



FINDLAW REVIEW PLATFORM CONNECT TO YOUR NEW PLATFORM

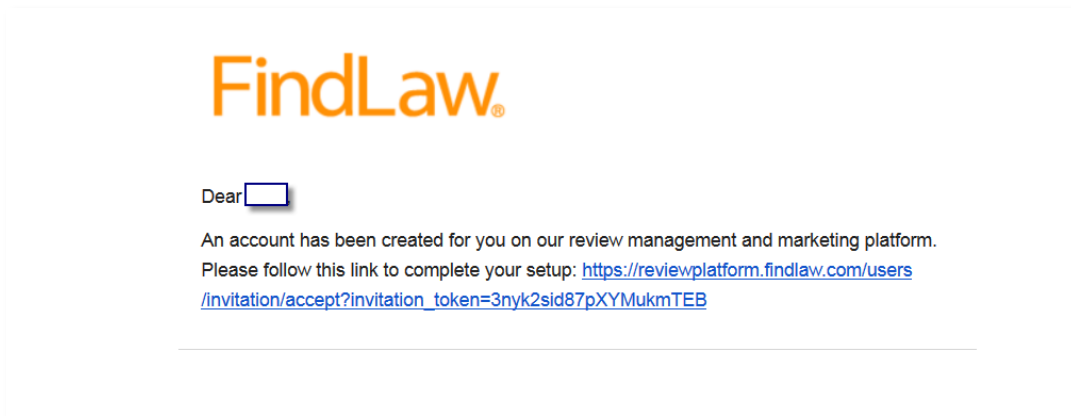
TABLE OF CONTENTS

ACCESSING NEW FINDLAW REVIEW PLATFORM	3
WELCOME TO FINDLAW REIVEW PLATFORM	4
LET'S GET STARTED!	5
• ACCESS YOUR REVIEWS	6
• MANAGE YOUR REVIEWS	7
• SETUP REPORTING	8
• MANAGE USERS	9

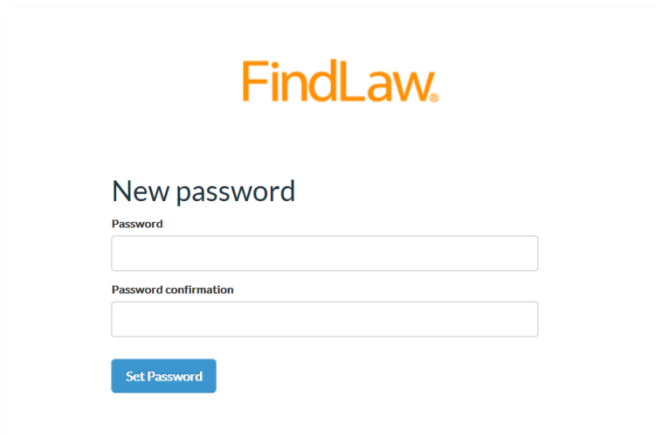
The following are instructions to guide you through setting up your new FindLaw Review Platform.

ACCESSING NEW FINDLAW REVIEW PLATFORM

A) Once we've completed our setup you will receive an e-mail to setup your account.



B) Click on the link to accept the invitation and setup a password for your account.

A screenshot of the "New password" setup page on the FindLaw platform. The FindLaw logo is at the top. The page title is "New password". Below the title, there are two input fields: "Password" and "Password confirmation". At the bottom of the form, there is a blue button labeled "Set Password".

C) A new window will open and you will need to log in with the following:

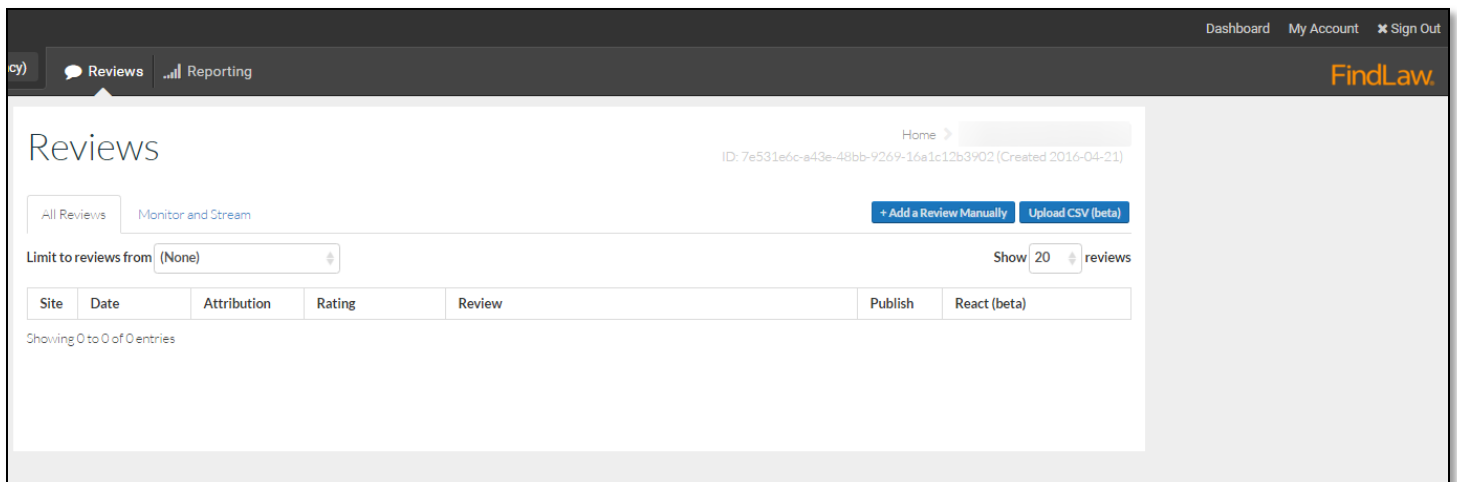


E-mail – this is the e-mail address you provided on the initial consultation

Password – the password you set on the previous screen will be your password moving forward

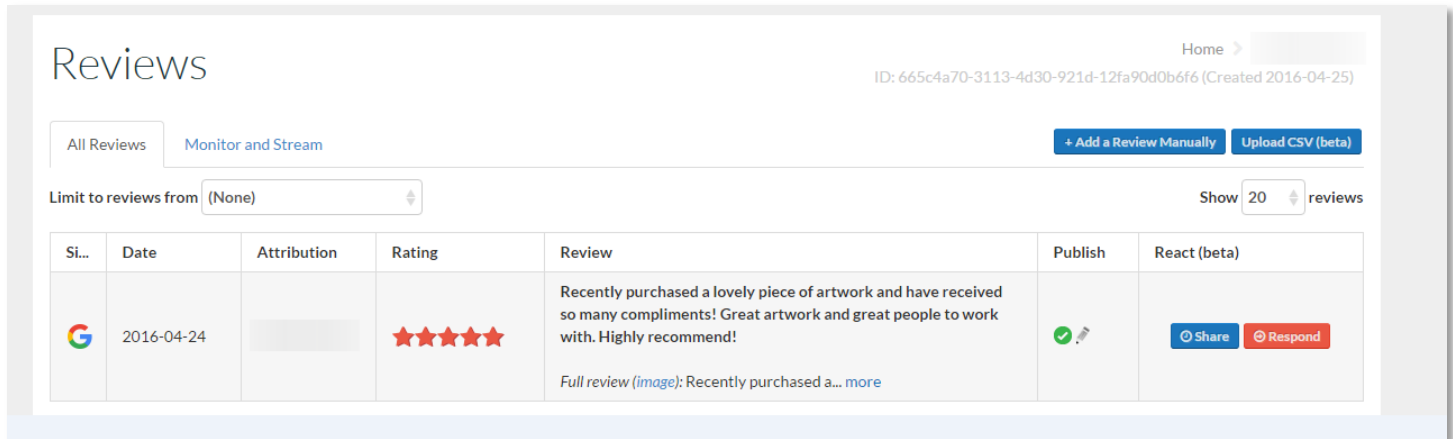
WELCOME TO FINDLAW REVIEW PLATFORM

Upon logging in, you will be taken to your personal dashboard. At this point, you will be able to see reviews that have been left across the web. You may not see any at this point and that's OK! As reviews are left they will populate in this tab for you to evaluate.

