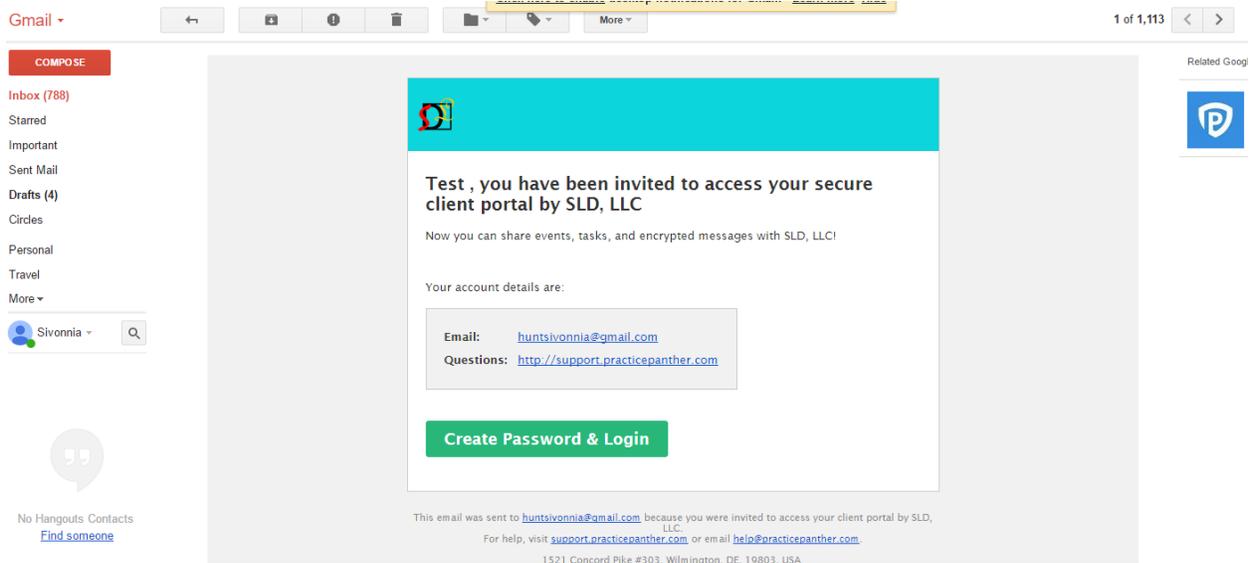


**Welcome to the SL DeBarros Law Firm, LLC!** We are elated to have you as a client.

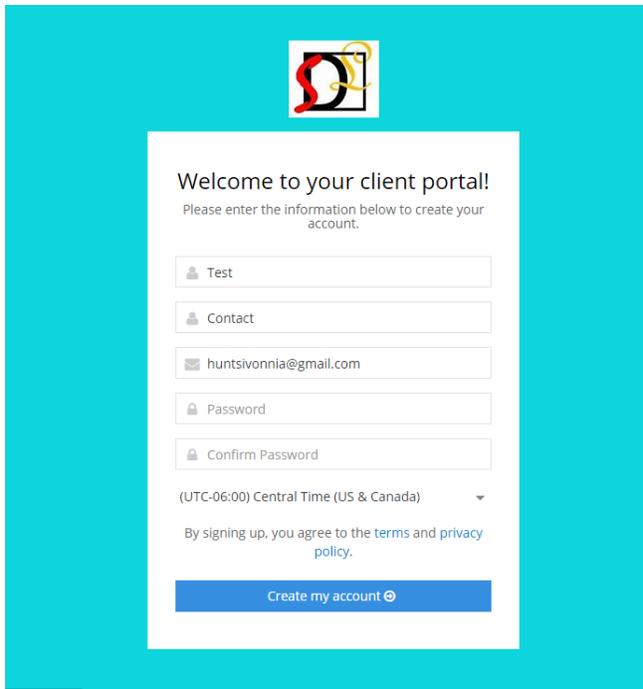
To better assure you and create efficiency with your matter, you are required to create and log into your Client Portal Account. The following are directions to assist you in navigating this tool.

1. **The Welcome Email:** Once your matter is entered into the Firm's Platform, you will receive an email asking you to create your account and log in. It will look like the following.
2. Click the green link above to create a password and login to your account.

