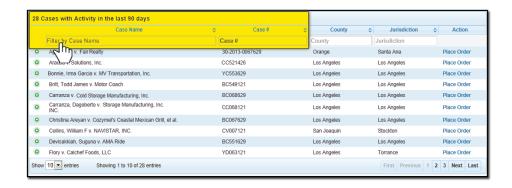
On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience

1 Once you are logged into the Customer Portal, click on "Manage Cases."



2 You may filter the cases that had activity within the last 90 days (default view) by typing in the Case Name or Case Number in the search box. The list of cases will be filtered as you type in your key words or numbers.



When your case appears, you may click on "Place Order" to create a new order on this case without having to re-enter the case information. You may also click on the symbol next to the case name to see the orders and documents associated with the case.

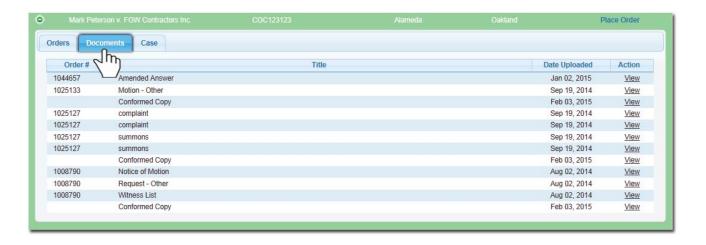




The **Orders** tab will show all of the associated orders that are **Pending** or **Closed** in the case. Click on the of an Order to view its summary.



The **Documents** tab will contain all of the documents uploaded for the case, including what document was uploaded for a specific order. You can view, download or print the Conformed Copies and Proofs of Service by clicking on "**View**."



The case tab, will show the case information. You may edit the case information by clicking the "Edit Case" button. You can also hide a case from being viewed within your account by clicking on the "Hide Case" button.





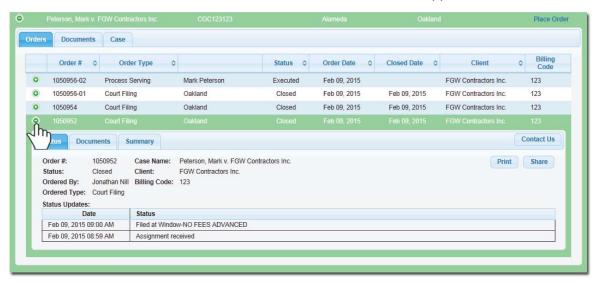


To find this case again, type in Case Name or Number in the "Search for" field.



To see the other orders related to this case, click on the status, related documents and a summary of the case.

If you have any questions on any of the orders e.g. Status, Proof of Service, Missing documents, etc., click on the "**Contact Us**" button to ematil Customer Support.



For cases with no recent activity, you may also use the "Search for" field to search the firm's entire database.

