

Reporter Checklist: Setting-up E-Signatures

“I am a freelance reporter. How do I start using E-Transcript Signatures?”

You must first enroll with the RealLegal® E-Transcript™ Signatures service. If you have enrolled with E-Transcript Signatures, continue to use the same account. If you think you may have enrolled, but do not remember the user ID or password, please contact subscriptions@reallegal.com to have a RealLegal staff member look it up for you.

If you have not previously enrolled, please follow these instructions or access more detailed technical documentation from the Support menu at www.reallegal.com.

- Use Internet Explorer to go to my.reallegal.com.
- Follow the on-screen prompts to create a new user on my.reallegal.com. Please do not use the “&” or “@” symbols in the company name field.
- After creating a new user you will receive an e-mail from RealLegal. Click on the link within the e-mail to verify your e-mail address is correct. The E-mail Verification window displays. Follow the on-screen prompts to enroll in E-Transcript Signatures service.
- Print the signature enrollment form.
- Get the form notarized with your signature in the middle of the box. (NOTE: you may not notarize your own form)
- Give the notarized enrollment form to your production department for mailing to RealLegal or mail it in yourself:
RealLegal | LiveNote
Attn: Signature Enrollment Department
221 Main Street, Suite 1250
San Francisco, CA 94105
- Once the Signature Enrollment Department has processed your signature enrollment form, you will receive an e-mail indicating your account is enabled.
- Inform your firm that your account is enabled and you are ready to receive their Reporter Edition invitation e-mail.
- Go to <http://www.reallegal.com/training.asp> to learn how to download Reporter Edition and how to use it.
- Watch for the invitation e-mail and download Reporter Edition.

Note: A separate check list for representatives of the reporting firm is also available.