EMW LAW

CLIENT PORTAL GUIDE

In this guide, you'll find step-by-step instructions for everything you can do in the MyCase Client Portal.

Logging In

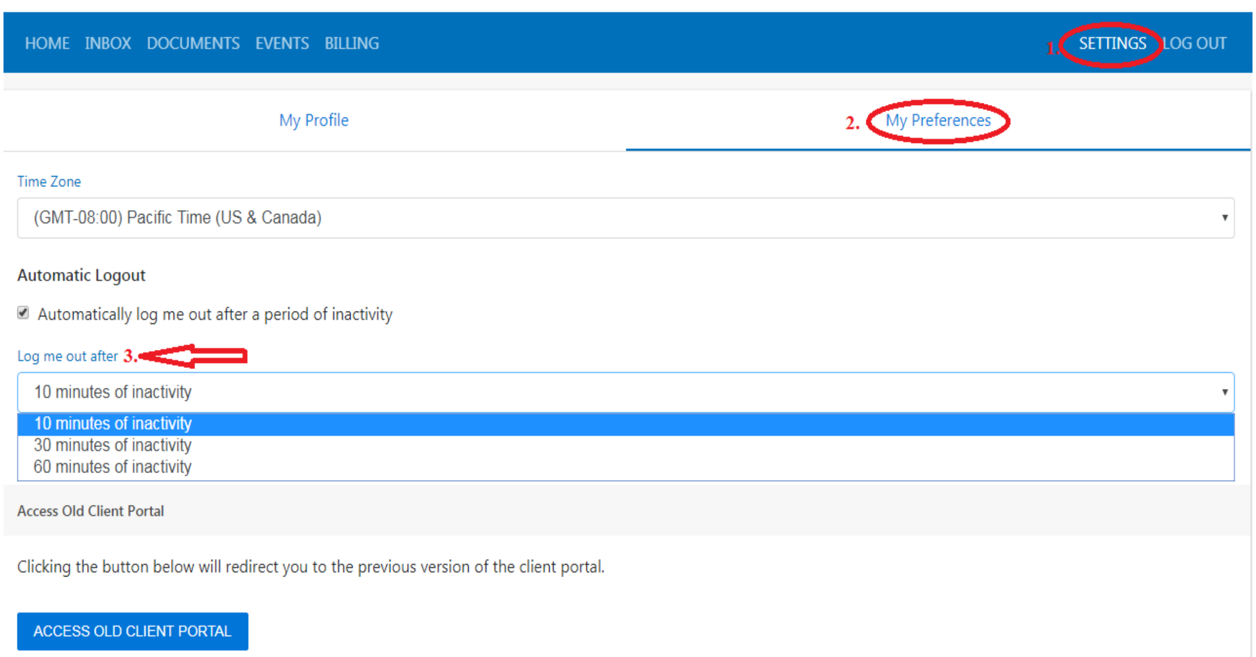
After you receive your new account link from MyCase and create your personal password, you can access the portal at https://emw-law.mycase.com/
If you ever forget your password, just go to the Client Login Page, click '**Forgot Password'** and follow the prompts.

Mobile App

MyCase has a mobile app for your iPad, iPhone, or Android device.

