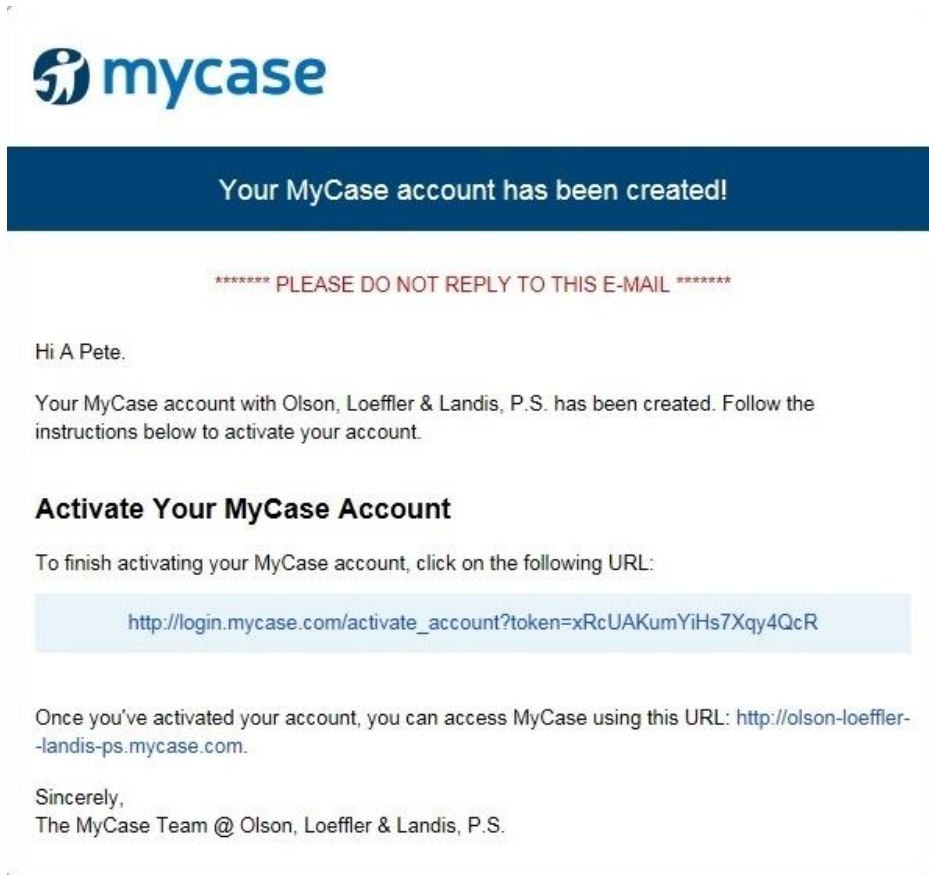


Instructions for using your MyCase account.

Opening Your Account

Our clients may be given access to their online file through our client portal known as MyCase. Once the MyCase portal is opened and we are provided an email address for our client, the below email will be sent to the client. (In this example we have used a fictitious client known as A. Pete.) If you receive the below email, you may create your online account by following the URL on the account. This is done by clicking on the URL or copying the URL address to your browser and then hitting your return button.



Once you follow the URL, you will be sent to the activation screen below. Once you are at the activation screen, type in a password (of your choosing) and then confirm it. After you create the account you may open your account at any time by typing in the URL <http://olson-loeffler-landdis-ps.mycase.com>. Once you do this you will be asked for your password and then you will be in your account.

Activate Your MyCase Account

You need to set your password to finish activating your MyCase account.

New Password	<input type="password"/>	very weak
	<small>Minimum of 6 characters</small>	
Confirm Password	<input type="password"/>	
Time Zone	<input type="text" value="(GMT-08:00) Pacific Time (US & Canada)"/>	▼
<input type="button" value="Activate My Account"/>		

NAVIGATING YOUR ACCOUNT.

Once you are in your MyCase file you will see a screen like below. From here you will be able to enter the calendar, view documents, view billing statements, see messages and notes. If there is a red circle with a number in it above the menu items, that means there is a new document, calendar entry, bill or message.

The screenshot shows the MyCase client portal interface. At the top, the 'mycase' logo is on the left, and the user's name 'A Pete W. Test' and a 'View all cases' dropdown are on the right. Below the logo is a navigation bar with buttons for 'Home', 'Calendar', 'Documents', 'Billing', and icons for messages and chat. Underneath is a sub-navigation bar with 'Dashboard' and 'Recent Activity' tabs. The main content area features a welcome message: 'Good afternoon A Pete W. Test - MyCase Client Manager is a case management system used by Olson, Loeffler & Landis, P.S. This system is your link between all things related to your case. For your latest case information, please sign in regularly to view all of the information that is pertinent to your case. As a favor, we appreciate clients uploading a recent photograph which will personalize our staff and client contact. Thank you and we look forward to working with you with your very important legal matter.' To the right of the message are three action buttons: 'Upload Document', 'Send Message', and 'Pay Invoice'. Below the message is a 'Recent Activity' section with a sub-menu for 'All', 'Events', 'Documents', and 'Billing'. The activity list shows 'John Loeffler (Attorney) updated document 15-07-01_News_legal_plan.pdf about 21 hours ago via web | Case link: L-Landlord Plan Clients'. To the right of the activity list are two summary boxes: 'Calendar - Upcoming Events' (showing 'No upcoming events.') and 'Recently Uploaded Documents' (showing '15-07-01_News_legal_plan.pdf Jul 27, 2015 by John Loeffler (Attorney)').

Most of the time you will be looking at documents placed in your MyCase account. You will be able to write comments in the comment section as you look at documents.

If you have any questions about MyCase do not hesitate to call us.

Thank you.

OLSON, LOEFFLER & LANDIS, P.S.