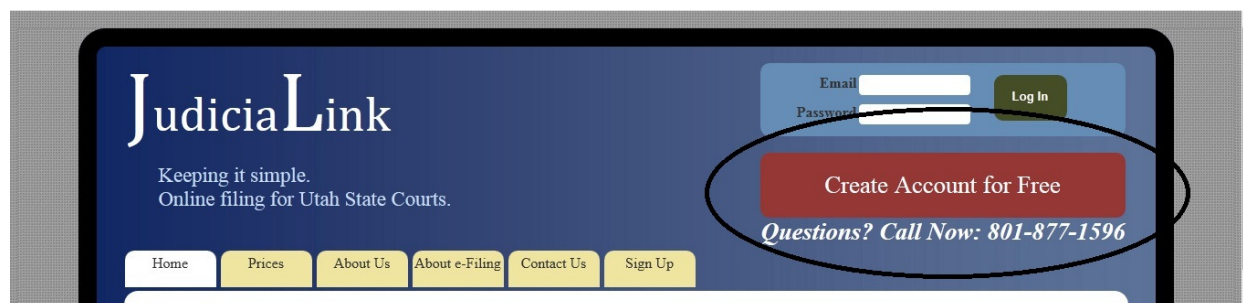


# Signing Up for a Free Trial

## Step 1. Press the "Create Account for Free" Button.



- Creating an account does not commit you to anything. It merely creates information in Judicialink's database.
- The information you does not go into Judicialink's database until you have entered all of your information and pressed the final submit button.

## Step 2. Enter your Law Firm's Information

The "Law Firm" information needs to be entered whether you are a solo practitioner or a firm of attorneys. It can be updated after sign-up as necessary.

The screenshot shows the "CREATE NEW ACCOUNT" form, Step 1: Enter Law Firm and Attorney Profile Information. The form is divided into three sections: "1. Law Firm", "2. User Accounts", and "3. Review & Submit". The "1. Law Firm" section contains a "Law Firm Profile" form with fields for "Law Firm Name" (Scribner & McCandless, P.C.), "Principal Address" (2008 North University Ave Ste #220), "City" (Provo), "State" (Utah), "Zip" (84604), "Phone" (801-375-6600), "Fax" (801-375-6607), and "Email" (thomas@ssmlegal.com). Below this is a "Filing Attorneys" table with columns for "First", "Middle", "Last", "Suffix", "Bar No", and "Primary Email". The table contains three rows of attorney information, each with a "Remove" button. An "Add" button is located below the table. At the bottom of the form, there are "CANCEL" and "NEXT >>" buttons.

First	Middle	Last	Suffix	Bar No	Primary Email	
Thomas	J	Scribner		4910	thomas@ssmlegal.com	Remove
Donald	E	McCandless		8313	donald@ssmlegal.com	Remove
Lorie	D	Fowlke		8875	lorie@ssmlegal.com	Remove
Jacob	R	Powell		10423	jacob@ssmlegal.com	Remove

- Every attorney must have a name, a bar number, and a primary email.
- Use the "Add" and "Remove" buttons to create as many attorneys as you need. We recommend that you add all of your firm's attorneys whether or not all of them will get a Judicialink plan.

### Step 3. Enter your Users' Information

On the "User Information" page, you actually create the login accounts. This is where you initially create user names and passwords for each attorney and staff member you want to be able to e-file. The user name of every user is always an email address. The user's email address should be the one where you want notifications to be sent. If you want emails to be sent to multiple addresses, simply create an account for each email address.

**CREATE NEW ACCOUNT**

Step 2. Enter User Information

Every Judicialink account uses an email address for its user name and has a password. Each attorney must have at least one user account, but you may add an arbitrary number of accounts for staff. You must choose for each user which attorney the user has filing rights and account rights to. Please be aware that any email notices sent to an attorney will also be sent to every user-email that has filing rights to that attorney, so choose your filing rights with that in mind. Creating these accounts does not commit you to anything; you will be allowed to choose whether to start your free trial or sign up for a plan after you have created these accounts.

User Email Address	Password	Filing Rights	Account Rights	Finance Rights	
thomas@ssmlegal.com	abodefg	* Thomas J St	* Thomas J St	Yes	Remove
donald@ssmlegal.com	abodefg	* Donald E Mc	* Donald E Mc	Yes	Remove
lorie@ssmlegal.com	abodefg	* Lorie D Fov	* Lorie D Fov	Yes	Remove
jacob@ssmlegal.com	abodefg	* Jacob R Pow	* Jacob R Pow	Yes	Remove
devin@ssmlegal.com	abodefg	* Thomas J St	* Thomas J St	No	Remove
lore@ssmlegal.com	abodefg	* Select ...	* Select ...	No	Remove

Instructions

-- PREVIOUS    CANCEL    NEXT --

- You should set the initial user passwords to something easy to remember. Each attorney and staff member, after logging in, can and should change their passwords by going to the "Settings" menu.
- By default, the system adds an account for each attorney using the primary email address.
- You should link the users to attorneys by using the "Filing Rights" and "Account Rights" dropdown boxes. Most law firms will want the attorneys to be allowed to file on behalf of only themselves but may want staff members to be able to file on behalf of multiple attorneys. However, there is nothing restricting you from giving attorneys the right to file on behalf of each other, so long as you accept the risks inherent in doing so.
- Use the "Add" and "Remove" buttons to add as many users as necessary. There is no limit to how many users you can add.

### Step 4. Review and Submit

The Review & Submit page is the last page in the account creation workflow. Pressing "Create Account Now" will take all of the information you entered and put it into the Judicialink database (if you do not press this button, none of your information will be saved in the database). Each user will be sent a Welcome email.