# Clio for Clients

Clio for Clients is a secure online portal designed to help you communicate and share documents with your law firm. You can stay on top of your case with all of your communications, documents, and calendar events in one place.

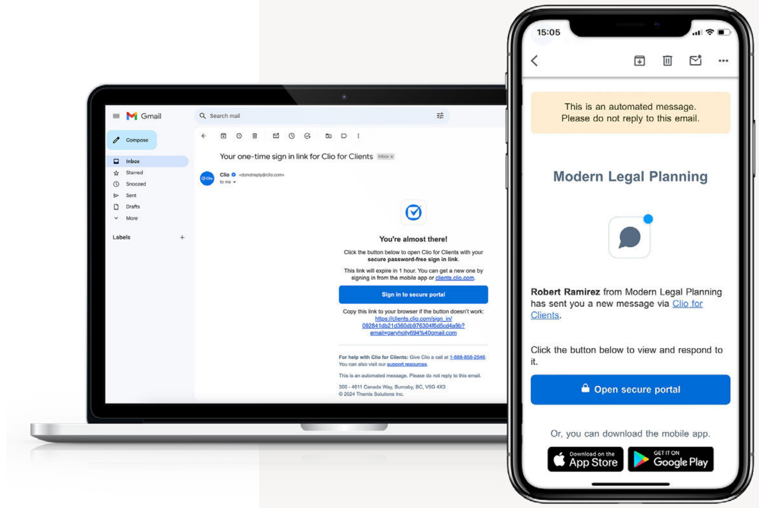
Clio for Clients is provided by **Clio**, the leading legal technology provider.

## Getting started

1. You'll receive an email inviting you to the secure client portal. Click **Open secure portal** to log in or download the mobile application.

   *Please note that your secure login link will expire after one hour. If the link expires, you can request a new one.*

2. Enter the email address provided to your law firm.
3. You will receive an email from Clio to confirm your email address.
4. Once confirmed, you can log into the portal review documents, messages, invoices, and calendar events.
5. You can access the portal anytime using the mobile app or visit [clients.clio.com](https://clients.clio.com) from your computer or mobile device.




## How to change your language

After you log in, choose your preferred language for the portal and all email notifications.

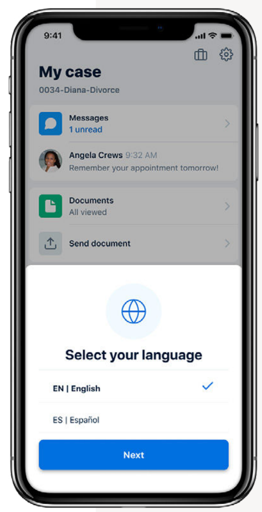
You can change the language anytime by following the steps below:

*Web browser users*

1. Click **Menu** in the top right and then select a language.

*Mobile app users*

1. Tap the settings gear icon in the top right and then tap **Change language**.




## How to navigate multiple cases

If you have multiple cases, you can easily access them from the client portal.

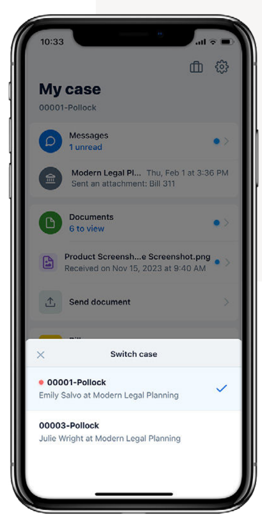
*Web browser users*

1. Click **Menu**.
2. Click **Switch case**.

*Mobile app users*

1. Tap the briefcase icon in the top right.

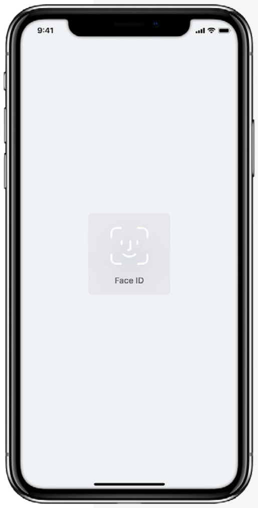
*The briefcase icon will only appear once you receive information on more than one case.*



## How to set up a privacy lock

You can set up face or fingerprint identification to make logging into the mobile application faster and more secure.

1. Go to the **My case** screen and tap the settings icon in the upper right corner to access your settings.
2. Tap **Set up privacy lock** with Face ID or fingerprint.
3. You may need to authorize Clio for Clients to use Face ID or fingerprint. If this occurs, tap **OK**.




## How to send documents

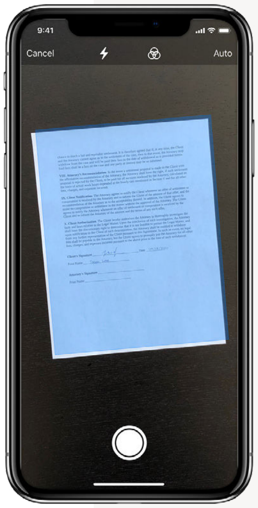
Clio for Clients makes it easy to access, send, and review your case documents. To send a document, follow the steps below:

*Web browser users*

1. Select the **Documents** tab.
2. Click **Send document**.
3. Click **Attach document** and then select one or multiple files.
4. You may add a message.
5. Click **Send**.

*Mobile app users*

1. Tap **Send document** on the main screen.
2. Choose how you will upload the file(s). You can scan the documents, take photos, or choose a file from your phone.
3. Select one or multiple files.
4. You may add a message or update the file name.
5. Click **Send.**




## Additional Info

For more information, visit the **Clio Help Center.** If you have a technical inquiry, contact the Clio support team Monday to Friday from 12 a.m. PST to 11:59 p.m. PST at 1-888-858-2546.

Clio