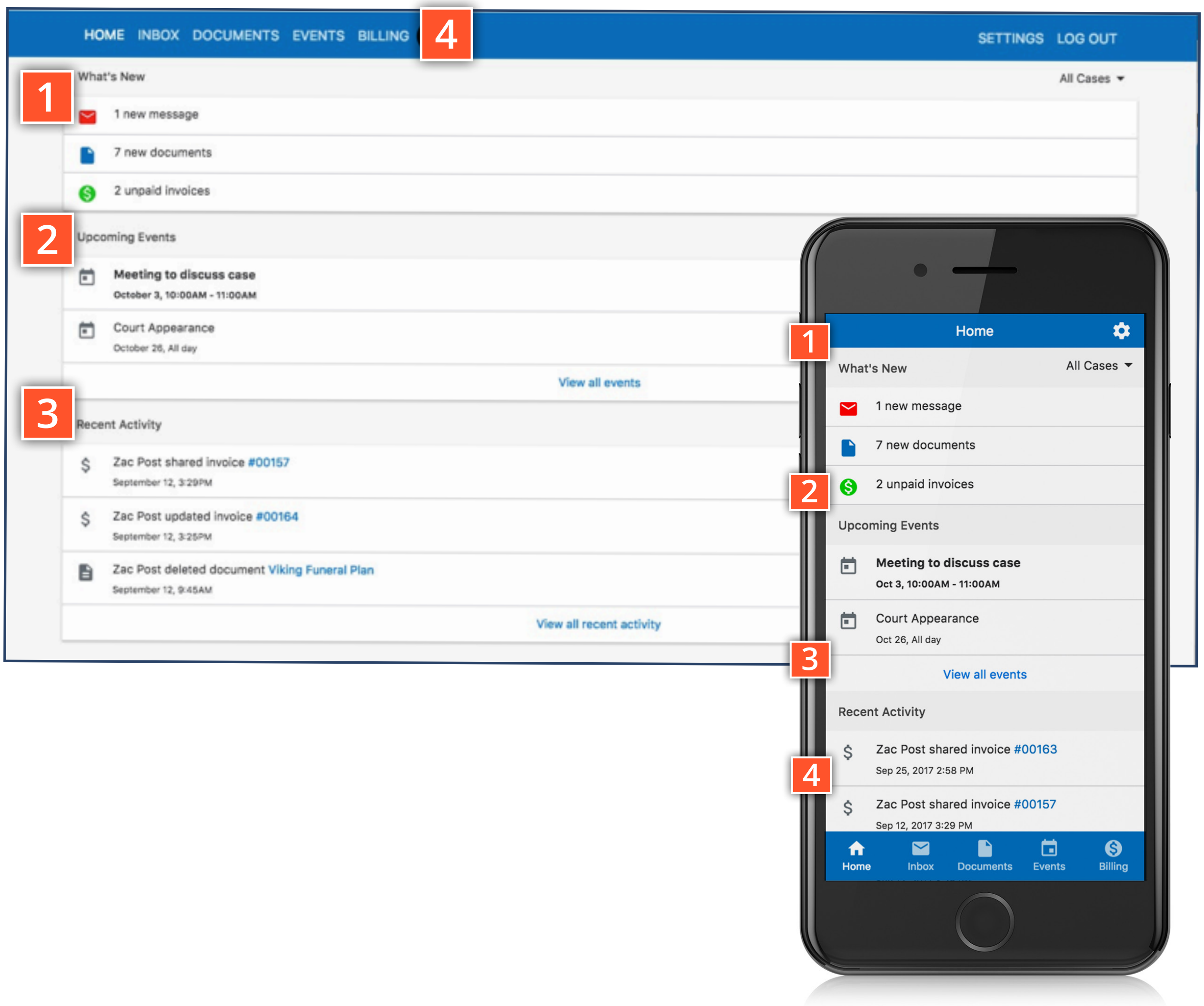
Set Your Log Out Preferences

Automatically logging out inactive viewers is a security feature of MyCase. Set your log out preferences for the amount of time most convenient for you, as shown below:



Home Screen

Once you've setup your account, you'll log in and see this home screen:



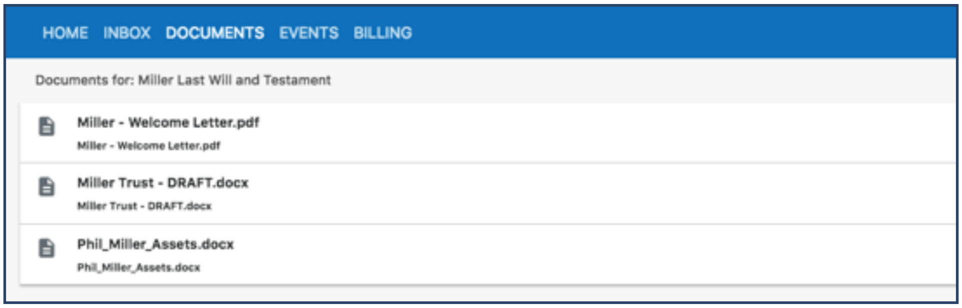
1 **What's New:** Check out new messages, documents, and invoices we've recently shared with you.

