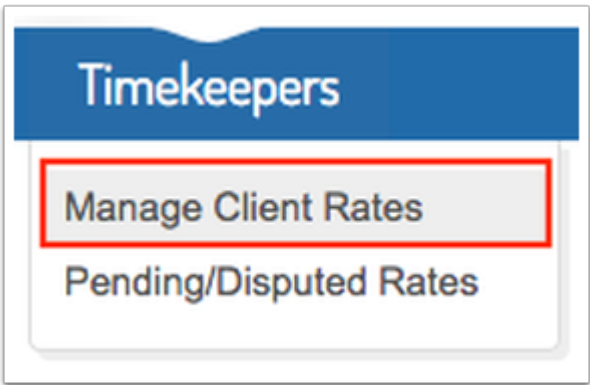


Requesting a New Client Timekeeper Rate

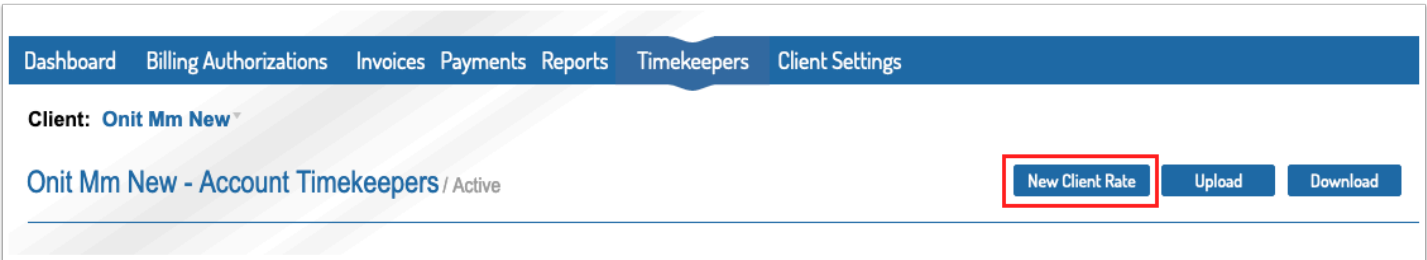
1. Select your client from the Client dropdown menu.



2. Under the Timekeeper tab on the top blue bar, select Manage Client Rates.



3. Click the New Client Rate button.



4. Fill out the New Client Timekeeper Rate form. You will have to select your timekeeper from the account timekeeper list. Fill out the required fields (*note: the effective date should be **prior** to any time that will be billed*). If you need **to edit anything in the timekeeper's profile (such as default rate or staff classification) you can use the edit button in the left column**. If your client utilizes custom Staff Classifications, they will be available in the dropdown for selection. Click Send for the timekeeper to be sent to the client for approval.

Elm Base Dev / New Client Timekeeper Rate

Please select a timekeeper from right list to see data here.

Timekeeper * Select a Timekeeper...
Henry Walls
Hillary Gates
Jessica White
Lucas Rames
Nick Jones

Add new rate for time

Client Project
Select a Project...

Staff Class *
Mid-Level Associate

Effective Date *

Rate *

Currency *
USD

Reason
Reason to increase rate

Send

5. On the client timekeeper list, you will then see the new timekeeper listed with a rate in the Pending Rate column.

Elm Base Dev - Timekeepers / Active

New Rate Upload Download Search Timekeepers

Archive Delete

Active (3) | Archived (0) | Deleted (0)

	TK ID	Timekeeper Name	Staff Classification		Approved Rate	Pending Rate	Actions
<input type="checkbox"/>	8911	Nick Jones	Partner			500.00 USD	Manage Rates

6. Once the client has approved the rate, the rate will then show in the Approved Rate column and you can bill for that timekeeper at that rate.

Archive Delete

Active (3) Archived (0) | Deleted (0)

<input type="checkbox"/>	TK ID	Timekeeper Name	Staff Classification		Approved Rate	Pending Rate	Actions
<input type="checkbox"/>	8911	Nick Jones	Partner		500.00 USD		Manage Rates
<input type="checkbox"/>	7663	Jessica White	Of Counsel		440.00 USD		Manage Rates
<input type="checkbox"/>	4194	Hillary Gates	Associate		175.00 USD		Manage Rates

Information for Matter Level Timekeeper Rates can be found [here](#).