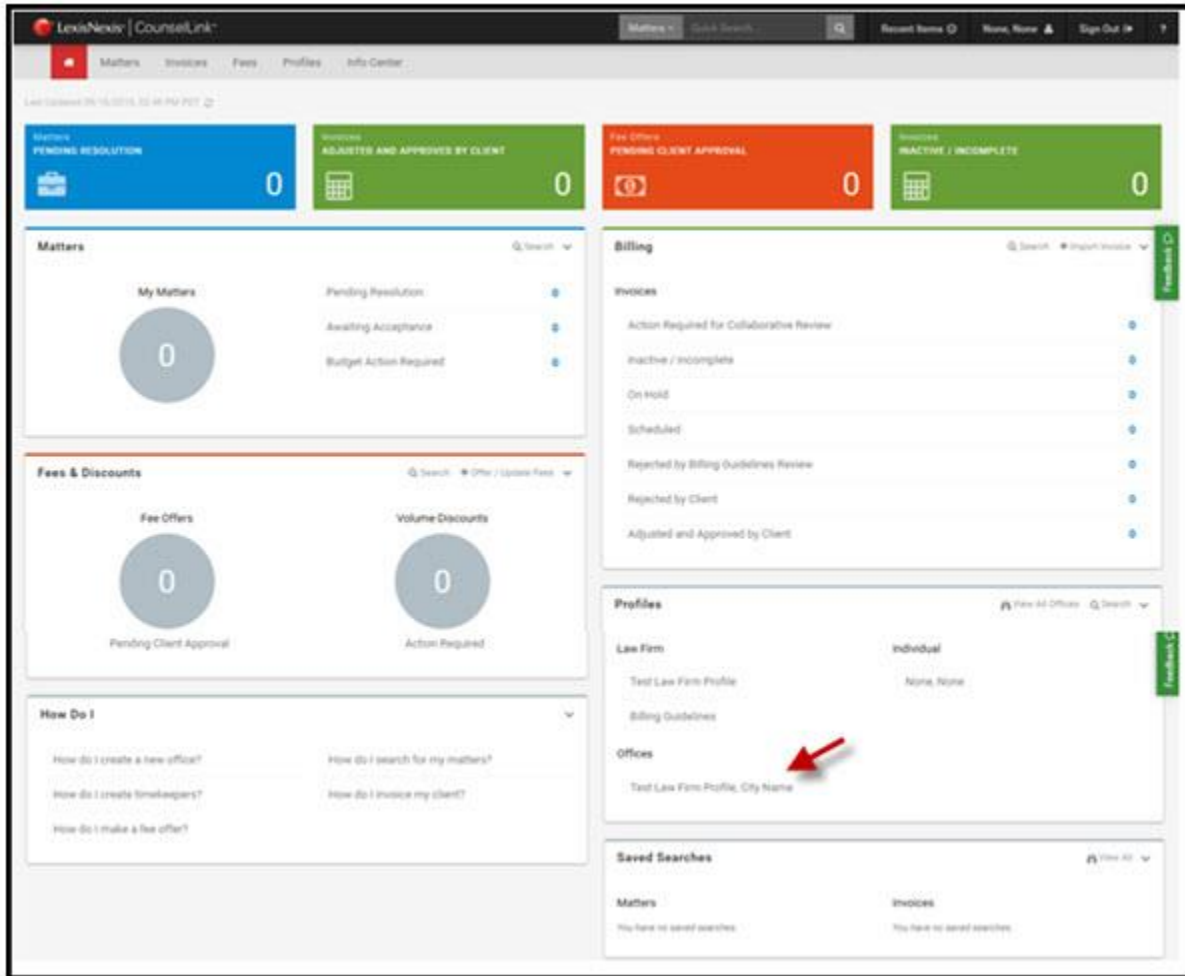
REGISTER

Please go to www.counselink.net and click the 'Sign Up' link.

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

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



PLEASE NOTE THAT STRIPE WILL ENTER TIMEKEEPER RATES/FEE OFFERS

Stripe will enter the current billing rates for your Timekeepers in CounselLink. There is no need for your firm to perform this task during the initial implementation. **HOWEVER, IT IS IMPORTANT that you have set up all Timekeeper Profiles for any timekeepers that perform work for Stripe.**

Requests for annual rate increases should continue to be submitted pursuant to Stripe’s Outside Counsel Guidelines.

Negotiated Discounts: For firms with whom Stripe, Inc. has negotiated discounts, the discount will also be entered by Stripe on the initial Fee Offers in CounselLink.

ENTER DIVERSITY INFORMATION

Stripe, Inc. requires the Gender, Race, LGBT, Veteran, and Disabled fields be completed for all U.S. based individual timekeepers that bill to Stripe, Inc. and requests that information from international firms, where possible. Completion of required diversity information by U.S. firms is required prior to your submission of any invoices to Stripe, Inc.

Complete profiles for each Stripe, Inc. approved timekeeper. Please follow these instructions: **CounselLink Timekeeper Profile Diversity Information**

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

This will complete the registration requirements. Stripe, Inc. must complete the following steps before you can submit invoicing. They are:

1. Input and approve rates/fee offer
2. Assign matters to your CounselLink account

INVOICING

Stripe requires that all invoices be submitted via LEDES. If your firm is not equipped to submit electronic LEDES files, you must manually create invoices directly in CounselLink. ***Stripe will not use CounselLink paper processing services and REQUIRES that all firms and vendors DO NOT submit invoices via email to CounselLink.***

For invoicing assistance, please contact ask@lexisnexis.com or dial 800-600-2282.

We look forward to your registration with the CounselLink application.

Sincerely,

Keith Bruni

Attorney Implementation

LexisNexis | www.CounselLink.net
AttorneyImplementation@lexisnexis.com

Free 24x7 Customer Support

800-600-2282

+1 919.378.2713

ask@lexisnexis.com

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For customer support inquiries, please call 1-800-600-2282 (domestic users); +1-919-378-2713 (international users), email Ask@lexisnexis.com or use the EForm located on any CounselLink page by clicking on the Customer Support link at the bottom of the page.

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