

TAG ALLIANCES WEBSITE INSTRUCTIONS

ABOUT THE WEBSITES

The TAGLaw, TIAG and TAG-SP websites are designed to help members learn about and interact with fellow members, and to help members find the legal and accounting expertise they need anywhere in the world. This important resource is most effective when members post abundant and meaningful information about their firm on the website.

Please note, we have shown the TAGLaw website, but the same features are mirrored on the TIAG and TAG-SP websites.

Find a Firm/Lawyer, Find a Firm/Accountant & Find a Professional

You can find a lawyer, accountant, professional or firm matching a number of criteria. Navigate to the “Find a Firm/Lawyer,” “Find a Firm/Accountant” or “Find a Professional” pages on the top navigation of the TAGLaw, TIAG or TAG-SP websites. Select if you want to search for an individual (lawyer, accountant or professional) or a firm. Then, select your criteria (Country, State/Province, Practice Area, Industry, or Language Skill). Once your criteria are selected, press the green “VIEW” button.

Member Access

“Members Only” Access

The “**Members Only**” section of the website contains information available only to TAGLaw, TIAG and TAG-SP members, including information on Specialty Groups, access to the Resource Center, conference information, etc.

Send this user name and password around to anyone who is interested in accessing the Members Only section of the website. This password does not allow the user access to make any changes to your firm’s information.

Lawyer Filtered Search
Please select one or more items from the menus below then p

BY FIRM NAME
Choose by Firm Name ▾

BY COUNTRY
Choose a Country ▾

BY STATE/PROVINCE
Illinois ▾

BY PRACTICE AREA
Intellectual Property ▾

BY INDUSTRY
Banking and Financial Institution ▾

BY LANGUAGE SKILL
Choose a Language Skill ▾

VIEW

TAG ALLIANCES WEBSITE INSTRUCTIONS

“Admin” Access

A special **“Administration”** section of the website has been built so members can update firm and member information frequently and at any time. This is an especially useful tool and will help you keep your information as current as possible.

This “admin” user name and password allows access to the “edit” functions for your firm’s information.

IMPORTANT NOTE: For purposes of security, accuracy and consistency, we suggest that you appoint a designated administrator who is authorized to change your firm’s information on the TAGLaw, TIAG and TAG-SP websites.

To obtain your firm’s user name and password, contact Chris Cervellera at +1 727 895 3720 or email helpdesk@TAGLaw.com, helpdesk@TIAGnet.com, or helpdesk@TAG-SP.net.

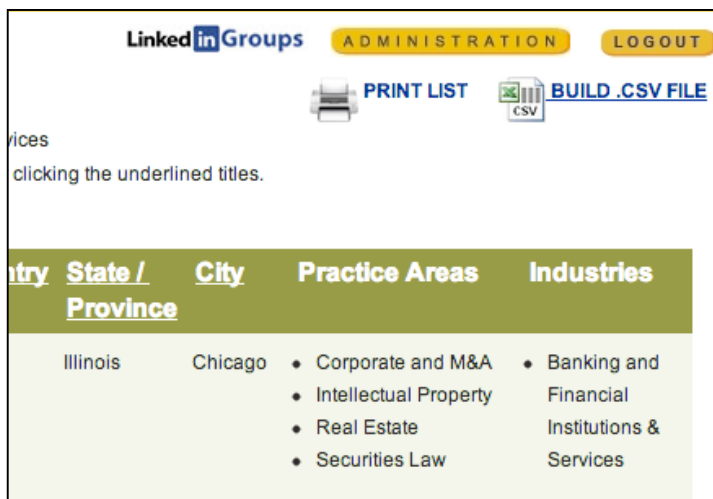
Download a List of Firms or Lawyers/Accountants/Professionals

When you are logged in to the website using your **“Members Only”** or **“Admin”** user account, you can download a .CSV file of Firms or Lawyers/Accountants/Professionals. This is useful for contacting members in a specific region, Practice Area or Industry.

Using the **“Find a Firm/Lawyer,” “Find a Firm/Accountant”** or **“Find a Professional”** pages, select your search criteria, and then press the green **“View”** button.

If there are results for your search, they will be displayed and the **“PRINT LIST”** and **“BUILD .CSV FILE”** icons will be visible.

NOTE: These icons will only be visible if you are logged in using your **“Members Only”** or **“Admin”** user accounts.

