

**Clio for Clients** is a secure web and mobile app that keeps you connected with HARRELL LAW LLC for fast, efficient information and document sharing anytime.

### Getting started:



When we email you an invite to the portal, click the **Open Secure Portal Button**. If you're on a mobile device, tap **Download Clio for Clients** for free to open your device's App Store.

Once in the portal, enter the email address that you provided HARRELL LAW LLC.

You will receive a new email from Clio to confirm your email address.

After confirming your email, you can log in to the portal and review any documents, messages, invoices, and calendar events that we have shared with you.

### Sending HARRELL LAW LLC information through Clio:

#### How do I send a document to HARRELL LAW LLC?

- You can choose to scan a document, take a new photo, or select a photo or file saved on your phone.
- From the **My case** screen, tap **Send** document.
- If you wish to scan a document, tap **Scan document**

#### How do I message HARRELL LAW LLC?

- From the **My case** screen, click **Message** below your attorney's name.



Using **Dropbox** technology, HARRELL LAW LLC may need to send you documents to review and sign electronically. *Please note those emails typically come from us at the following email address: **noreply@mail.hellosign.com***