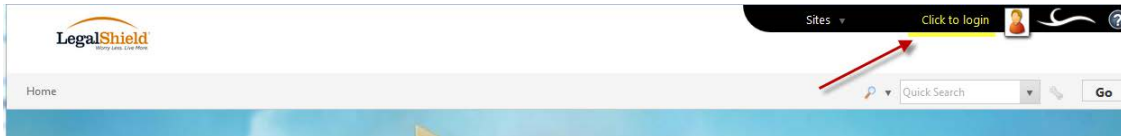


Cherwell Instructions

URL for PA Cherwell portal

<https://legalshield.cherwellondemand.com/CherwellPortal/PAPortal>

1. Click the login in the upper right corner of the screen

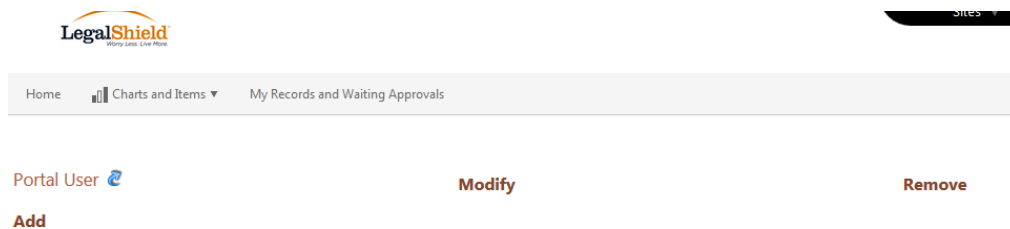


Enter your username and password provided.

2. Click on the Provider Support tab



3. Click on Add - - Modify - - Remove depending on the type of request you are making



4. Complete the form and Click the Submit button

Please fill out the following information:

Submit

Detailed Description:

Cost: \$0

New User Id	
State - Name of User - Attorney or Staff - OutQ - Law Firm Name	

Name:*	<input type="text" value="Joe User"/>
State:*	<input type="text" value="State"/>
Firm Name:*	<input type="text" value="Law Firm Name"/>
Additional Info:	<input type="text" value="Tell us if the user is Attorney or Staff
OutQ for your state - - - ie... VAOUTQ"/>

5. To see your Open Requests – Click on the number next to My Requests