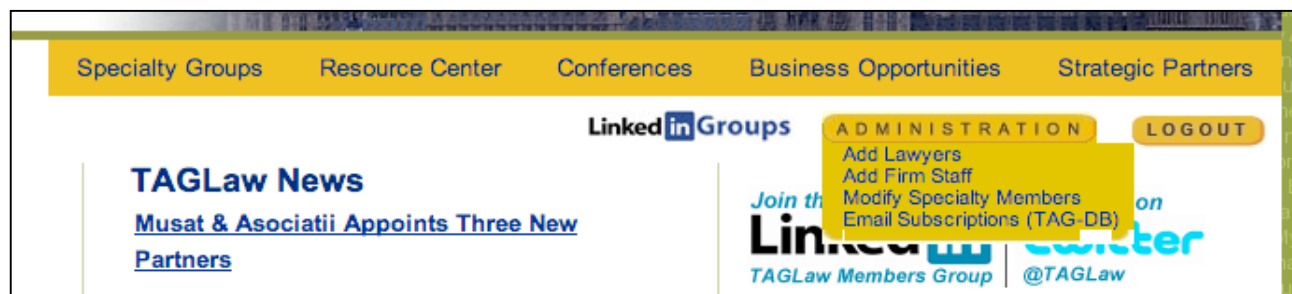


Country	State / Province	City	Practice Areas	Industries
Illinois	Chicago		<ul style="list-style-type: none">• Corporate and M&A• Intellectual Property• Real Estate• Securities Law	<ul style="list-style-type: none">• Banking and Financial Institutions & Services

TAG ALLIANCES WEBSITE INSTRUCTIONS

HOW TO MAKE WEBSITE UPDATES OR ADDITIONS

Log in to the **Administration** section of the website using your “admin” user name and password. Upon log-in, you will see a gold button labeled “ADMINISTRATION” on the right side of the page under the website header.



Edit Your Firm's Profile:

Locate your firm's profile by choosing your firm name under the “Find a Law Firm” option in the “Find a Firm/Lawyer,” “Find a Firm/Accountant” or “Find a Professional” section. You will see an “Edit” link next to your firm name. Click this link and you will have editing capabilities for your firm's contact information, profile and other information (*see next page for Practice Area, Industry and Language Skill instructions*). You can make revisions, add a logo, and choose your firm's primary contacts on this page. [Note: to designate a firm member as a primary contact, that member's profile must already be on the website. See the “Add Lawyers,

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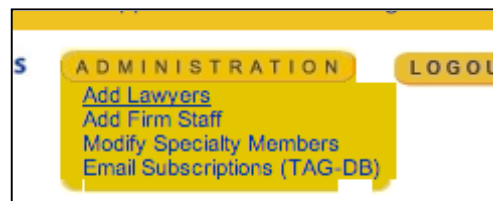


Accountants or Professionals instruction below.] Scroll down and click “Submit” to save changes. You may also cancel any changes before saving by clicking “Cancel.”

TAG ALLIANCES WEBSITE INSTRUCTIONS

Add Lawyers, Accountants or Professionals

Click the gold “ADMINISTRATION” button, and choose “Add Lawyers,” “Add Accountants” or “Add Professionals” from the menu. Here you can enter the individual’s contact information, profile and add a picture.



Practices Areas, Industries and Language Skills

The TAGLaw, TIAG and TAG-SP websites are now able to index a firm and individual’s Practice Areas, Industries and Language Skills. Select which items apply from the 3 boxes below the firm or individual’s biographical and contact information.

Users of the website, both members and the general public, can search this information on the “Find a Firm/Lawyer,” “Find a Firm/Accountant” and/or “Find a Firm/Professional” pages.