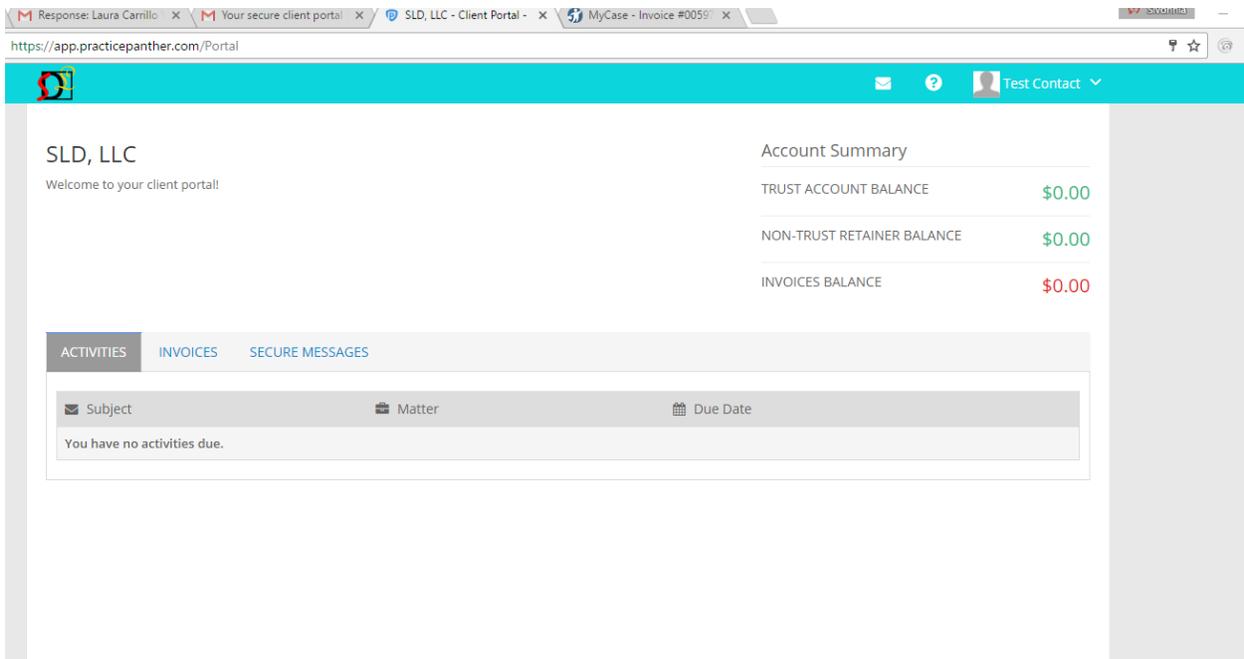
This screen will appear



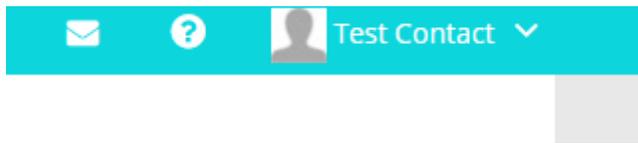
3. After you've entered your information, click the blue button to create the account.



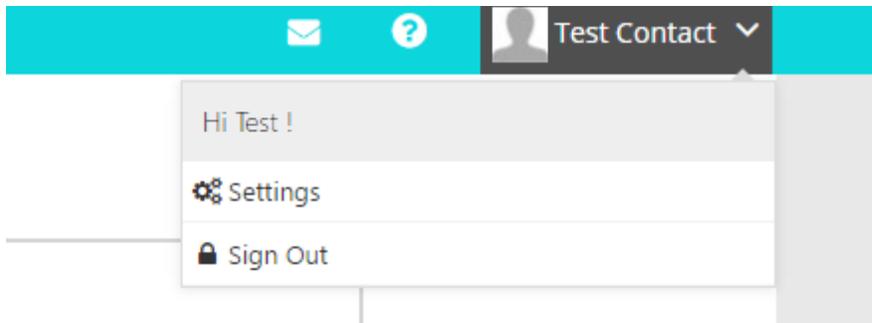
4. Once you have created, the account. You'll be able to log in and your account platform will appear something like below.



## 5. Your account basics:



Your Account:



The settings tab:

## Settings

Settings

-  Personal Settings
-  Security & Password

### PERSONAL SETTINGS

First	Test
Last	Contact
Email *	huntsivonna@gmail.com <small>The email address is used by the user to sign into PracticePanther and must be unique.</small>
Time Zone	(UTC-06:00) Central Time (US & Canada) ▼ <small>Each user can have their own time zone. All dates in the system will be adjusted accordingly.</small>

Security and Password: you can change your security settings:

# Settings

Settings

 Personal Settings

 Security & Password

## 2 FACTOR AUTHENTICATION

Turn On

## SECURITY & PASSWORD

Current Password \* Enter your current password...

