

Step by step guide to editing your firm's profile

1. Locate your firm's profile on the site using the search functions, and click on your firm's name



2. You will be taken through to your firm's profile. Click on the link circled below.





2. You will be taken through to a registration form. Enter your details here to access the edit profile screen. There are THREE methods of registering (see below). NB - any email address you supply must be a professional address, and not your private email (eg not hotmail, yahoo or gmail).

Register Profile for Jones & Randall

Register Firm Profile

Please enter details of the admin user who will be responsible for editing this firm.

Are you a lawyer at Jones & Randall? If you claim your lawyer profile beforehand you can manage both your lawyer profile and firm profiles from the same account.

Access your existing account

Email address

Password

Or create a new account

Name

Email @legalease.co.uk

Or Create a New Account by Fax

Enter your name and e-mail address and choose a password for your account

Your name

Email

Password

Password again

I accept the terms & conditions ☐

- 1) If you have already registered your individual profile with us, enter them here to use the same account to administrate the entire firm's profiles and listings (see page 3)

Enter your name and e-mail address to open a new account if you don't already have one. This can then be used to administrate the entire firm's account, as well as your individual profile, where applicable (see page 3)

- 3) If the wrong email address is displayed on the form, or if you do not have a professional email address to use, you can create your account using our simple fax system. Simply fill in the details where prompted and we will send you a faxed verification (see pages 4 and 5)



3. If you choose to use an existing individual account to administrate your entire firm's listings, we will take you to a confirmation screen (see below) before taking you directly to the firm's edit profile page.

You have logged in as **Jamie Purcell** at **Du Vaux & Co**. Please confirm by clicking on the button below that you are happy for this account to be used as the administrative account for your firm, and that you are authorised to be responsible for the administration of all individual and firm-wide profiles for **Du Vaux & Co**.

confirm

4. If you do not have an existing individual account, and are creating an account with us for the first time, we will send you an email confirmation like the one below. Click on the link in the email to activate your account and be taken through to the firm's edit profile page.

From: info@goodlawyerguide.co.uk

To: helen.warren@legalease.co.uk

Hi Helen,

We need to check that your email address is valid. Please authorize by clicking:

<http://www.goodlawyerguide.com/activate/1B3E5F>

Good Lawyer Guide



5. If you request a fax authorisation you will be taken through to the screen to confirm your fax number.

Thank you for requesting a fax verification. The fax number we have on record for **Du Vaux & Co** is **020 7396 9300**. If this fax number does not exist for your firm, please call us on **020 7396 9322**, or email info@goodlawyerguide.co.uk for further assistance.

Please note that we take the security of your firm's records very seriously - hence our needing to use publicly registered contact information wherever possible.

If the number we have on record for your firm does not exist, please:

email: info@legalease.co.uk; or
telephone: 020 7396 9322

...and we will make alternative contact arrangements.

NB: we place very high value on the security of the professional details of solicitors on our site - that's why we seek only to use contact details we can verify as belonging to your firm.

When we have successfully sent your authorisation fax through to you we will confirm it with the following screen.

Recommended lawyers | Recommended firms

Search lawyers for Consumer and shopping claims in SE25

FAX AUTHORIZATION HAS BEEN SENT

Thank you for your request. You will now be sent a fax to confirm that your details are correct. Please return the fax with your signature to **0207 396 9302**. Once we have received your returned fax your account will be verified within one working day.


We place very high value on the security of the professional details of solicitors listed on our site – that's why we ask for hard copy verification by fax before we switch on our editing facility for your account.

For more guidance on how to edit your firm's details, please [click here](#) for a full PDF guide.

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6. Below is an example of the fax you will receive from us. Complete as prompted (explained below) and then fax back to 020 7396 9302.

 **GOOD LAWYER GUIDE**
50,000+ solicitors reviewed and rated for you

Our ref: GL8920
Date: 15/1/2010

Fax cover sheet

To: Stephen Jones
Jones Diver & Smith

From: Mark Davies
GOOD LAWYER GUIDE

Fax: 020 7396 9302

Fax: 020 7396 9300

Dear Stephen

RE: editing your firm's details on Good Lawyer Guide

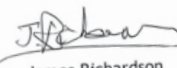
Please complete this form and fax it back to us as verification of authority to edit the firm's details on Good Lawyer Guide, and details of all the firm's individual solicitors. The form must be signed or counter-signed by a partner (or member if LLP).

On behalf of Jones Diver & Smith we confirm that:

Name: Stephen Jones

E-mail: stephen.jones@legalease.co.uk

is authorised to edit the firm's details on Good Lawyer Guide,
and also to edit the details of all the firm's individual solicitors
on Good Lawyer Guide.


Signature of partner
(or member, if LLP) 

Name of partner
(or member, if LLP) James Richardson

Please fax back to 020 7396 9302. If you have any queries, please phone me on 020 7396 9310 or e-mail me (mark.davies@goodlawyerguide.co.uk)

When we have received your faxed authority, and processed it, we will e-mail the authorised person, who will then be able to log-in with their previously chosen password.

Thank you



Mark Davies

We will require the signature and name of a partner at the firm to verify that the name we have been given is authorised to amend the firm's details for the Good Lawyer Guide

Fax back the completed form to confirm your authorisation. We will send you an e-mail with a link to your firm profile edit page.



