

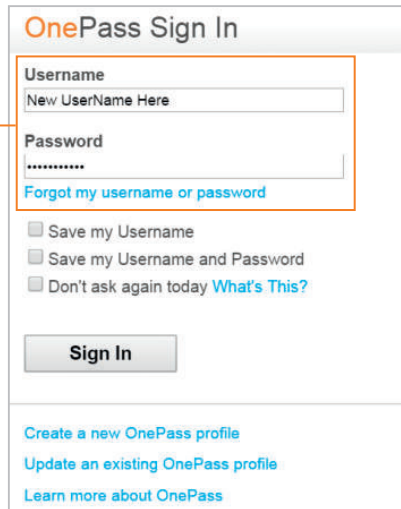
# FIRM CENTRAL<sup>®</sup>

## TIME & BILLING FEATURE – SETTING UP A BILLABLE RATE

### QUICK START GUIDE

#### STEP 1

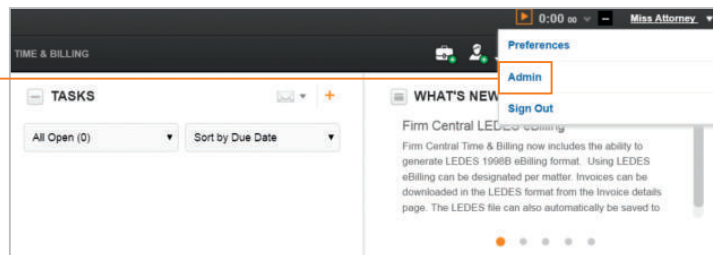
Go to [firmcentral.westlaw.com](http://firmcentral.westlaw.com) and sign in with your usual OnePass.



The image shows the OnePass Sign In page. It features a 'Username' field with the placeholder text 'New UserName Here', a 'Password' field with masked characters, and a 'Forgot my username or password' link. Below the fields are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today' with a 'What's This?' link. A 'Sign In' button is positioned below the checkboxes. At the bottom, there are three links: 'Create a new OnePass profile', 'Update an existing OnePass profile', and 'Learn more about OnePass'.

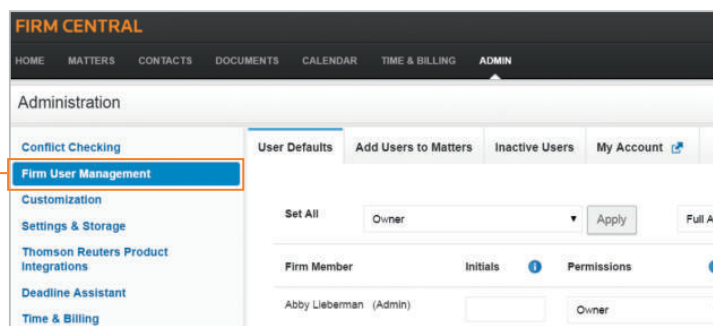
#### STEP 2

Click the **drop down arrow** next to your name in the upper right and select **Admin**.



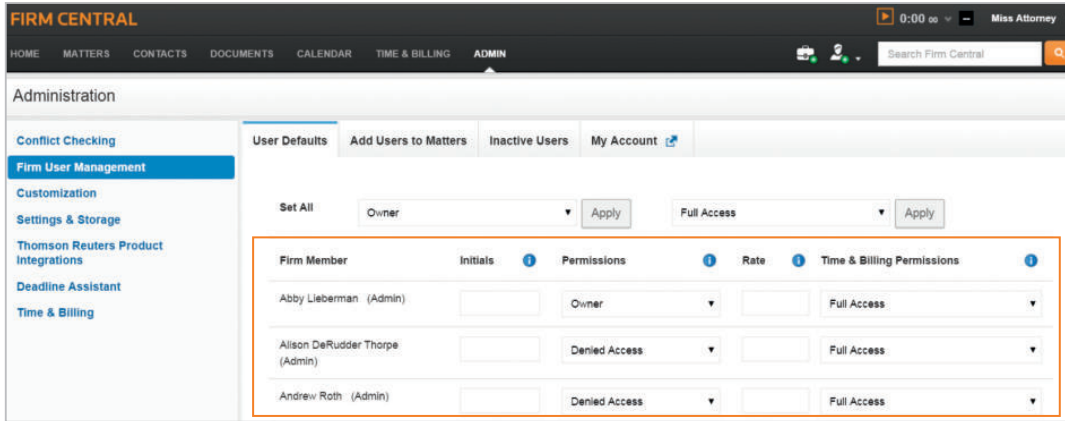
#### STEP 3

Click on the **Firm User Management** link on the left.



**STEP 4**

Find the users name and enter their initials in the "Initials" column, and enter their billable rate in the "Rate" column.



**STEP 5**

Click the **Save** button.

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