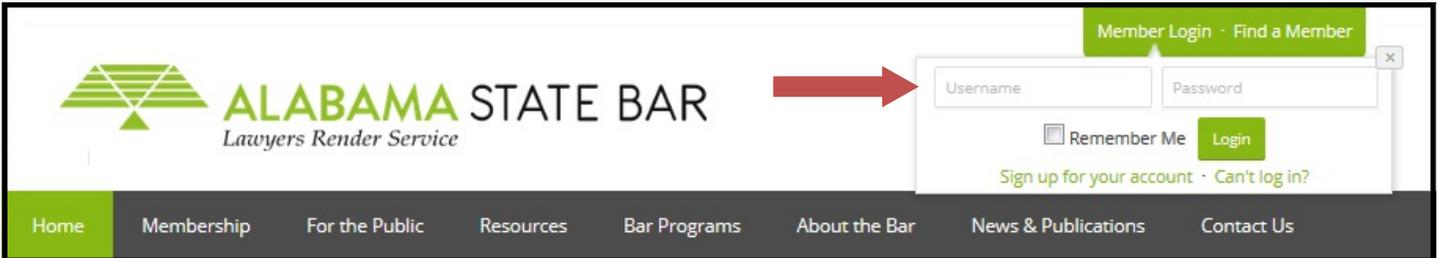
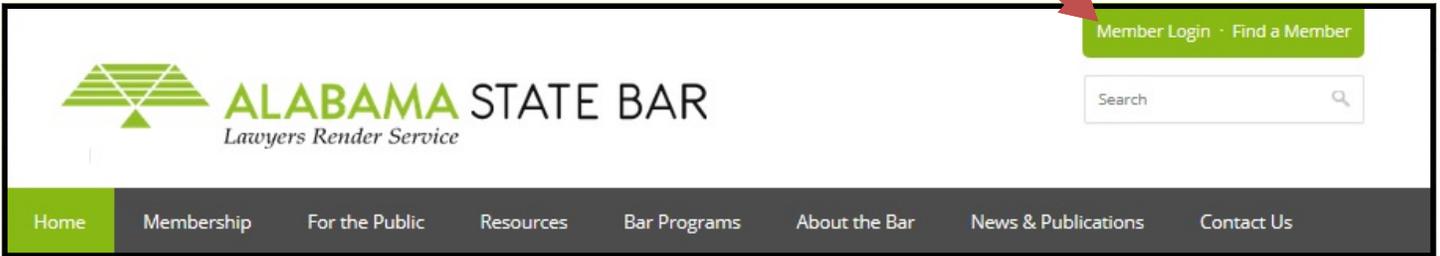
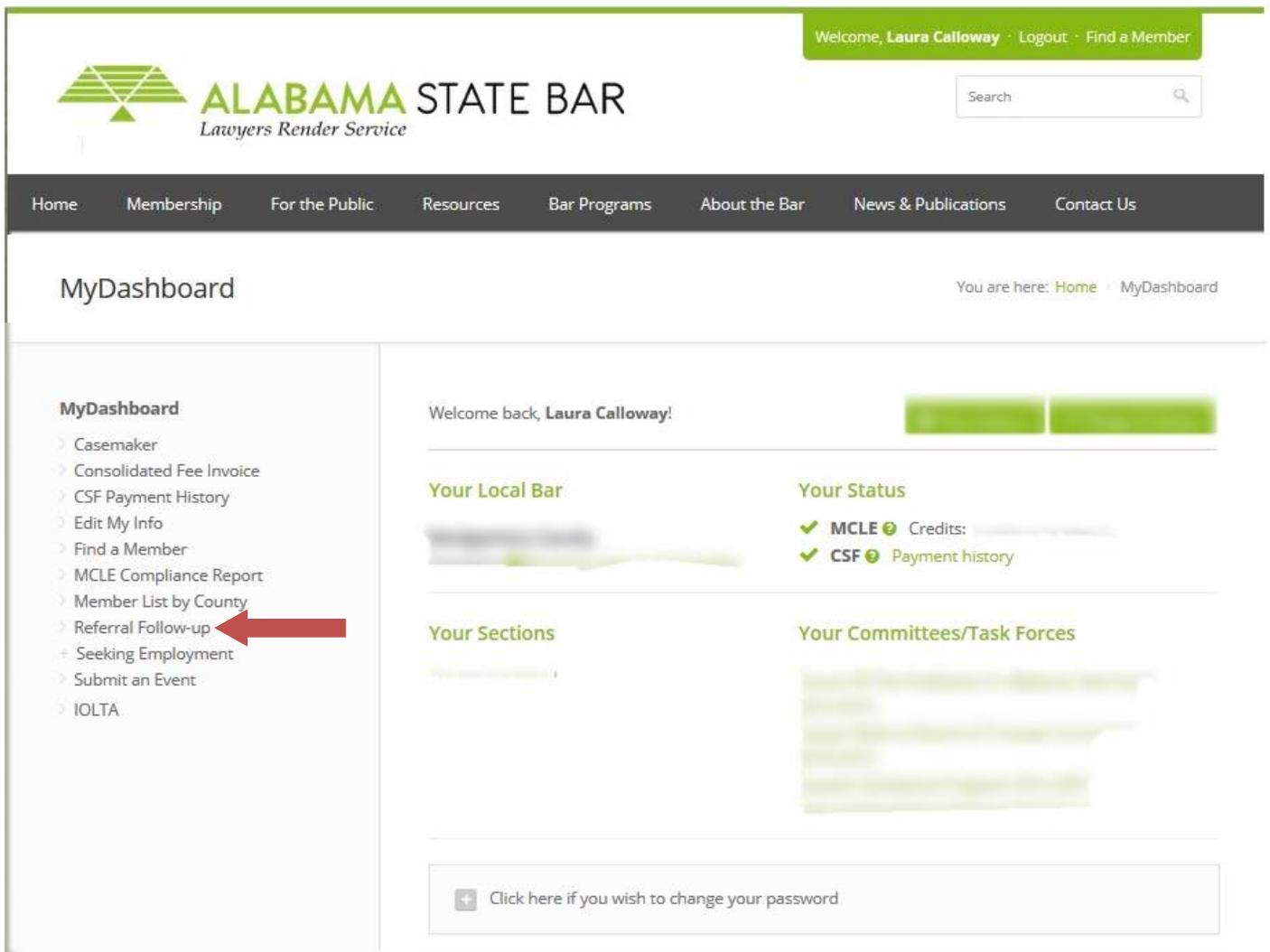