Practice Areas	Industries	Language Skills
Select the Practice Areas which apply to this profile. If a desired Practice Area is not shown please email helpdesk@taglaw.com , for consideration.	Select the Industries which apply to this profile. If a desired Industries is not shown please email helpdesk@taglaw.com , for consideration.	Select the Languages which apply to this profile. If a desired Language is not shown please email helpdesk@taglaw.com , for consideration.
<ul style="list-style-type: none"><input type="checkbox"/> Appellate Practice<input type="checkbox"/> Aviation & Maritime Law<input type="checkbox"/> Bankruptcy and Restructuring<input type="checkbox"/> Business Services<input type="checkbox"/> Competition and Anti-Trust<input checked="" type="checkbox"/> Corporate and M&A<input type="checkbox"/> Criminal Law<input type="checkbox"/> Employment and Labor<input type="checkbox"/> Environmental Law<input type="checkbox"/> Estate and Wealth Transfer Planning<input type="checkbox"/> EU Law<input type="checkbox"/> Family Law<input type="checkbox"/> Franchise Law	<ul style="list-style-type: none"><input type="checkbox"/> Agribusiness<input checked="" type="checkbox"/> Banking and Financial Institutions & Services<input type="checkbox"/> Colleges Universities and Other Education<input type="checkbox"/> Construction Industry<input type="checkbox"/> Emerging/Sci-Tech Businesses<input checked="" type="checkbox"/> Energy<input type="checkbox"/> Food and Beverage<input type="checkbox"/> Hospitality Industry<input type="checkbox"/> Information Technology<input type="checkbox"/> Insurance<input type="checkbox"/> Life Sciences Biotechnology and Pharmaceuticals	<ul style="list-style-type: none"><input type="checkbox"/> Afrikaans<input type="checkbox"/> American Sign Language<input type="checkbox"/> Arabic<input type="checkbox"/> Byelorussian<input type="checkbox"/> Chinese (cantonese)<input type="checkbox"/> Chinese (mandarin)<input type="checkbox"/> Czech<input type="checkbox"/> Danish<input type="checkbox"/> Dutch<input checked="" type="checkbox"/> English<input type="checkbox"/> Estonian<input type="checkbox"/> Farsi<input type="checkbox"/> Finnish<input type="checkbox"/> Flemish

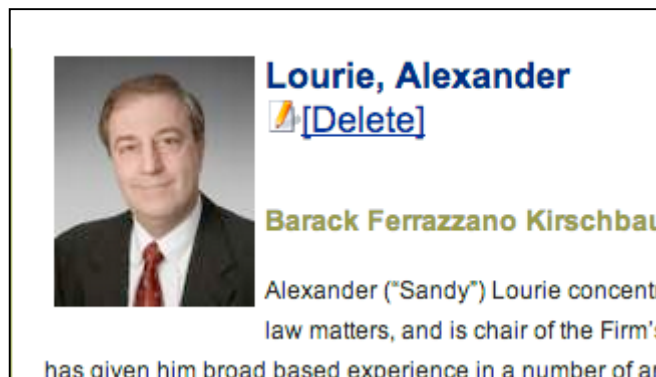
Submit or Cancel Changes

Scroll down and click “Submit” to save. You may also cancel any changes before saving by clicking “Cancel.”

TAG ALLIANCES WEBSITE INSTRUCTIONS

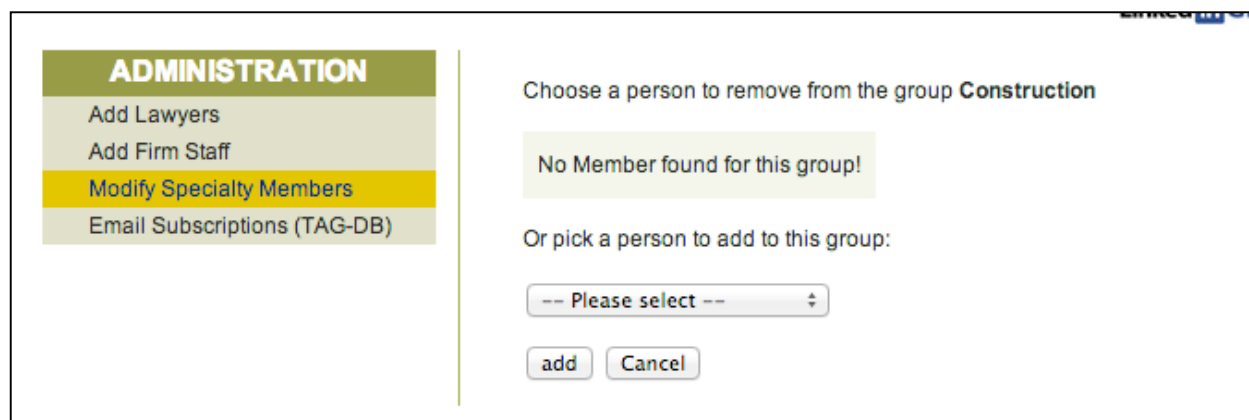
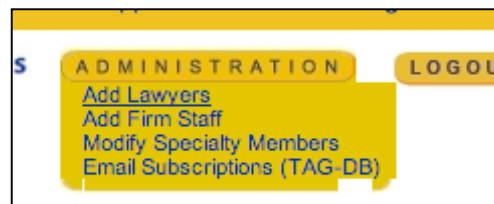
Edit/Delete a Lawyer, Accountant or Professional's Profile:

Display a list of your firm's lawyers/accountants/professionals by choosing your firm name under the "Find a Firm" option in the "Find a Firm/Lawyer," "Find a Firm/Accountant" or "Find a Firm/Professional" section of the TAGLaw, TIAG or TAG-SP website. You will see a small pencil icon and a "Delete" link immediately following each lawyer or individual's name. [Note: depending on the browser you are using, you may see the word "Edit" in brackets instead of the paintbrush.] Click the pencil icon or [Edit] button and you will have editing capabilities for the profile. Make revisions or add a photo, then scroll down and click "Submit" to save the changes. You may also cancel any changes before saving by clicking "Cancel." Click on the "Delete" link to delete the lawyer, accountant or professional from the TAGLaw, TIAG or TAG-SP site.



Add/Remove Lawyers to/from Specialty Groups:

Click on the gold "ADMINISTRATION" button, and choose "Modify Specialty Members" from the menu. Choose from the resulting drop-down the Specialty Group you would like to modify and click "Submit." A list of Group members from your firm, if any, will appear. You can then choose "Detach" to remove a Group member, or add a member from your firm by choosing a name from the drop down below the list and clicking "add."

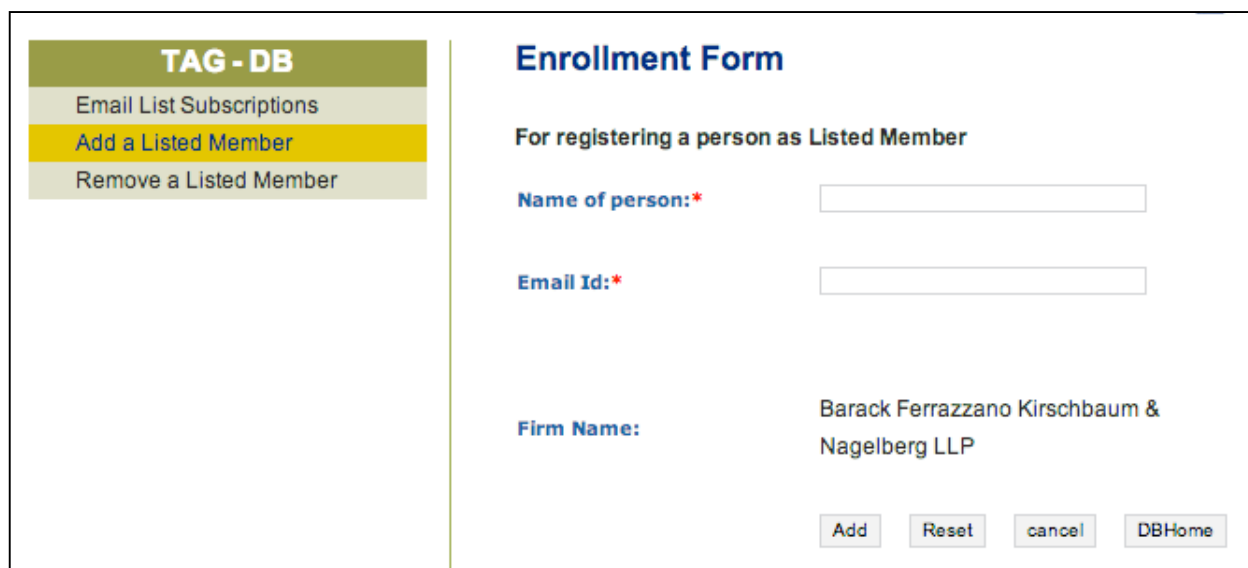


TAG ALLIANCES WEBSITE INSTRUCTIONS

Adding Non-Profiled Lawyers or Other Employees to Email Lists:

