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## REGISTER

Please go to [www.counselink.net](http://www.counselink.net) and click the 'Sign Up' link.

- Click the following link to view the [CounselLink Law Firm User Guide](#)

***\*If your firm is already registered with CounselLink, there is no need to re-register.*** You can simply log on to your CounselLink account and add any timekeepers that bill Elanco to your office profile and then enter their rates using the appropriate fee structure(s). See below.

## ADD TIMEKEEPERS

From the Home page, click the link under **Offices:**

The screenshot displays the LexisNexis CounselLink user interface. At the top, there is a navigation bar with 'Matters', 'Invoices', 'Fees', 'Profiles', and 'Info Center'. Below this, there are four summary cards: 'Matters PENDING RESOLUTION' (0), 'Invoices ADJUSTED AND APPROVED BY CLIENT' (0), 'Fee Offers PENDING CLIENT APPROVAL' (0), and 'Invoices INACTIVE / INCOMPLETE' (0). The main content area is divided into several sections: 'Matters' with 'My Matters' (0) and a list of 'Pending Resolution', 'Awaiting Acceptance', and 'Budget Action Required'; 'Fees & Discounts' with 'Fee Offers' (0) and 'Volume Discounts' (0); 'Billing' with a list of invoice statuses; 'Profiles' with 'Law Firm' and 'Individual' options, and 'Offices' (highlighted with a red arrow) containing 'Test Law Firm Profile, City Name'; and 'Saved Searches' for 'Matters' and 'Invoices'.

- Go to the **Office Staff** section and review timekeepers
- If you need to add billers, click **Add User** and complete one screen per timekeeper
- Repeat until all timekeepers are entered



## ENTER RATES

Once your firm is associated with Elanco, their name will display in the client drop down in upper left corner of your CounselLink Home page

For standard hourly work, click the **Fees** tab and search for fee structure ID **8402**. If you bill Elanco a flat rate, please use fee structure ID **8403**. Click [HERE](#) for instructions to enter rates.

\*For **Patent, Trademark or Immigration** work, please submit your rates for the applicable fee structures listed below.

8644	Patent Staged Fee Structure in use by Elanco
8645	Trademark Staged Fee Structure in use by Elanco
8646	Immigration Staged Fee Structure in use by Elanco

**Negotiated Discounts:** For firms with whom Elanco has negotiated discounts, the discount must be present on the fee offer. Click [HERE](#) for instructions to add a discount to your fee offer.

## ACKNOWLEDGE BILLING GUIDELINES

Elanco has developed Outside Counsel Billing Guidelines and request you review carefully and incorporate these billing guidelines into your billing practices.

### To acknowledge the guidelines:

- Click the blue **Billing Guidelines** link at the top of the sent fee offer
  - You may also access this document by going to the **InfoCenter** tab and click **Billing Guidelines**
- Add a check mark in the acknowledgement box
- Complete the three fields and click '**Accept**'

## BUDGETS

Upon receipt of your matter assignments, Elanco may require that some or all matters have a budget of fees and expenses expected for the life of the matter be submitted and approved by them prior to invoicing. Please see the CounselLink Law Firm User Guide for Instructions to Create a Budget.

## **STAFFING LISTS**

Also after your client assigns matters, Elanco may require that you set a Staffing List on some or all of their matters. CounselLink will notify you if it is required on the individual matter assignment. Please see the CounselLink Law Firm User Guide for Instructions to Create a Staffing List.

## **TRAINING**

LexisNexis provides **FREE** on-line training through the LexisNexis University, which is available at your convenience. A link to access training is provided on the CounselLink Home page. Click [HERE](#) for details

**This will complete the registration requirements.** Elanco must complete the following steps before you can submit invoicing. They are:

1. Review and approve the fee offer
2. Assign matters to your CounselLink account

For invoicing assistance, please contact [ask@lexisnexis.com](mailto:ask@lexisnexis.com) or dial 800-600-2282.

We look forward to your registration with the CounselLink application.