



Client Portal Tutorial for Clients

Instructions for Accessing Your Client Portal with the
Law Office of Paul Roitshtein

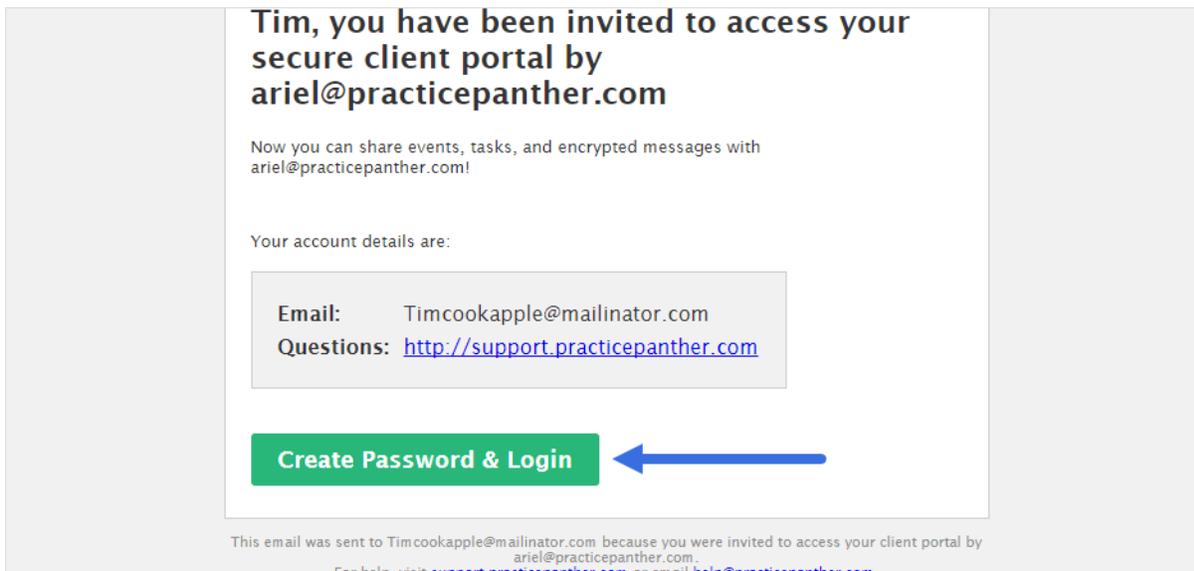
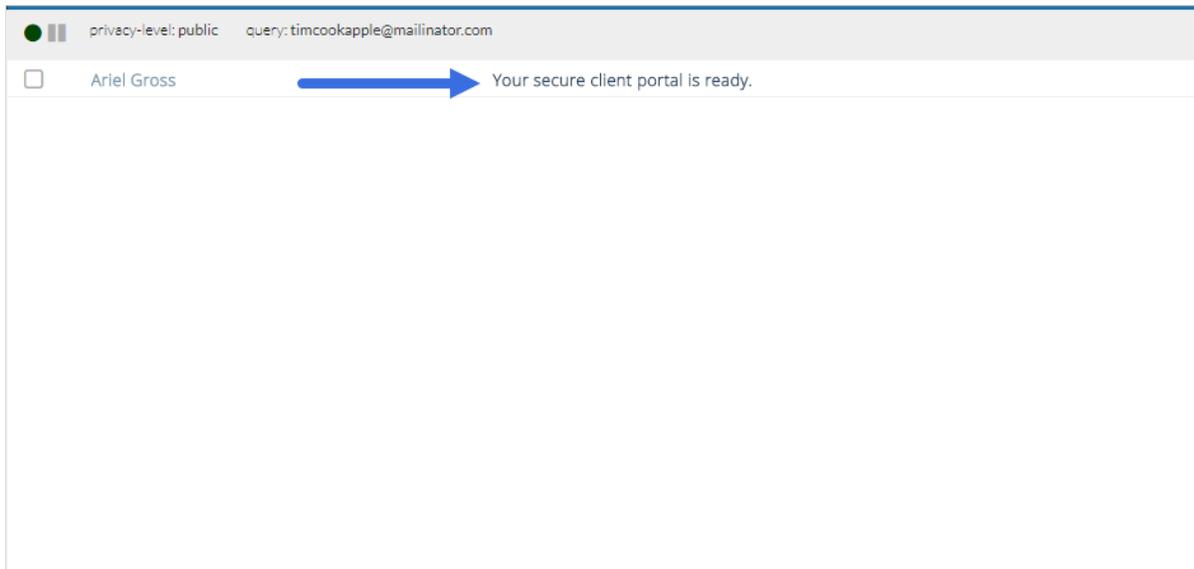
Dear Client:

Now you can share events, tasks, and encrypted messages with the Law Office of Paul Roitshtein by accessing your secure client portal.