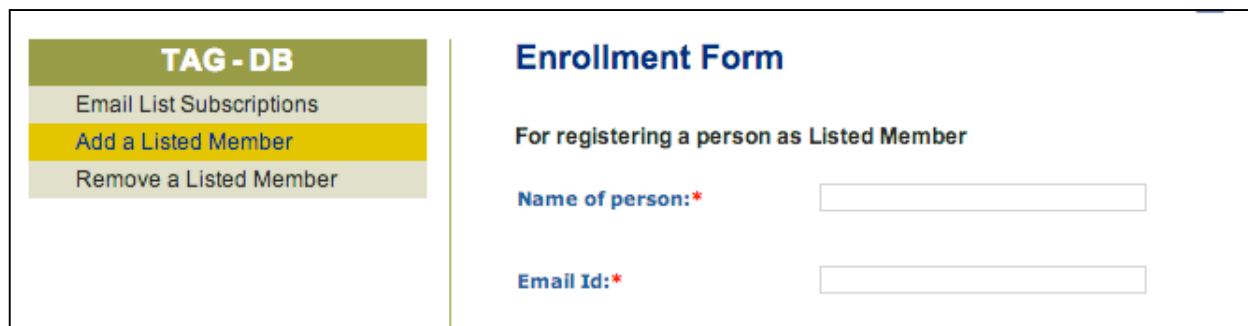
You may add lawyers/accountants/professionals or other firm employees that are not “Profiled” on the TAGLaw, TIAG or TAG-SP website to Specialty Group email lists, or to the *TAGLine* email list, by making them a “Listed” member of the database:

- Click on the gold “ADMINISTRATION” button, and choose “Email Subscriptions (TAG-DB)” from the menu.
- Add the individual to the database by choosing “Add a Listed Member” from the menu on the left side of the TAG-DB page. Enter the individual’s information as prompted and click on the “Add” button. The individual is now “Listed.” (*See screen capture below.*)



The screenshot shows the TAG-DB Enrollment Form. On the left is a sidebar with a gold header 'TAG - DB' and three menu items: 'Email List Subscriptions', 'Add a Listed Member' (highlighted in yellow), and 'Remove a Listed Member'. The main area is titled 'Enrollment Form' and contains the text 'For registering a person as Listed Member'. It has three input fields: 'Name of person: *' (empty), 'Email Id: *' (empty), and 'Firm Name:' (containing 'Barack Ferrazzano Kirschbaum & Nagelberg LLP'). At the bottom right are four buttons: 'Add', 'Reset', 'cancel', and 'DBHome'.

- Remove a “Listed” member from the database by choosing “Remove a Listed Member” from the Email Subscriptions (TAG-DB) page menu. Choose the individual’s name and click the “Delete” button.
- Add the individual to an email list by choosing “E-mail List Subscriptions” from the Email Subscriptions (TAG-DB) page menu. Choose the individual’s name, check the desired email list, and click the “Save” button. (*See screen capture below.*)



This is an identical screenshot of the TAG-DB Enrollment Form as described above, showing the sidebar with 'Add a Listed Member' highlighted and the main form area with empty input fields for Name and Email Id, and the Firm Name field populated with 'Barack Ferrazzano Kirschbaum & Nagelberg LLP'.

TAG ALLIANCES WEBSITE INSTRUCTIONS

Add or Replace Your Logo on Your Firm Profile:

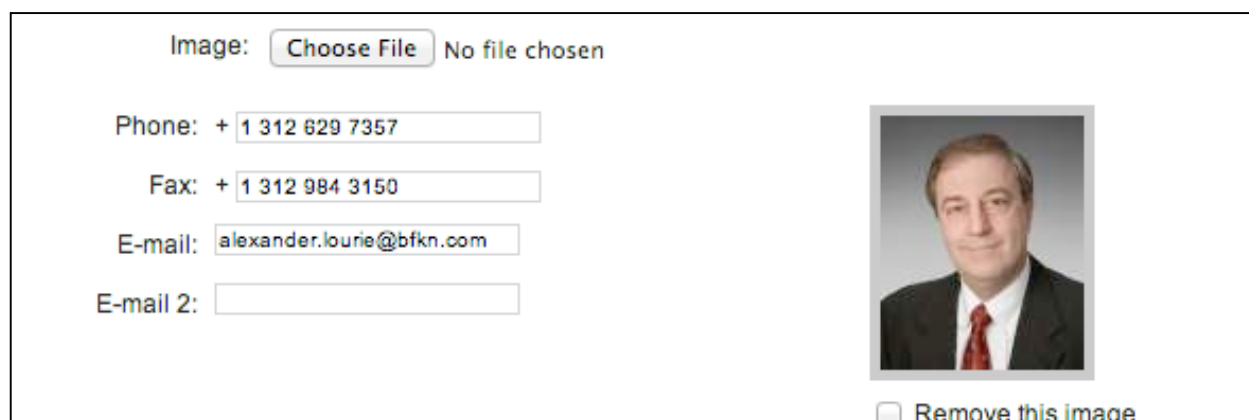
Locate your firm's profile by choosing your firm name under the "Find a Firm" option in the "Find a Firm/Lawyer," "Find a Firm/Accountant" or "Find a Firm/Professional" section and click on the "Edit" link next to your firm name. If you are replacing your logo, make sure you first click the "Remove this image" box before you continue. Scroll down to the "Image" box and browse and locate your logo. Scroll down and click on the "Submit" button to save the changes. Logo size recommendations: Vertical logos: maximum height is 100 pixels; Horizontal logos: maximum height is 400 pixels.



