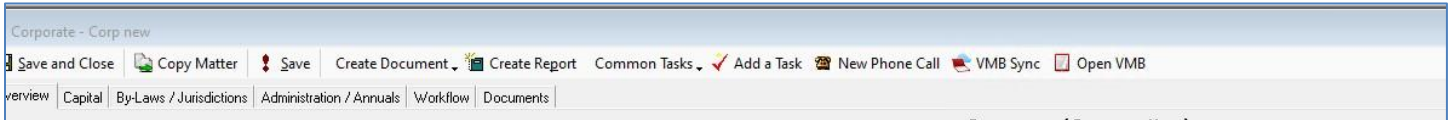


Creating The Legal Kiosk™

If you have not already activated your firm's Legal Kiosk, the first time you click the **Sync VMB** button you will be required to create your Legal Kiosk™.



The website name is auto-filled based on your Law Firm name. Once the URL is created, it can be bookmarked in your browser and shared as needed.

Enter your First and Last Name, as well as your email address. This will begin the set-up process of your User Account. This first User Account is set as an Administrator with full access to all areas of The Legal Kiosk™. A Welcome Email will be sent with instructions on how to complete the Registration process, after which other people can also be added directly in The Legal Kiosk™.

SITE INFO

As this is the first time you are creating your Virtual Minute Book, we need to create the website where all the documents will be stored for this Company and any others.

YOUR WEBSITE NAME:

We are creating your User Account using the following:

First Name:

Last Name:

Email Address:

Note: You will receive an email to activate your user account once the Virtual Minute Book for Test_company has been created.

Here your site will be named and you will be set up as an Administrator to upload documents.

Tip!
You will want to make a note of your website name as you will need it later.

Now that The Legal Kiosk™ has been created, this step will not appear again and you will be taken directly to the Adding a File step.