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REGISTER

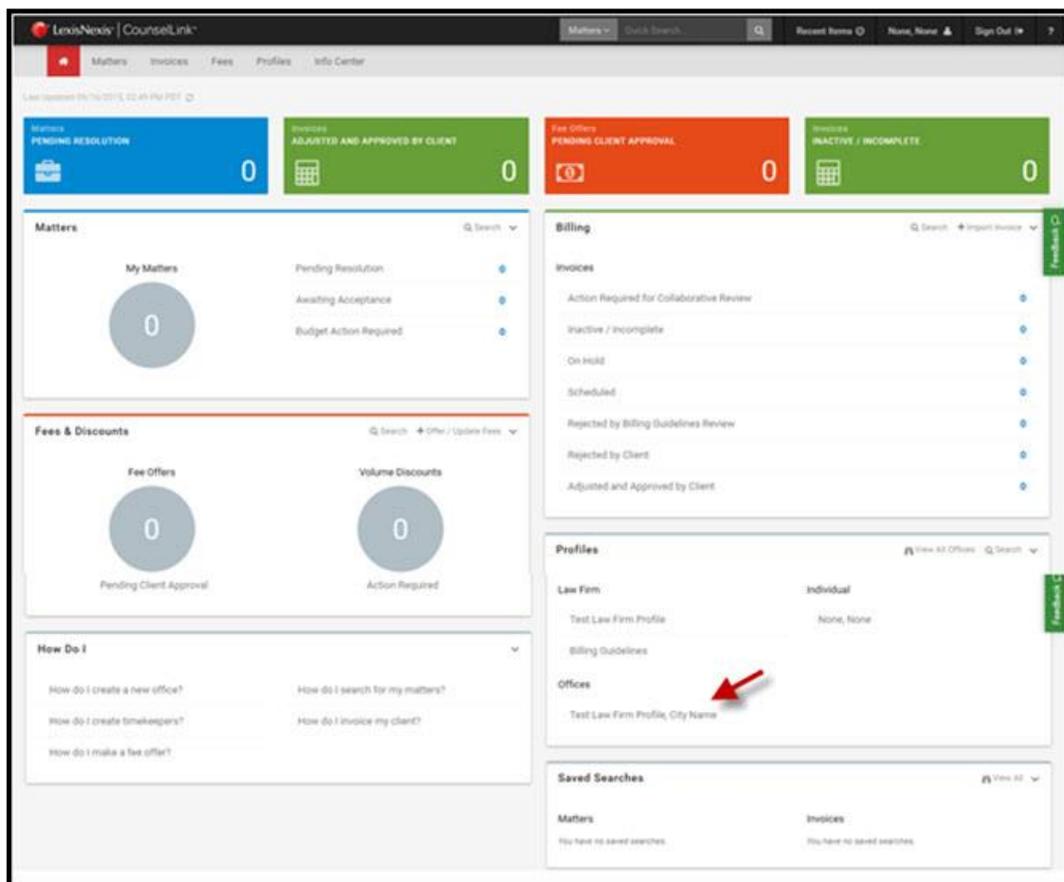
Please go to www.counsellink.net and click the 'Sign Up' link.

- 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 eXp 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**:



- 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 your client, their name will display in the client drop down in upper left corner of your CounselLink Home page

Click the **Fees** tab and search for fee structure ID **8739** (hourly) or **8740** (flat rate). Click [here](#) for instructions to enter rates

Negotiated Discounts: For firms with whom eXp 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

eXp 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**'

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