The screenshot shows a form for editing a firm's profile. At the top, there is an "Image:" label followed by a "Choose File" button and the text "No file chosen". Below this, there are input fields for "Website:" (containing "http://www.bfkn.com"), "Phone:" (containing "+ 1 312 984 3100"), and "Fax:" (containing "+ 1 312 984 3150"). To the right of these fields is a preview of the current logo, which is a horizontal banner for "BARACK FERRAZZANO" with the text "Barrack Ferrazzano, Ron Chouin & Vagstad LLP" below it. Below the preview is a checkbox labeled "Remove this image".

Add or Replace a Photo:

Access the lawyer, accountant or professional's profile and click on the pencil icon immediately following their name. If you are replacing a photo, make sure you first click the "Remove this image" box before you continue. Scroll down to the box "Image" and browse and locate the photo. Scroll down and click "Submit" to save the changes. Photo size recommendation: 125 pixels high by 100 pixels wide.



The screenshot shows a form for editing a personal profile. At the top, there is an "Image:" label followed by a "Choose File" button and the text "No file chosen". Below this, there are input fields for "Phone:" (containing "+ 1 312 629 7357"), "Fax:" (containing "+ 1 312 984 3150"), "E-mail:" (containing "alexander.lourie@bfkn.com"), and "E-mail 2:". To the right of these fields is a preview of the current photo, which is a headshot of a man in a suit and tie. Below the preview is a checkbox labeled "Remove this image".

Change Your Firm's Name:

For security purposes, this type of change cannot be made by a member user account. Please notify a member of the TAG Alliances staff if your firm undergoes a name change.

TAG ALLIANCES WEBSITE INSTRUCTIONS

Add Content (News, Articles & Success Stories)

TAG Alliance members now have the ability to add News and Specialty Group articles, as well as Success Stories, to the TAGLaw, TIAG and/or TAG-SP websites. Once submitted, the article will be in a moderation queue where we will then approve.

- **Log in using your firm's admin username and password, and click the gold "ADD CONTENT" button that appears below the Members Only menu (shown below).**



- **Input a registered email address.**
(An email is registered for every lawyer/accountant/professional who has a profile on the TAGLaw, TIAG or TAG-SP website.)
- **Select the type of content (shown below), and then input your content into the fields.**
 - **Member News** (Awards & Recognition, Large Deals or Matters Involving your Firm, New Partner Announcements, Community News, etc.)
 - **Specialty Group Articles** - (Client Alerts, Articles or content related to a specific practice/industry area, etc.)
 - **Success Stories** - (TAGLaw, TIAG and/or TAG-SP successes either sending or receiving work from another member or other ways TAGLaw, TIAG and/or TAG-SP has helped your firm or an individual lawyer/accountant/professional)

***Note:** Where at all possible, to gain the maximum SEO benefit, it is suggested that you link to your firm's website. Ways you can do this include:*

- Making the first instance of your firm's name a hyperlink to your firm's website.
 - Posting the first couple paragraphs of an article and placing a hyperlink to the story on your site (example: "**Read the entire article.**").
- **Wait for your content to be approved.**

IMPORTANT NOTE: When copying to the website, it is best to copy unformatted text from a .txt document (plain text format) and format the copy once it has been pasted into the website editor. Otherwise, you may have difficulty formatting the copy properly.

QUESTIONS, CHANGES OR ISSUES?

Should you experience errors, have further questions or need to make corrections to your submitted article(s), please contact Chris Cervellera at +1 727 895 3720 or ccervellera@TAGLaw.com / ccervellera@TIAGnet.com / ccervellera@TAG-SP.net.