Please follow these instructions to access your secure client portal:

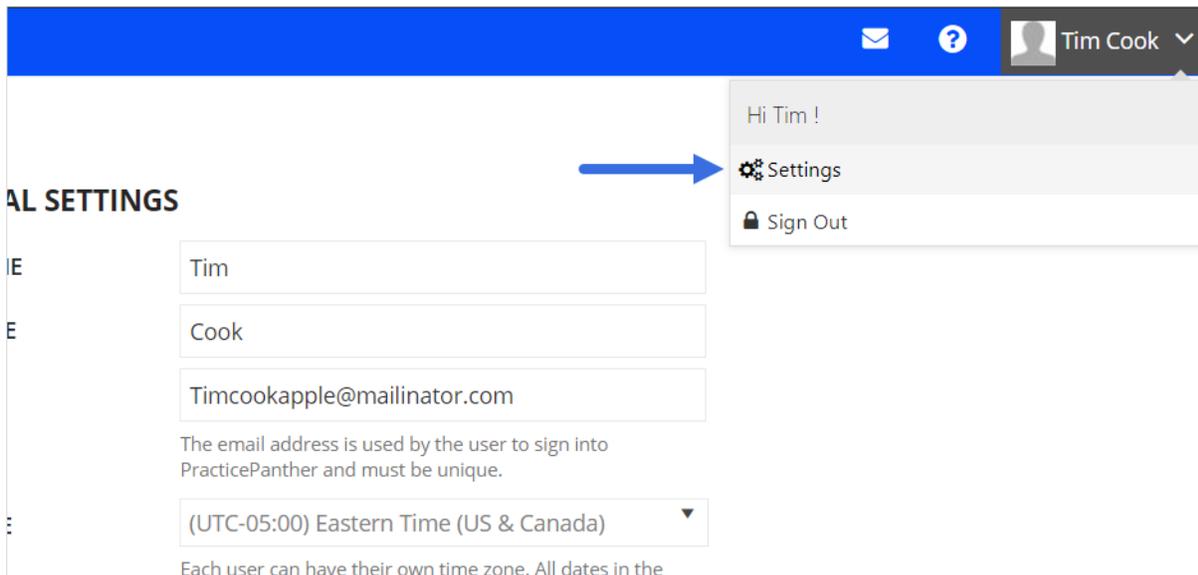
1) Make sure to bookmark the login page from the email that you got from your lawyer.

This will allow you to come back and login at any time.

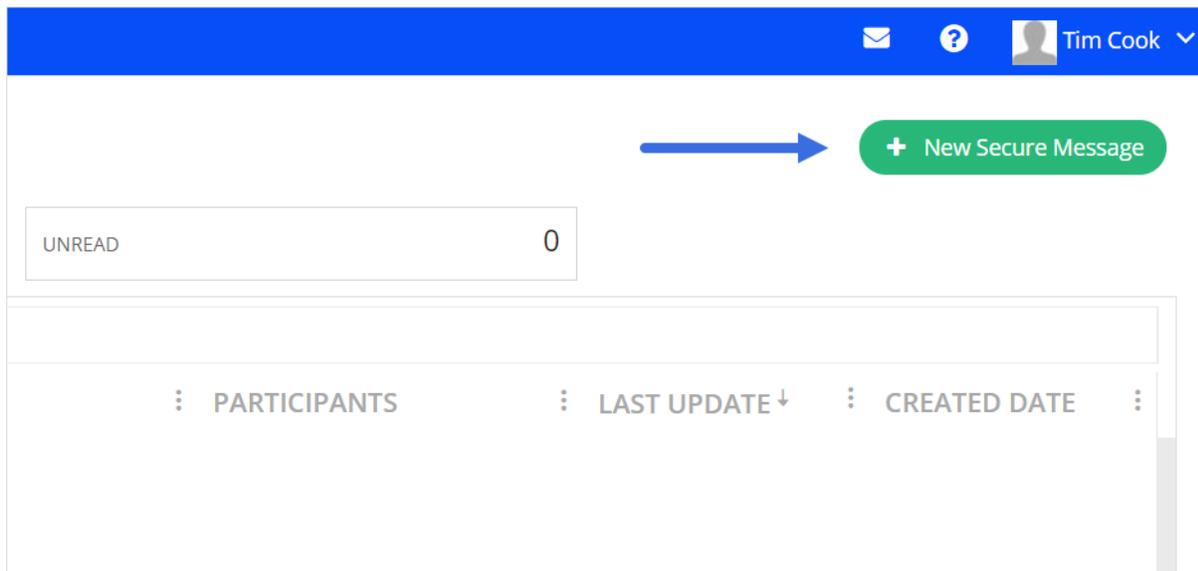


2) To access your settings page simply click on your name in the top right of your screen and select "Settings."

This is where you can change your password, set your timezone and even turn on a two-factor authentication.

