Dear Counselor/Billing Contact:

Please complete the tasks outlined below as soon as possible so your firm will be ready to submit your invoices to KPMG through CounselLink when the system is ready on 10/1/2021.

For the time being, please do not submit any invoices in CounselLink until you have been notified that KPMG is live with the system.

Let's get started! Please complete the following tasks:

1. **Register***
2. **Add Timekeepers**
3. **Enter rates**
4. **Acknowledge Billing Guidelines**

REGISTER

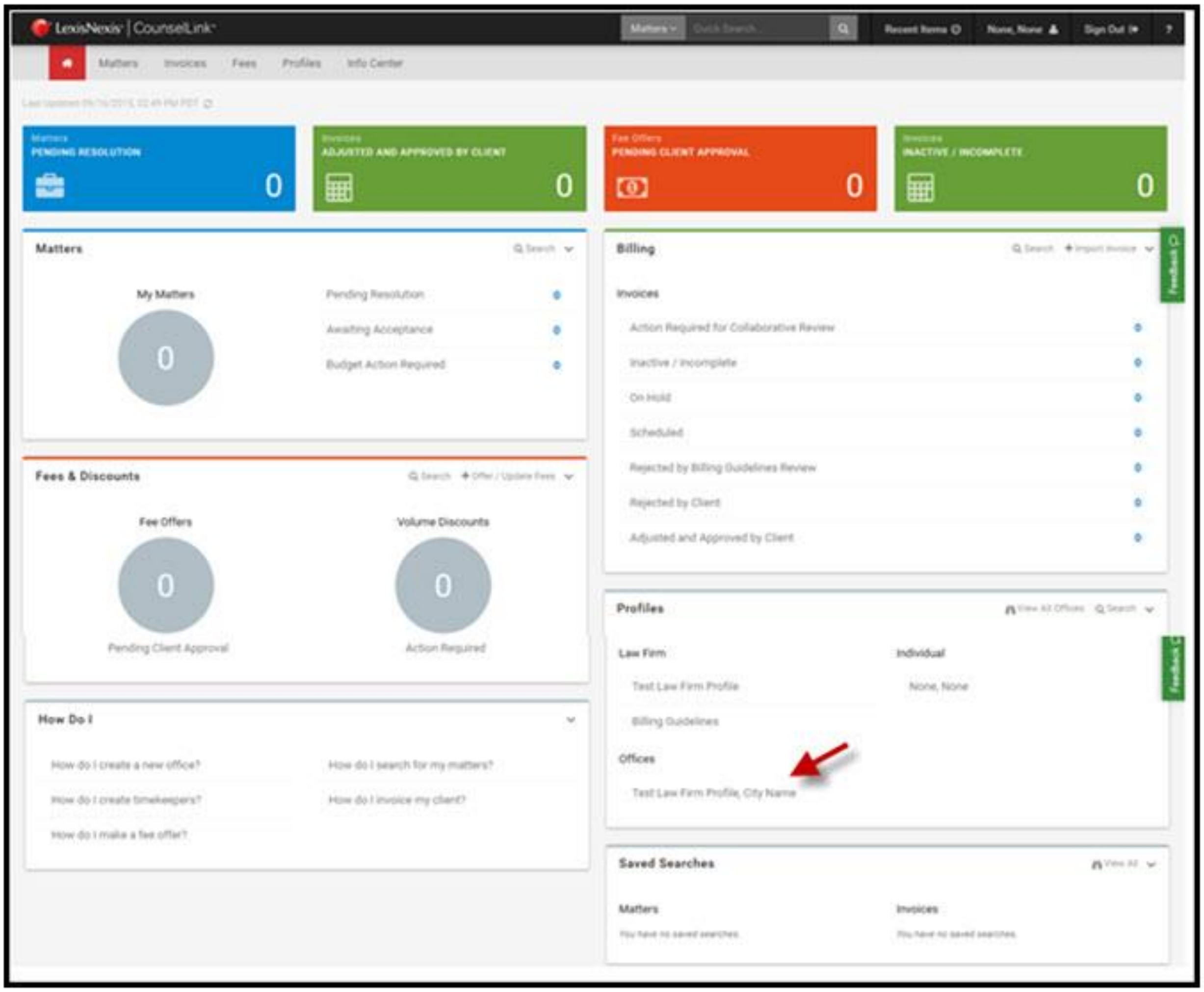
Please go to www.counsellink.net and click the **'Sign Up'** link.

- 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 KPMG to your office profile and then enter their rates using fee structure ID **8718** (hourly) or **8719** (flat rate).

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 **8718** **(hourly) or** **8719** **(flat rate).** Click here for instructions to enter rates

Negotiated Discounts: For firms with whom KPMG 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

KPMG 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'**

This will complete the registration requirements. KPMG 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

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

For invoicing assistance, please contact ask@lexisnexis.com or dial 800-600-2282.

We look forward to your registration with the CounselLink application.

Sincerely,

Keith Bruni
Specialist, Attorney Implementation, CounselLink
LexisNexis Legal & Professional

Attorney Implementation Team-CounselLink
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