

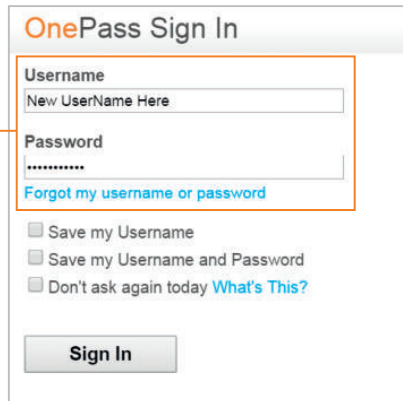
FIRM CENTRAL[®]

TIME & BILLING FEATURE – SETTING UP A TRUST ACCOUNT

QUICK START GUIDE

STEP 1

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



The image shows a OnePass Sign In form. It has a title "OnePass Sign In". Below the title are two input fields: "Username" with the placeholder text "New UserName Here" and "Password" with a masked password ".....". Below the password field is a link "Forgot my username or password". Underneath are three checkboxes: "Save my Username", "Save my Username and Password", and "Don't ask again today" with a link "What's This?". At the bottom is a "Sign In" button.

STEP 2

Click into the **Time & Billing** tab.

STEP 3

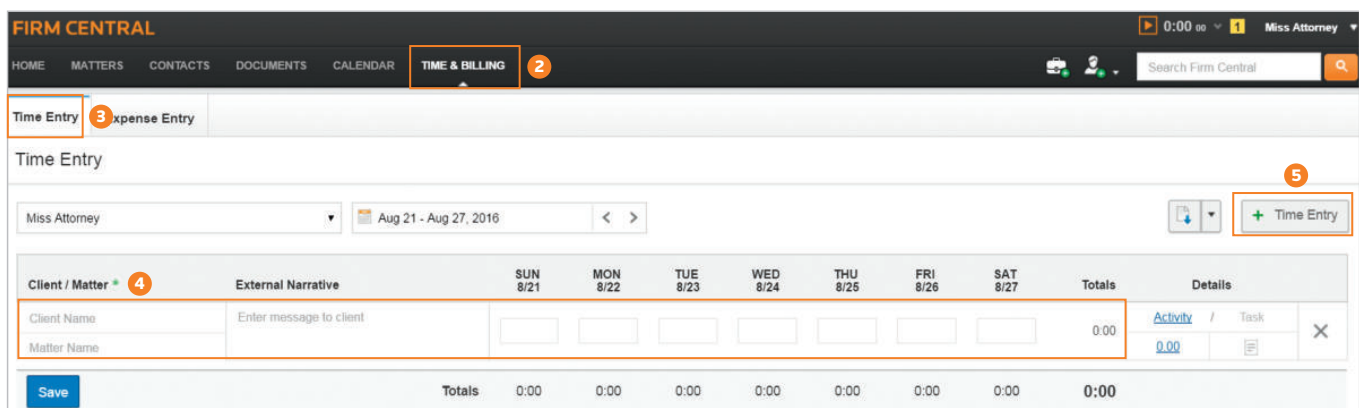
Click on **Time Entry**.

STEP 4

Enter the client name, time, and any necessary notes.

STEP 5

If you need to add another client click on **+ Time Entry**.



The image shows the Firm Central Time Entry interface. At the top is the "FIRM CENTRAL" header with navigation tabs: HOME, MATTERS, CONTACTS, DOCUMENTS, CALENDAR, and TIME & BILLING (highlighted with a '2'). Below the tabs are "Time Entry" and "Expense Entry" buttons, with "Time Entry" highlighted with a '3'. The main area shows a dropdown for "Miss Attorney" and a date range "Aug 21 - Aug 27, 2016". A "+ Time Entry" button is highlighted with a '5'. Below is a table with columns for Client/Matter (highlighted with a '4'), External Narrative, and days of the week (SUN 8/21, MON 8/22, TUE 8/23, WED 8/24, THU 8/25, FRI 8/26, SAT 8/27), Totals, and Details. The table has a "Save" button and a "Totals" row showing 0:00 for each day and 0:00 for the total.

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