

# FIRM CENTRAL®

## TIME & BILLING FEATURE – SETTING UP A TRUST ACCOUNT

### QUICK START GUIDE

#### STEP 1

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

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**Sign In**

#### 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**.

**FIRM CENTRAL**

HOME MATTERS CONTACTS DOCUMENTS CALENDAR **TIME & BILLING** 2

Search Firm Central

Time Entry 3 Expense Entry 2

Time Entry

Miss Attorney Aug 21 - Aug 27, 2016

4 Client / Matter \* 5

Client / Matter *	External Narrative	SUN 8/21	MON 8/22	TUE 8/23	WED 8/24	THU 8/25	FRI 8/26	SAT 8/27	Totals	Details
Client Name	Enter message to client								0:00	Activity / Task
Matter Name									0:00	X

Save

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