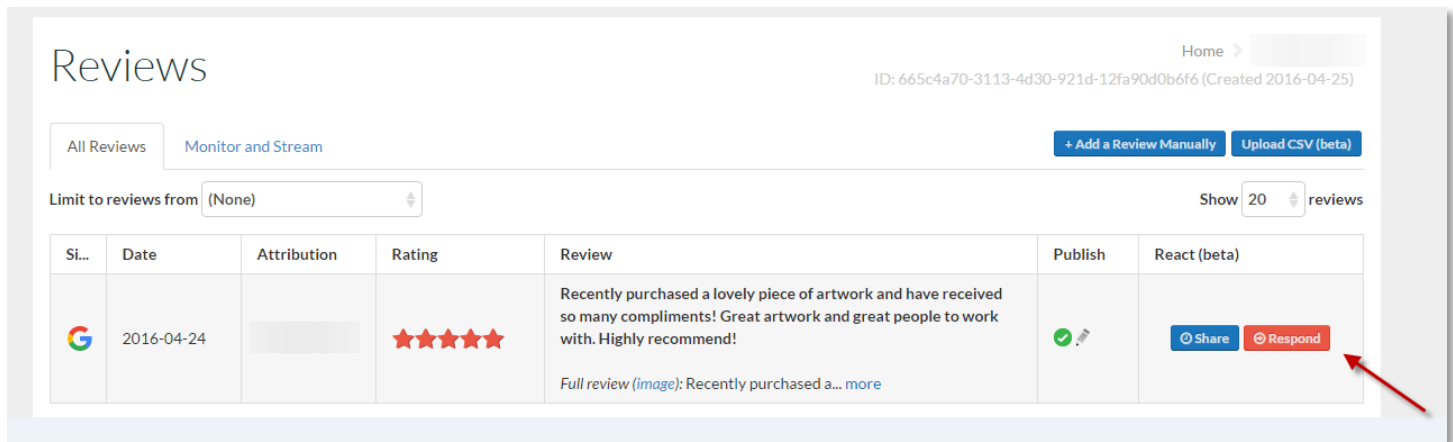


LET'S GET STARTED!

The following steps will guide you through monitoring your reviews and setting up customized reporting. Clicking on the reviews tab allows you a quick view into the reviews that have been left across multiple review sites.



Within this dashboard you have the ability to respond to your reviews and share reviews on your social media pages. To respond to a review, simply click the red "respond" button. This will take you to the necessary review site where you will then be able to respond to that review (note: some review sites require you to login to that particular profile)



To share a review, you will first need to connect the social media profiles you'd like to share to. First, click on the "settings" tab and move over to the "social media" section. Here you will input the proper links for your social media pages including Facebook and/or Twitter. If you are not logged into your social media accounts, you will need to do so at this step.

The screenshot shows the 'Reviews' settings interface for 'Severson Marketing Agency'. The 'Settings' tab is selected and highlighted with a red box. The 'Social Media (new)' section is also highlighted with a red box, showing options to '+ Add Facebook Account' and '+ Add Twitter Account'. Other sections include 'Review Alerts', 'Stream Defaults', and 'Review Stream Auto-Sharing'.

Next, click back into the "all reviews" tab and click the blue "share" button next to the review you'd like to share. You will then be prompted to post a comment and schedule the post to hit your page(s). Select "submit" and you're done!

The screenshot shows the 'Reviews' page for 'Severson Marketing Agency'. The 'All Reviews' tab is selected. A table of reviews is displayed, with a red arrow pointing to the 'Share' button in the 'React (beta)' column of a review.

Si...	Date	Attribution	Rating	Review	Publish	React (beta)
	2016-04-24		★★★★★	Recently purchased a lovely piece of artwork and have received so many compliments! Great artwork and great people to work with. Highly recommend! <small>Full review (image): Recently purchased a... more</small>		Share Respond

Schedule Review Share ✕

Include review image with post?

Post content:

Available placeholders:

-
-
-

Share on... Facebook Twitter

Date:

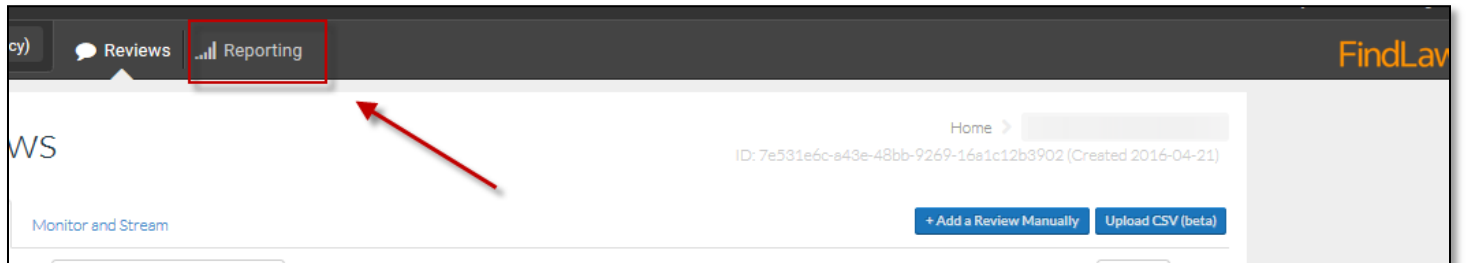
Time:

Time zone:

SET UP REPORTING

The FindLaw Review Platform allows you the ability to pull reports for past review activity. You can pull one-time reports or schedule reports to be sent via e-mail.

To view your reporting options, first click the "Reporting" tab on your main screen.



From there, you have the option to click "Generate a Report" which allow you to run a one-time report or "Schedule a Report" which gives you multiple options for setting up e-mail reporting.



Congratulations, you have connected to your FindLaw review platform!

Thank you for partnering with FindLaw to connect your new FindLaw Review Platform