

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 approved before it is published in the directory.

Listing Instructions

To enter your company in the "[Find a Legal Provider](#)" 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 registering 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 a Service Provider" link. On the "Find a Service Provider" page click on the "[Add Entry](#)" link.

Base Entry

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

Fee Additions

There is a fee if you choose to have your company "featured" or wish to have a logo/banner uploaded. A featured listing provides the company with a listing at the top of the category, 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 "

[Service Provider](#)

[Find a](#)

" page and select "Education, Consulting, Mgnt." 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.

Listing Data

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

Organization Name

Address Line 1

Address Line 2

City

State / Province

ZIP / Postal Code

Country

Ph

Fax

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.

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

Send E-mail2 - this is for the contact person responsible for listing your organization. It will not be shown on the site.

General Information - Please note that images / graphics / banners / icons are not permitted in this area; additional web links are allowed.

General information you may want to include in your listing:

- * National and local phone numbers
- * National and local offices addresses
- * Hours of Operation
- * General information about your organization
 - o Mission & Goals
 - o Area of specialization
 - o Products and services
 - o Types of cases handled
 - o Testimonials
 - o Languages Spoken

Geographic Service Areas

Select only the geographic areas where your organization provides services.

Select All Metro Areas

Metro Area(s) Where Services Provided

Under the "Metro Areas Where Services Provided" you will be able to designate which "metro areas" where you provide services.

Select All States

State(s) Where Services Provided

Under the "States/Provinces Where Services Provided" you will be able to designate which states/provinces where you provide services.

Select All Provinces

Province(s) Where Services Provided

Under the "States/Provinces Where Services Provided" you will be able to designate which states/provinces where you provide services.

Select All Countries

Countries Where Services Provided

Under the "Countries Where Services Provided" you will be able to designate which countries where you provide services.

Sponsored/Featured Listings (time based "*featured*" listing)

To view an example of a sponsored listing in comparison to a basic listing, go to the "[Find a Service Provider](#)" page and select "Education, Consulting, Mgnt."

category and click on the "Select" button. You will be able to see the sponsored listing's preferred location and appearance when compared to a basic listing.

At any time, you can add a "featured listing" for your organization which is based upon a certain time period. There will be fee for selecting the "featured listing." The fee and time period are set forth on the Add Entry listing screen. After the time period has elapsed, you can renew for an additional fee.

To sign up to be a "featured" listing, click on the small control box below the "Sponsored Listings" label in the Add Entry form. After that, click on "show as featured listing in selected categories" box and then choose the time period for "featuring your site."

Add Logo/Banner

You can add a logo/banner of your organization at any time. There will be a charge/fee for including the logo/banner. The fee and time period are set forth on the Add Entry form. After the time period has elapsed you can renew for an additional fee. The image will be uploaded to our server and will be shown in your entry. The maximum size of the image must not exceed 190x65 Pixels 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 add a logo, enable the logo/banner field by clicking on the small control box above the field. After that, click on "Browse" and select your logo image from your computer. Click on "open." The directory location to upload the logo will appear in the "Browse box. The image will be uploaded once you send the entry form. If you have any difficulty uploading, send the logo/banner to CustomerService@eL

awExchange.com

with

an explanation and listing information.

Update Logo - Go to the edit page for your listing. Click on the "Browse" button under the logo entry. Locate the updated logo you wish to upload. Click on "open." The directory location to upload the logo will appear in the "Browse box." Go to the bottom of the page. Click the box on the "terms of Use." Click "send" and your new logo will be uploaded.

Search Features (additional base listing fields)

Meta Keywords - are keywords that will increase the searchability of your listing. 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 technique to appropriately classify your listing within the eLawExchange.com website for the general internet community when searching.

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

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, 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 Service 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 a Service Provider](#)

" 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