

TAGLaw® & TIAG® WEBSITE INSTRUCTIONS

ABOUT THE WEBSITES

The TAGLaw and TIAG 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 website.

Find a Firm/Lawyer and Find a Firm/Accountant

You can find a lawyer, accountant or firm matching a number of criteria. Navigate to the “Find a Firm/Lawyer” or “Find a Firm/Accountant” pages on the top navigation of the TAGLaw or TIAG websites. Select if you want to search for an individual (lawyer or accountant) 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 and TIAG 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 Institutio

BY LANGUAGE SKILL
Choose a Language Skill

VIEW

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“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 and TIAG websites.

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

Download a List of Firms or Lawyers/Accountants

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. This is useful for contacting members in a specific region, Practice Area or Industry.

Using the “Find a Firm/Lawyer” or “Find a Firm/Accountant” pages, select your search criteria, 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.*

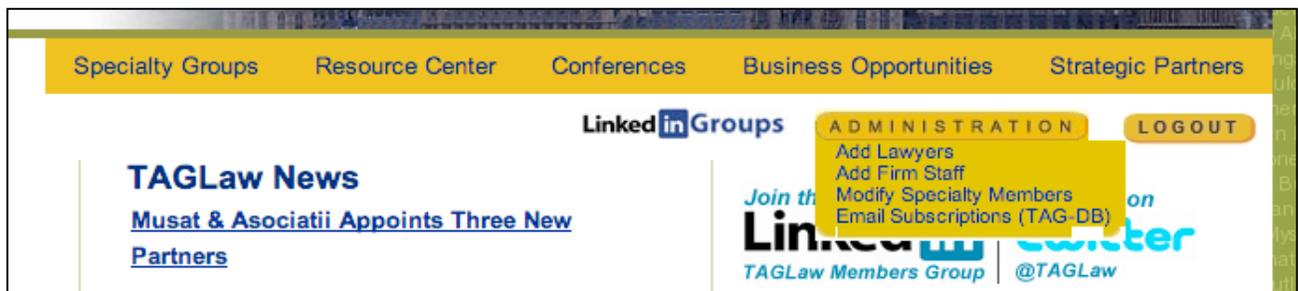
ices
clicking the underlined titles.

Country	State / Province	City	Practice Areas	Industries
USA	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

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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” or “Find a Firm/Accountant” 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 or Accountants

IMPORTANT NOTE: When adding copy 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.



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

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Add Lawyers or Accountants

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



Practices Areas, Industries and Language Skills

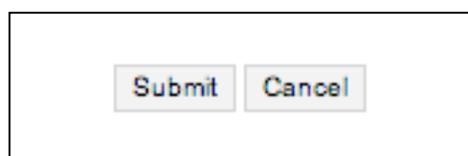
The TAGLaw and TIAG websites are now able to index a firm and individual’s Practice Areas, Industries and Language Skills. Select which items apply from the 3 boxes below the firm or individuals biographical and contact information.

Users of the website, both members and the general public, can search this information on the “Find a Firm/Lawyer” and/or “Find a Firm/Accountant 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.
<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"/> Foreign Law	<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	<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.”



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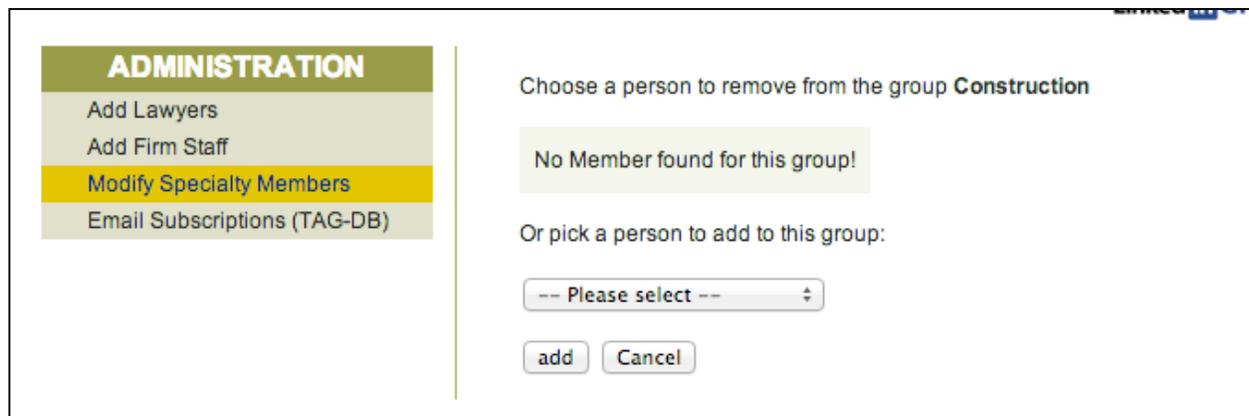
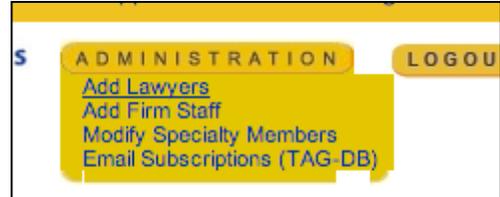
Edit/Delete a Lawyer or Accountant's Profile:

Display a list of your firm's lawyers or accountants by choosing your firm name under the "Find a Firm" option in the "Find a Firm/Lawyer" or "Find a Firm/Accountant" section of the TAGLaw or TIAG website. You will see a small pencil icon and a "Delete" link immediately following each lawyer or accountant'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 or accountant from the TAGLaw or TIAG 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."



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

You may add lawyers/accountants or other firm employees that are not “Profiled” on the TAGLaw or TIAG 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 a web interface with two main sections. On the left is a vertical menu titled "TAG - DB" with four items: "Email List Subscriptions", "Add a Listed Member" (highlighted in yellow), "Remove a Listed Member", and "Remove a Listed Member". On the right is the "Enrollment Form" titled "For registering a person as Listed Member". It contains 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 screenshot is identical to the one above, showing the "TAG - DB" menu and the "Enrollment Form" for registering a person as a Listed Member. The "Add a Listed Member" menu item is highlighted, and the form fields are empty except for the firm name.

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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" or "Find a Firm/Accountant" 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.



Image: No file chosen

Website:

Phone: +

Fax: +

Remove this image

BARACK FERRAZZANO
Barack Ferrazzano Knutson & Nagberg LLP

Add or Replace a Photo:

Access the lawyer or accountant'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.

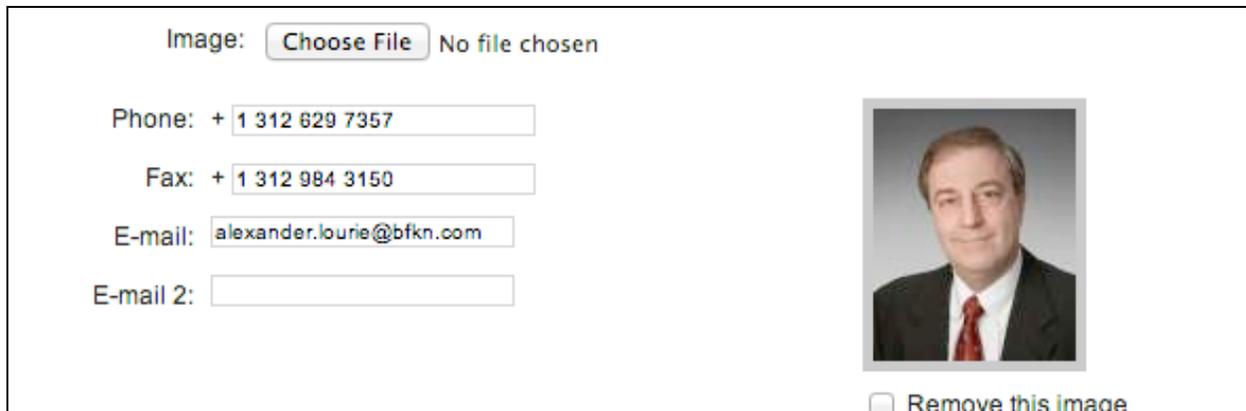


Image: No file chosen

Phone: +

Fax: +

E-mail:

E-mail 2:

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 TAGLaw or TIAG staff if your firm undergoes a name change.

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QUESTIONS OR ISSUES?

Should you have further questions or experience errors using the TAGLaw or TIAG websites, please contact, Chris Cervellera at +1 727 895 3720 or ccervellera@TAGLaw.com / ccervellera@TIAGnet.com.