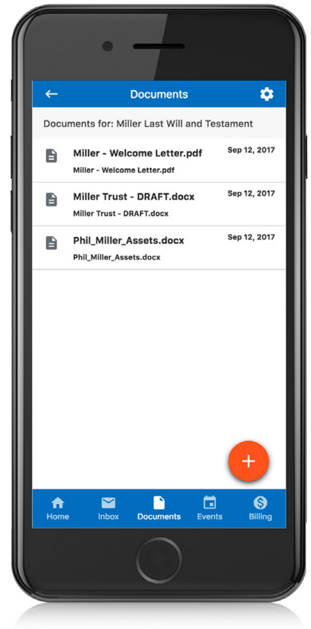
2 **Upcoming Events:** This section will show any upcoming events that have been shared with you in MyCase related to your case.

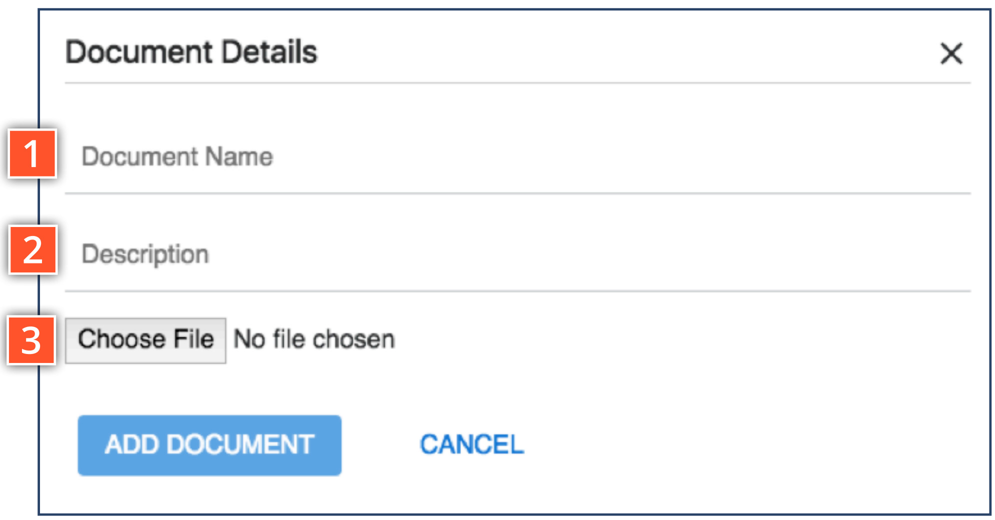
3 **Recent Activity:** "The Recent Activity" stream shows you recent updates to your case.

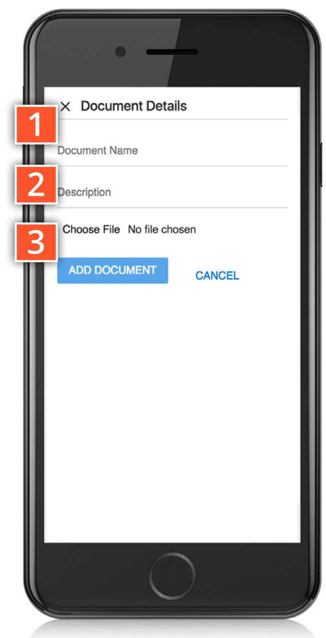
4 **Menu Tabs:** Use these tabs for easy access to the home screen, messages inbox, case documents, events, and billing.

