

HOW TO SETUP AN ATTORNEY/PARALEGAL IN EIMMIGRATION

- 1) Login to **Admin Console** using your admin username/password.
- 2) Click on **Users** from the menu on the left side of the screen.

your logo goes here
Image Format: GIF Image Size: 300W x 70H

Administrative Console

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Law Firm Name *

website URL

Timeout * (Number of minutes the system may be idle before automatically signing off a user - 1 to 999 min)

Immigration news (Check if you wish to display the Immigration News Section)

Automatic case number (Check if you wish to display a random case number automatically)

Case number formatting (This text will be displayed next to the case number. ex:: MM/DD/Y help)

Receipts advanced screen (Check if you wish to display the advanced receipts page)

Home - Liaison emails

General Liaison

Liaison email

3) Following window displays a list of all user accounts and indicates which one(s) are enable. To add a new user, click on **Add a user** button.

Home > Users

Active Archived

Update Administrator Password

Password *

Confirm Password *

Save Changes

Active Users (Maximum 999) -

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Add a user Save Changes

Email will display here

User/Password name will display here.

Icons	#	Name	email	Type	User/Password	Enable
	7	Abdullah Salim		attorney		<input type="checkbox"/>
		Aleks M		attorney		<input checked="" type="checkbox"/>
		Ali Malek		attorney		<input type="checkbox"/>
	7	Andrew Lerner		attorney		<input checked="" type="checkbox"/>
		Araceli Ornelas		paralegal		<input checked="" type="checkbox"/>

Note: You can add many user accounts, however, only a number of these accounts can be enabled at any point in time. The number of enabled users cannot be greater than the number of licensed users.

4) Enter the user information then click **Add** button.

Home > Users

Active Archived

Add User

Order * (Order in which the attorney/paralegal will be displayed in the list and in the forms)

Type * Attorney Paralegal

First Name *

Middle Name

Last Name *

Phone

Email *

Access * All Cases Assigned Cases Only

Add to case automatically * Yes No

Receive News Yes No

Location *

Complete for Attorneys only

G-28 State Licence #

VOLAG # State of

Member in good standing of

Add Cancel

5) Enter username/password and when done click on **Save** button.

Home > Users

Active Archived

Create a username / password for: Beatriz Sample

Username *

Password *

Confirm Password *

Expires on (mm/dd/yyyy)

Modules

<input checked="" type="checkbox"/> Contacts	<input checked="" type="checkbox"/> Cases	<input checked="" type="checkbox"/> Tools
<input checked="" type="checkbox"/> Employers	<input checked="" type="checkbox"/> Reports	<input checked="" type="checkbox"/> Newsletters

Modules

<input checked="" type="checkbox"/> Attorneys	<input checked="" type="checkbox"/> Forms	<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Employers	<input checked="" type="checkbox"/> Comments	<input checked="" type="checkbox"/> Steps
<input checked="" type="checkbox"/> Parties	<input checked="" type="checkbox"/> Reminders	<input checked="" type="checkbox"/> Billing
<input checked="" type="checkbox"/> efile (<input checked="" type="radio"/> My Forms <input type="radio"/> All forms)		

Managing Files

Delete Files

Save

Related Articles:

Admin Console – How to add a user account, enable or disable:

<http://www.cerenade.com/eimmigration/AdminConsoleAddEnableDisable.pdf>

Admin Console – Updating access rights to user(s):

<http://www.cerenade.com/eimmigration/AdminConsoleUpdateAccessRights.pdf>

For more information and articles, please visit www.eimmigration.com