

How to Add Bar Information

The individual must be listed as a practicing attorney. If they are not listed as a practicing attorney, you can update this by going to the profile for the individual's profile and clicking **Edit**

Law Firm User Profile: Bruni, Keith	
Edit 	
Law Firm Individual Profile	
Name: Keith Bruni	Address:
Title: Partner	
Practicing Attorney: Yes	Phone:
Gender:	Fax:
Race:	Login ID: brunikax
Disabled Veteran: No	Timekeeper Level: Partner
Birth Date:	Timekeeper ID: KB
Email: devnull@examen.com	Date Terms & Conditions Signed: 11/02/2009
Year of Service:	ISLN:

Change the Practicing attorney button from No to Yes and click **Save**.

Edit User Profile: Bruni, Keith	
Save  Cancel	* Indicates Required Fields
User Information	
Prefix: Select a Prefix ▼	Practicing Attorney: * <input checked="" type="radio"/> Yes <input type="radio"/> No 
First Name: * Keith	
Middle Initial:	Email: * devnull@examen.com
Last Name: * Bruni	Race: ▼
Suffix:	Gender: ▼
Title: * Partner ▼	Disabled Veteran: <input type="radio"/> Yes <input checked="" type="radio"/> No
Year of Service:	Date of Birth: (mm/dd/yyyy)
	ISLN: (link to Martindale-Hubbell Profile)

Now scroll down to the Attorney Information section and click **Edit**

Attorney Information 	
Edit 	
CounselLink Group: Private	Firm Accounting Office:
Date Attorney Applied: 08/31/2015	Law School:
Status: Active	Graduated: 01/1900
Status Date: 08/31/2015	Practice Start Date:

Enter the State, Agency, Bar Member Number, Year Admitted and License Status and click **Save**.