Uploading Documents









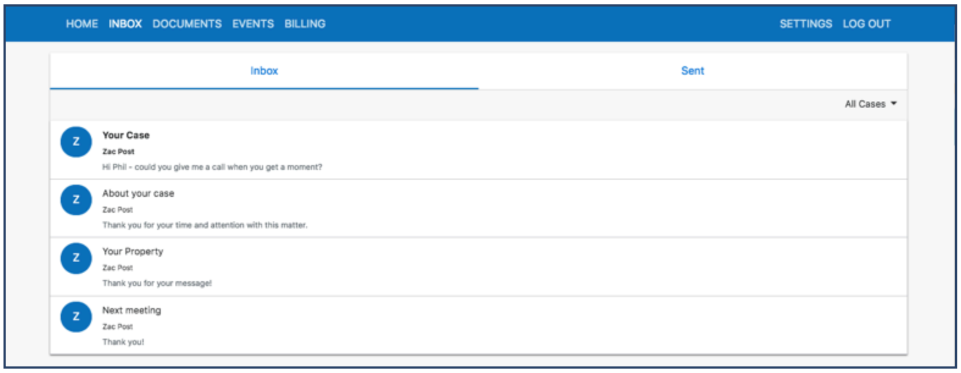
To upload a document, simply click the + sign in the Documents tab.

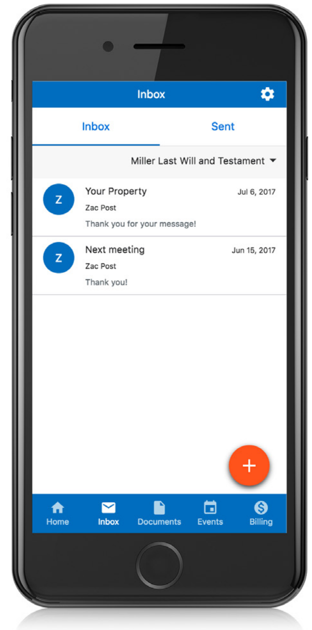
1 **Document Name:** The name you'd like to appear in MyCase for this document

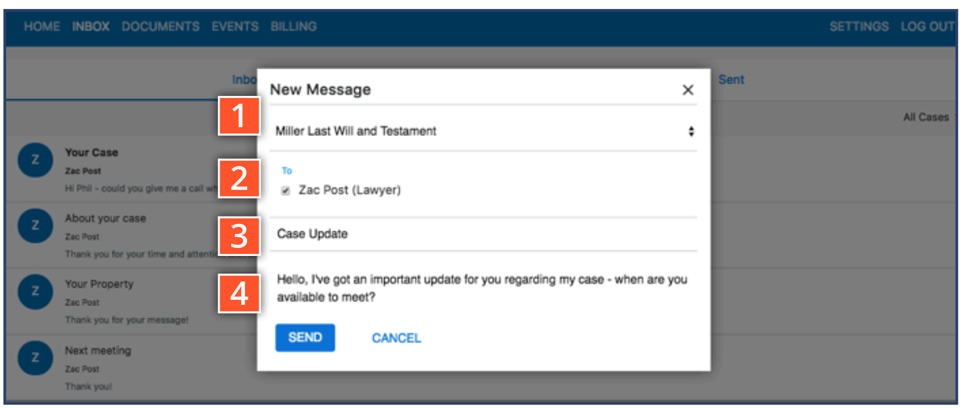
2 **Send to:** This field populates with everyone at our Description: Describe the document – it helps to know what you've uploaded when we're notified!

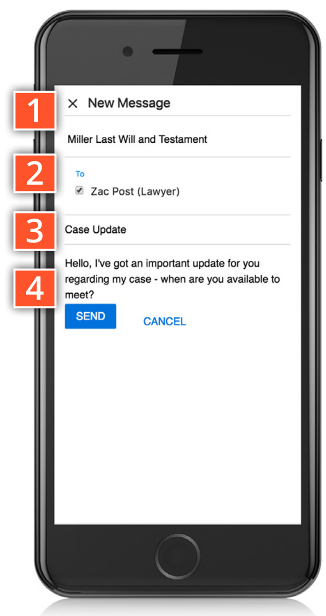
3 **Source:** Click "Choose File" to select the document from your devices files (e.g. your desktop, documents folder, photo roll, etc).