## HOW TO POST FOLLOW UP REPORTS

Log in to the ASB website.



When you log in, you will be at MyDashboard. To access your referrals, click "Referral Follow-up" on the left side of the screen.



Select the client from the drop down list.

Referral Follow-up You are here: [Home](#) > [MyDashboard](#) > Referral Follow-up

**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

**Your Open Referrals**

Fill out the form to complete your followup on the referrals below.

**MINNIE MOUSE**

# 12329 4/8/2015

Animal Rights

**MICKEY MOUSE**

# 12328 4/8/2015

Animal Rights

**MICKEY MOUSE**

**Select Client for Followup \***

Choose one...

---

**Did the client...**

**Make contact with you? \***      **Make an appointment? \***

Yes                               Yes

No                                     No

**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**

- > 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
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- > IOLTA

**Your Open Referrals**

Fill out the form to complete your followup on the referrals below.

**MINNIE MOUSE**

# 12329 4/8/2015

Animal Rights

**MICKEY MOUSE**

# 12328 4/8/2015

Animal Rights

**MICKEY MOUSE**

# 12326 4/8/2015

Animal Rights

**MICKEY MOUSE**

# 12325 4/8/2015

Animal Rights

**Select Client for Followup \***

Choose one...

---

**Did the client...**

**Make contact with you? \***      **Make an appointment? \***

Yes                               Yes

No                                     No

**Keep their appointment? \***      **Pay the consultation fee? \***

Yes                               Yes

No                                     No

---

**Are further legal services required of you? \***      **Did you refer this client to another attorney? \***

Yes                               Yes

No                                     No

**Estimate of additional fees? \***      **Estimate of length of case? \***

Choose one...       Choose one...

**Complete**

Click the Complete button when finished.