HOW TO POST FOLLOW UP REPORTS Log in to the ASB website.	
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When you log in, you will be at MyDashboard. To access your referrals, click "Referral Follow-up" on the left side of the screen.

ALABA Lawyers Render	MA STATE BAR	Welcome, Laura Calloway - Logout - Find a Member	
ne Membership For the Pu MyDashboard	ıblic Resources Bar Programs Aboı	ut the Bar News & Publications Contact Us You are here: <mark>Home</mark> MyDashboard	
MyDashboard Casemaker Consolidated Fee Invoice CSF Payment History Edit My Info Find a Member MCLE Compliance Report Member List by County Referral Follow-up Seeking Employment Submit an Event IOLTA	Welcome back, Laura Calloway ! Your Local Bar	Your Status ✓ MCLE	
	Your Sections	Your Committees/Task Forces	
	Click here if you wish to change y	our password	

Referral Follow-up		You are here: Home	 MyDashboard Referral Follow-
MyDashboard	Your Open Referrals	Select Client for Followup *	
Casemaker	Fill out the form to complete your	Choose one	
Consolidated Fee Invoice	followup on the referrals below.		
CSF Payment History		Did the alignet	
Edit My Info	MINNIE MOUSE	Did the client	
Find a Member	# 12329 🛗 4/8/2015		
MCLE Compliance Report	🔦 Animal Rights	Males and a startic start	Mala an annaistean 12 t
Member List by County		Make contact with you? *	make an appointment? *
Referral Follow-up	MICKEY MOUSE	Yes	Yes
 Seeking Employment 	# 12328 🛗 4/8/2015	No No	No No
Submit an Event	🔦 Animal Rights		0
IOLTA	MICKEY MOUSE	Keep their appointment?*	Pay the consultation fee?*

Answer each question by either choosing one of the radio buttons or making a selection from the drop down menu.

MyDashboard	Your Open Referrals	Select Client for Followup *	
Casemaker	Fill out the form to complete your followup on the referrals below.	Choose one	•
 CSF Payment History Edit My Info 	MINNIE MOUSE	Did the client	
 Find a Member MCLE Compliance Report 	# 12329 🛗 4/8/2015		
Member List by County	MICKEY MOUSE	Make contact with you? *	Make an appointment? *
+ Seeking Employment > Submit an Event	# 12328 🛗 4/8/2015	No	No
> IOLTA	MICKEY MOUSE	Keep their appointment? *	Pay the consultation fee?*
	# 12326 🛗 4/8/2015	Yes	Yes
		0.10	
	# 12325 🚔 4/8/2015		
	- Control (April	Are further legal services required of you? *	Did you refer this client to another attorney? *
		Yes	
		No No	No No
		Estimate of additional fees? *	Estimate of length of case? *
		Choose one	Choose one
		Complete	
Click the Complete button	when finished.		

Click the Complete button when finished.