

Listing Instructions and Enhanced Features

If you need to enlarge the web text, click on the letter "A+" in the upper right hand corner of the web page.

Terms and Conditions

The basic listing in the directory is free. However, if you wish to have your entry "featured" and/or add a "logo/banner" a fee will be charged for a specific time frame. Options for these enhancements will be available during the listing process. Your entry will be reviewed and must be approved before it is published in the directory.

Listing Instructions

To enter your company in the "[Find Legal Software](#)" directory, you have to register as a member on this website. Go to the "home" page and click on "

[Create an account](#)

". After registering, login to begin listing your organization. The individual who registers will be able to subsequently add, edit and/or delete your organization's listing.

After logging in, click on the "Find Legal Software" link. On the "Find Legal Software" page, click on the

"

[Add Entry](#)

"

link.

Base Entry

A base entry in Legal Services Providers is offered at no charge.

Listing Data

The following is the data that will become part of your base listing fields.

Software Name

Organization Name

Brief Product Description

Organization's Phone Number

Organization's Fax Number

Send E-mail

Visit Web Site

Listing Contact Name - this is for the contact person responsible for listing your organization. It will not be shown on the site.

Contact Phone Number - this is the phone number for the contact person responsible for listing your organization. It will not be shown on the site.

Contact Email - this is for the contact person responsible for listing your organization. It will not be shown on the site.

Brief Product Description

This field is shown in the search results and becomes an entry's simple description that should entice the end user to know more about the product. For aesthetic purposes, this field is required.

Tip: If a brief description is not desired or currently available, then simply type in a space or apostrophe as a place holder, thereby allowing your entry to be included in the database without a brief description.

Practice Areas

Select only the practice area(s) where your organization's software is used. If your firm offers multiple software products that are applicable for use in many practice areas, then go ahead and include those extra areas.

Tip: The "All" checkbox is included to better allow your entry to be found in the search results. However, if you check the "all" checkbox, then be sure to check all of the other checkboxes as well.

Departments

Select only the department(s) where your organization's software is used. If your firm offers multiple software products that are applicable for use in many departments, then go ahead and include those extra departments.

Tip: The "All" checkbox is included to better allow your entry to be found in the search results. However, if you check the "all" checkbox, then be sure to check all of the other checkboxes as well.

Featured Listings

There is a fee if you choose to have your company "featured". A featured listing provides the company with a listing at the top of the category, a detailed product description, a different background, and a notation that it is a featured listing.

(multiple featured listings from different organizations will be "ordered" at the discretion of the eLawExchange staff). To view an example of a sponsored listing in comparison to a basic listing, go to the "

[Find Legal Software](#)

" page and select the "Software Function" category and click on the "Select" button. You will be able to see the "featured" listing and logo/banner enhancement as compared to a basic listing.

At any time, you can upgrade your organization's basic entry to be a "featured listing". To sign up to be a "featured" listing, please visit the [web shop](#) and add the desired subscription to your cart and checkout. After the subscription period has lapsed, you can renew at any time.

Add Logo/Banner

All featured listings have the option of displaying a logo/banner.

Should you choose, the image will be uploaded to our server and will be shown in your entry. The maximum size of the image must not exceed 165 x 110 pixels (width x height) and 100 kilobytes. Larger images will be resized automatically. Please do not use transparent images. Only images can be uploaded which are in JPG, PNG or GIF format.

To upload a logo (at the add entry/edit entry screen), click on "Browse" and select your logo image from your computer. Select the "open" option. The directory location to upload the logo will appear in the "Browse" box. Then fill in any additional fields if necessary and click on the "Send" option. The image will then be uploaded. If you have any difficulty uploading, send the logo/banner to CustomerService@eLawExchange.com

with a simple explanation and listing information. We are always happy to help.

Search Features (additional base listing fields)

Meta Keywords - are keywords that will increase the searchability of your listing. Both our internal search algorithm and the largest internet search engines on the internet will scan and save these keywords for future search requests.

Meta Description - is also a search engine option to appropriately classify your listing within the eLawExchange.com website for both our visitors and the general internet community when searching.

Categories - Please select the applicable subcategories that your organization specializes in.

You have the option of selecting as many **subcategories** as apply to your organization.

To select subcategories click on the "+" sign next to the parent category. This will display the subcategories. Highlight a subcategory and click on the ">>>" symbol. It will move the subcategory into the right box. Continue doing this for all subcategories that apply to your organization. If you wish to remove a subcategory, click on the subcategory in the right hand box and then click on the "<<<" symbol.

Final Formalities

I accept the terms of use & the privacy policy of this site. It is important to read and review the terms and privacy policy of this site. After reviewing the terms and privacy policy, check the box and send your listing information.

Payment for featured listings and/or adding logo/banner. After "sending" your information you will be taken to a web page where you are given the choice to pay by PayPal with a MasterCard, Visa, American Express, or DiscoverCard.

If you choose to include enhancements that require payment then your listing will not be activated until the fees are paid.

Updating, Editing and Deleting Entries

The registered user who added the initial listing can delete, edit or update a Software Provider entry. This enables the registered user to add fee based enhancements, change the general information, categories, etc. If you need to change the editing capability for a particular registered user, send us an e-mail at

CustomerService@eLawExchange.com

This e-mail address is being protected from spambots, you need JavaScript enabled to view it with your listing information.

To edit your listing, log in to the member section of eLawExchange.com. Go to the "[Find Legal Software](#)

" page. After finding your listing click on the "More info" link to go to the "details" view. There are two additional buttons on the bottom of the page labeled "Edit" and "Delete." Click on the applicable button to edit or delete your listing.

Remember, you must be the registered member who initially added the listing to be able to edit, update or delete the entry.

If you have further questions or suggestions, feel free to contact us at CustomerService@eLawExchange.com

This e-mail address is being protected from spambots, you need JavaScript enabled to view it