Sending Messages









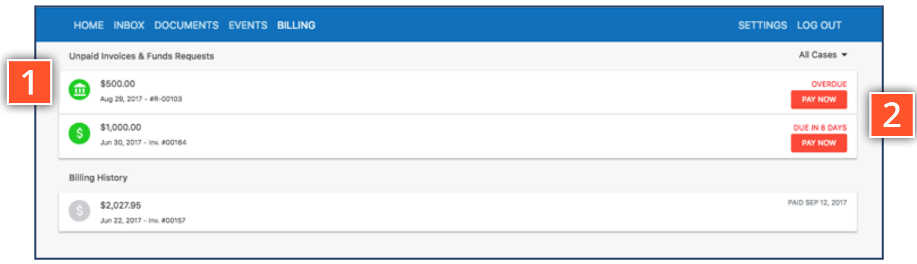
To send a message, simply click on the + sign in the Inbox tab.

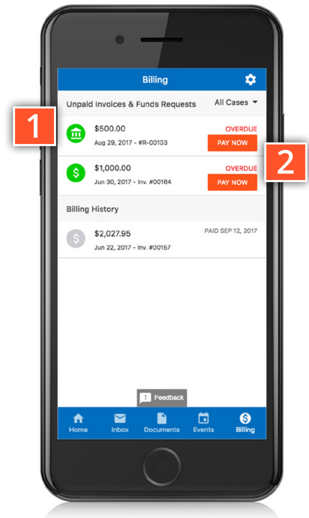
1 **Case Link:** You'll be given a dropdown menu of cases you're linked to – choose the one that relates to the message you're sending. **Note:** If you only have a single case, this dropdown does not appear.

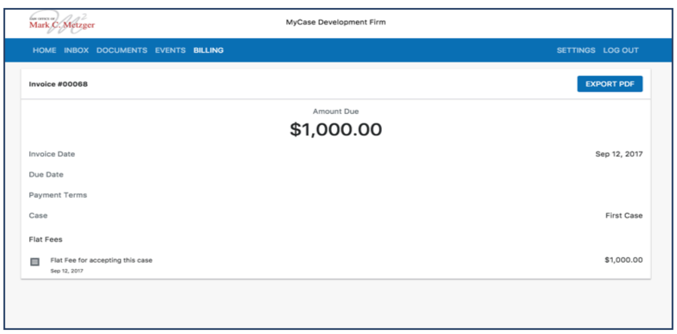
2 **Send to:** This field populates with everyone at your firm who is working on your case. Choose which people you'd like to share the message with.

3 **(and 4) Subject and Message:** Just like an email (but way more secure)!

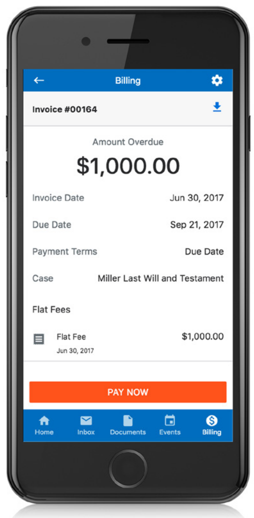
Paying an Invoice

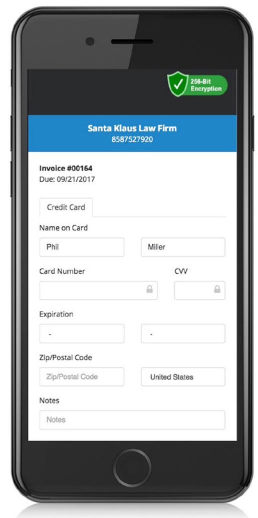






*Clicking on **Pay Now** takes you to a form where you can input your payment information, and make a payment on an invoice*





1 **Invoice List:** Clicking on an individual invoice will takes into the detail view, and allows you to view the contents of the invoice.

2 **Pay Now:** Selecting this button will takes directly to a payment screen, where you'll be able to enter your payment information and pay your invoice online. It's easy to pay via credit card or eCheck. To make an eCheck payment all you need is your bank account and routing number, which you can find online or on your checks - and there are no fees.