ICLE assigns every lawyer and legal assistant in a firm a unique username and password. Firms with two or more lawyers are also assigned a firm contact, also with a unique username and password. The My Account area of ICLE’s website gives your firm’s contact person the ability to easily add or delete lawyers, legal assistants, or other accounts.

**Manage Your Firm List Online**

1. Log in with your ICLE firm contact username and password at www.icle.org. If you don’t know this information, go to www.icle.org/forgot-info to have it e-mailed to you or call ICLE at 877-229-4350.
2. Click My Account.
3. Click on Firm List.

**To Add Attorneys or Legal Assistants**

1. Click on the Add Attorney link at the bottom of the attorney list or the Add Legal Assistant link at the bottom of the legal assistant list.
2. Enter information on the following page.

**To Delete Attorneys or Legal Assistants**

1. Check the box in the Remove column next to the attorney’s or legal assistant’s name (or click the word remove on a mobile device).
2. Click Delete (on mobile, click Submit).

**To Add or Delete Other Accounts**

1. Click Request Change at the bottom of the other accounts list.
2. Enter information and send e-mail.