New Password \* Enter your new password...

Confirm New Password \* Enter your new password again...

✓ Submit

Sending a Secure Message and Share documents with your attorney.

Option One: click the “message icon” at the top of your bar:



Option Two: Click on the tab directly on your dashboard.

ACTIVITIES INVOICES **SECURE MESSAGES**

+ NEW SECURE MESSAGE

MESSAGES 0 UNREAD 0

Q Search Conversations...

Message	Participants	Last Upda
---------	--------------	-----------

0 50 items per page

Invoices:

## Account Summary

TRUST ACCOUNT BALANCE	\$0.00
NON-TRUST RETAINER BALANCE	\$0.00
INVOICES BALANCE	\$0.00

ACTIVITIES INVOICES SECURE MESSAGES

Number Matter Issued Due Balance

No invoices.

When an invoice is sent to you, you'll receive an email message similar to this:

Invoice #575 Inbox

SLD, LLC <no-reply@practicepanther.com> to me 2:50 PM (0 minutes ago)

Dear Test ,

Thank you for your business.

Please click the link below to view invoice #575:

[Click here to view Invoice #575](#)

A payment of \$259.50 is due on 1/25/2017.

SLD, LLC

PracticePanth Follow

You can click on the link or log into your account. When clicking on the link, it will look like this:



# SLD, LLC

101 N Marion Street  
Suite 211  
Oak Park, IL  
IL 60301  
debarros.esq@gmail.com  
www.sldebarros.com  
O: 7086135770  
F: 708-843-5846

# INVOICE

Number	575
Issue Date	1/11/2017
Due Date	1/25/2017
Matter	105-Test case
Email	huntsivonna@gmail.com

### Bill To:

Contact, Test

### Flat Fees

Flat Fees	Price	Qty	Sub
Travel by Metra Train to court for client	\$9.50	1.00	\$9.50
<b>Flat Fees Total:</b>			<b>\$9.50</b>

### Time Entries

Time Entry	Billed By	Rate	Hours	Sub
Appear for/attend		\$250.00	1.00	\$250.00

**Download PDF**

**Pay Now**

Scroll at the end of the invoice to pay:

You may also just log into your client account: You'll notice two things

1. \$228.20

2. \$0.00

3. \$0.00

4. \$0.00

ACTIVITIES
1
INVOICES
SECURE MESSAGES

When you click on the Invoice Tab, the following will appear.

Number	Matter	Issued	Due	Balance	
I-575	105-Test case	1/11/2017	1/25/2017	\$259.50	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px;">Open &amp; Pay</a>

To pay, click the blue button:

Your invoice will populate in another window where you'll be required to scroll down to the pay button.

### Terms & Conditions

Failure to pay invoices on time will result in a late fee of \$25 per month for every month that the invoice remains unpaid. Furthermore, any insufficient payment will result in a \$15 fee. If you have any concerns or issues with you billing, you are expressly charged to raise the issue with your attorney prior to your due date or no later after 30 days has expired. Your failure to do so operates as a waiver.

### Account Summary

Trust Account Balance

\$0.00 USD

Non-Trust Retainer Balance

\$0.00 USD

Download PDF

Pay Now

### Account Summary

TRUST ACCOUNT BALANCE \$0.00

NON-TRUST RETAINER BALANCE \$0.00

INVOICES BALANCE \$259.50

Balance

2017

\$259.50

Open & Pay

To save your invoice, just click the blue "Download" button.

Paying the invoice: click "Pay now" and the following pay window will pop up. Once you've entered your payment, just click "make payment" and you're done.

Total Outstanding \$259.50

#### Online Payment - I-575

Balance Due  
\$259.50 USD

Amount to pay

Download PDF Pay Now

# + New Secure Message

## LINKED TO

Matter

105-Test case



## MESSAGE

To \*



Sivonnia DeBarros X

Subject \*

Test email

Body

**B** U *I*

please see the attached document

Attachments



2017\_01\_09 Attorney



Remove



Select Files

✓ Send

✕ Cancel

After you send the email or documents, your screen will look like this:

 105-Test case / Test email

**PARTICIPANTS**

Contact, Test  Sivonna DeBarros

**MESSAGES**



Contact, Test (client) at 1/11/2017 2:39 PM  
please see the attached document

 2017-01-09 Attorney Appearance (DeBarros) stamped.pdf

**REPLY**

**B** U *I*    

 Select Files

 Reply