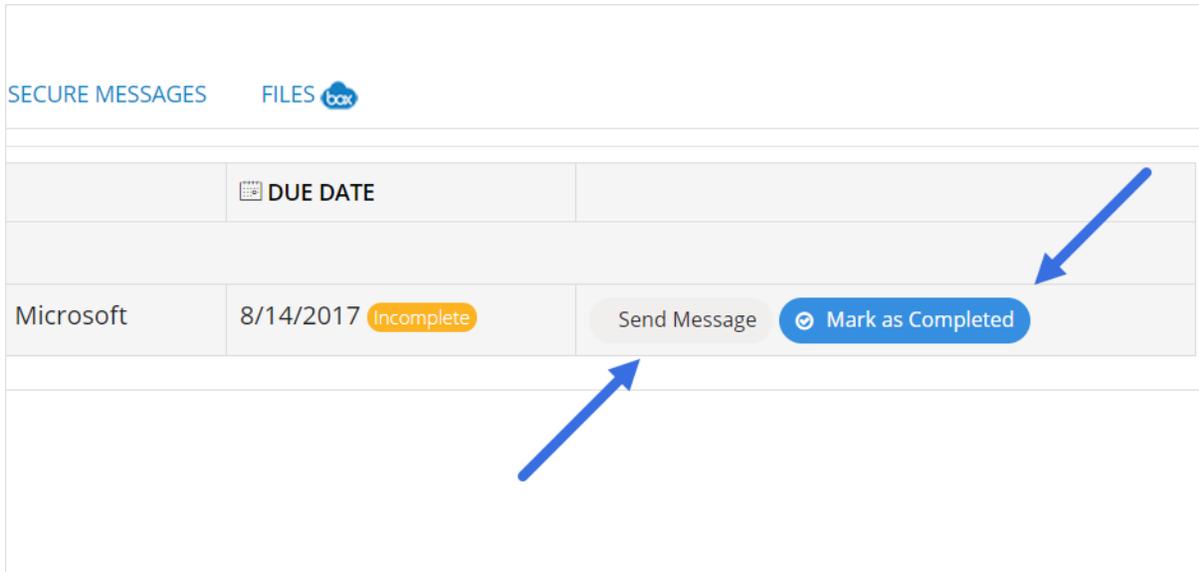


3) To directly message your attorney, simply click on the envelope on the top right of your screen and then select the green "New Secure Message" button on the top right hand side as well.



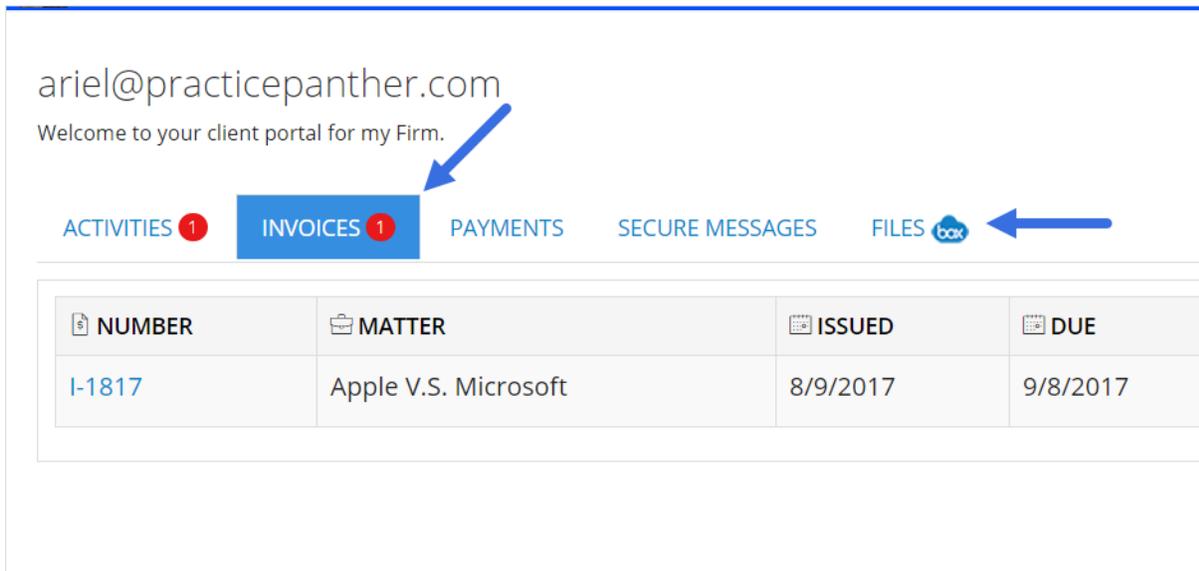
4) When you are assigned a task, make sure you are back in the "Home" screen by clicking on the top left hand corner logo. Then you can directly message the attorney from an assigned task to auto fill the subject of the message with the title of the task.

5) When you finish a task, you can click on the "Mark As Completed" to let your attorney know that you are done. You can always change it back by selecting the "Mark Incomplete".



6) When you are assigned an event, you can see the event as well in the activities tab as well.

7) Unless your case is flat rate, you will be able to see all invoices for your cases under the "Invoices" tab.



If you need any additional assistance, please do not hesitate to contact us.

Best Regards,

/s/ Paul Roitshtein, Esq.