7. Editing your firm's profile.

EDIT JONES DIVER & RANDALL

FIRM DETAILS

Firm Name

Domain

Website

Phone number

Fax number

legalease.co.uk

0207 396 9302

Your domain name is the second half of your email address, for example the domain name of james.walker@goodlawyerguide.co.uk is goodlawyerguide.co.uk.

For example <http://www.cliffordchance.com>

CANCEL

SAVE

FIRM LOGO

You can change or update your logo by clicking "Browse", then navigating to the location on your computer where the image you want to use is stored, and selecting that image.

Choose the logo

Browse...

FIRM PROFILE

You can use the space provided to supply text describing the work your firm does and the services it offers. Use the formatting buttons to embolden, underline or italicise text, and add bullet points and numbered lists. You can also add links to your firm's own site.

B *I* U

CANCEL

SAVE

Go straight to...

Overview

Edit firm profile

Subscription

Manage offices

Manage lawyers

Accreditations

Use the navigation box to explore your firm's listings and profile details

Amend basic contact details in these boxes

You can attach your firm's logo to your profile. Click "browse" to navigate to the image file on your computer that you wish to use on your firm's listing.

NB - THIS OPTION IS ONLY AVAILABLE TO SUBSCRIBER FIRMS

Type in information on your rates in this box - use the formatting bar at the top of the box if required.

NB - THIS OPTION IS ONLY AVAILABLE TO SUBSCRIBER FIRMS



8. Editing your firm's subscription details.

SUBSCRIBE

By subscribing you ensure that your firm will be far more visible on the Good Lawyer Guide website. Being a subscriber will dramatically expand your web presence, helping the firm get the recognition it deserves – and generating more fee-earning work. Click [here](#) for more details on the benefits of being a subscriber.

The cost for subscribing is: **£55.77**.

The booking will be valid from **31st March 2010** to the **30th March 2011** (inclusive).

PAYMENT INFORMATION

Card type MasterCard

Card Holder's Full Name The card holder's name as it appears on the card.

Card Number

CW The last 3 digit number located on the back of your card.

Issue Number

The Card Verification Value are the 3 digits located on the back of the credit card. This is used to prevent fraudulent transactions.

Start Date 01 / 1992 Required for Switch / Solo cards

Expiry Date 01 / 2010

BILLING ADDRESS

Country US

Full name ie: *John Doe*

Address line 1

Address line 2

Town

County

Postcode

Phone number

Fax number

Email

Go straight to...

- Overview
- Edit firm profile
- Subscription**
- Manage offices
- Manage lawyers
- Accreditations

The time span of your existing booking will be displayed here

Enter card details here

Enter billing information here

9. Managing your firm's offices and lawyers.

- Use this screen to edit office details

Jones, Diver & Randall

Offices + Add new office

Click "Make head office" next to the office you wish to be recorded as the headquarters of your firm. You will see "head office" displayed against the office we currently have recorded as such.

77 Lewisham High Street, SE13 5JX	make head office	delete	edit
117 Burnt Ash Road, SE12 8RA	make head office	delete	edit
5 Tranquil Passage, SE3 0BJ	make head office	delete	edit
18 Tranquil Vale, SE3 0AZ	make head office	delete	edit

Go straight to...

- Overview
- Edit firm profile
- Subscription
- Manage offices**
- Manage lawyers
- Accreditations

Add new office details

Edit office details









Delete an office

Assign head office status to one of your offices

- Use this screen to edit details of the lawyers assigned to your firm

Jones, Diver & Randall

Lawyers + Add new lawyer

	Emily Hatch	01483 407000, mp@legalease.co.uk, GUILDFORD	delete	Edit
	Helen Wallace	020 7842 8000, mp@legalease.co.uk,	delete	Edit
	Daniel Izza	0161 834 2100, mp@legalease.co.uk, MANCHESTER	delete	Edit
	John Skelly	020 7842 8000, mp@legalease.co.uk,	delete	Edit
	Euri Yoon	020 7842 8000, mp@legalease.co.uk,	delete	Edit
	Ian Cook	01483 407000, mp@legalease.co.uk, GUILDFORD	delete	Edit
	Claire Beaumont	0161 834 2100, mp@legalease.co.uk, MANCHESTER	delete	Edit
	Neil Bucknell	01483 407000, mp@legalease.co.uk, GUILDFORD	delete	Edit

Go straight to...

- Overview
- Edit firm profile
- Subscription
- Manage offices
- Manage lawyers**
- Accreditations

Add new lawyer details

Delete lawyers with the red button














Edit lawyer details

10. Managing your firm's accreditations.

- Check boxes next to accreditations your firm has been allocated - these will then be displayed alongside your firm profile

JONES, DIVER, RANDALL / ACCREDITATIONS

Select accreditations

- ☐  **The Accident Line**
- ☐  **Association of Personal Injury Lawyers**
- ☐  **BarMark**
- ☐  **Community Legal Service**
- ☐  **Criminal Defence Service**
- ☐  **Investor In People award**
- ☐  **ISO approval**
- ☐  **LawNet**
- ☐  **Practice Management Standard award**
- ☐  **Resolution**
- ☐  **The Law Society Children Panel**
- ☐  **Member of Law Society Family Lawyers**
- ☐  **Member of Law Society Family Advanced Lawyers**

[Update accreditations →](#)

Click this button to confirm the accreditations you have selected and update your profile accordingly

Go straight to...

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- [Manage lawyers](#)
- [Accreditations](#)