

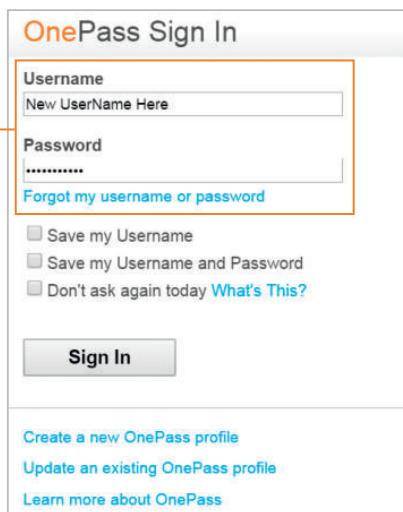
FIRM CENTRAL®

TIME & BILLING FEATURE – SETTING UP A BILLABLE RATE

QUICK START GUIDE

STEP 1

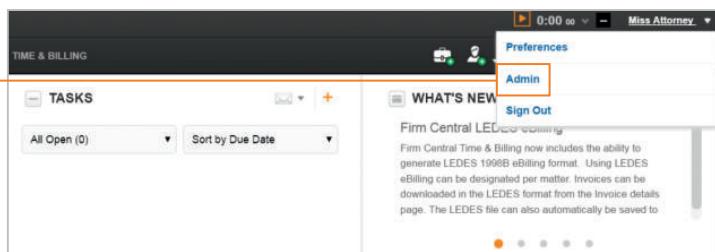
Go to firmcentral.westlaw.com and sign in with your usual OnePass.



The screenshot shows the OnePass Sign In interface. It has fields for 'Username' (containing 'New UserName Here') and 'Password' (containing '.....'). Below these are three checkboxes: 'Save my Username', 'Save my Username and Password', and 'Don't ask again today [What's This?](#)'. A 'Sign In' button is at the bottom. Below the sign-in area are links: 'Create a new OnePass profile', 'Update an existing OnePass profile', and 'Learn more about OnePass'.

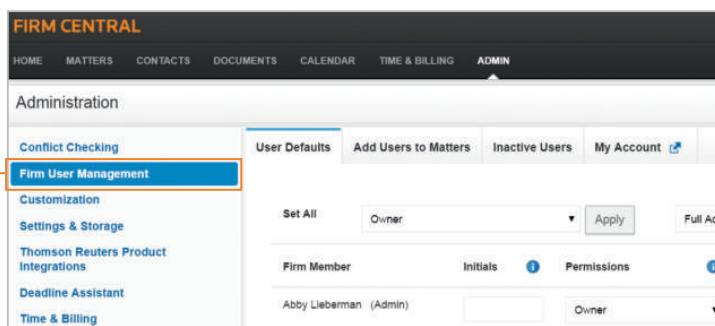
STEP 2

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.

Firm Member	Initials	Permissions	Rate	Time & Billing Permissions
Abby Lieberman (Admin)		Owner		Full Access
Alison DeRudder Thorpe (Admin)		Denied Access		Full Access
Andrew Roth (Admin)		Denied Access		Full Access

STEP 5

Click the **Save** button.

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