

# How to use the Client Portal as Client

## Objectives

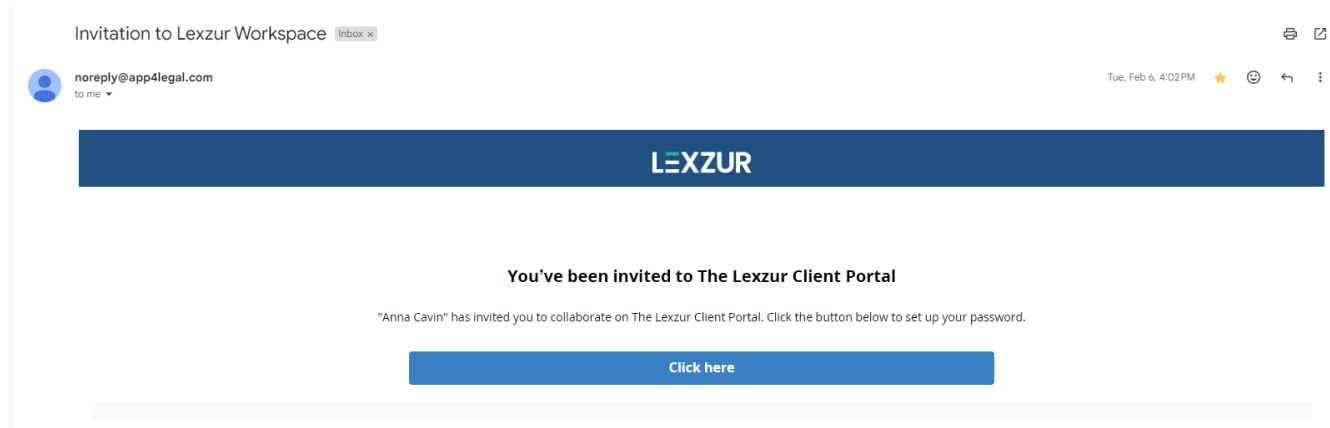
- [Access the portal](#)
- [Request and follow up on matters/cases/contracts through the Client Portal](#)

## Steps

LEXZUR Client Portal allows legal teams to collaborate and communicate with their clients and requesters. Requesters will connect with the legal team to share data and collaborate on matters, cases, and contracts.

### How to access the Client Portal:

- First, to use the client portal, the admin should add you as a client portal user from the system.
- You will receive an email notification inviting you to join the client portal.




The email will include a link to set up your password. Once you have set up your account, you can log in to the client portal.

A screenshot of the Lexzur Client Portal password setup form. The form is set against a dark blue background. It contains two input fields: 'Password: \*' and 'Password Confirmation: \*'. Red arrows point to the asterisks in both labels. Below the input fields is a blue button labeled 'submit', which is outlined with a red border.

Lexzur users can easily share the Client Portal URL with collaborators or embed it on their website, enabling them to access the portal effortlessly.

- Both the Client Portal URL and the link embedded in the email will redirect you to the Client Portal Login Page. Sign in using your credentials or click **Sign Up** if you don't have an account.




**Client Portal**  
by LEXZUR


Welcome to LEXZUR Client Portal

☐ Keep me signed in


Sign In

Or

 Sign in using Azure

 Sign in using OneLogin

Don't have an account? [Sign Up](#)



**Client Portal**  
by LEXZUR

Welcome to LEXZUR Client Portal

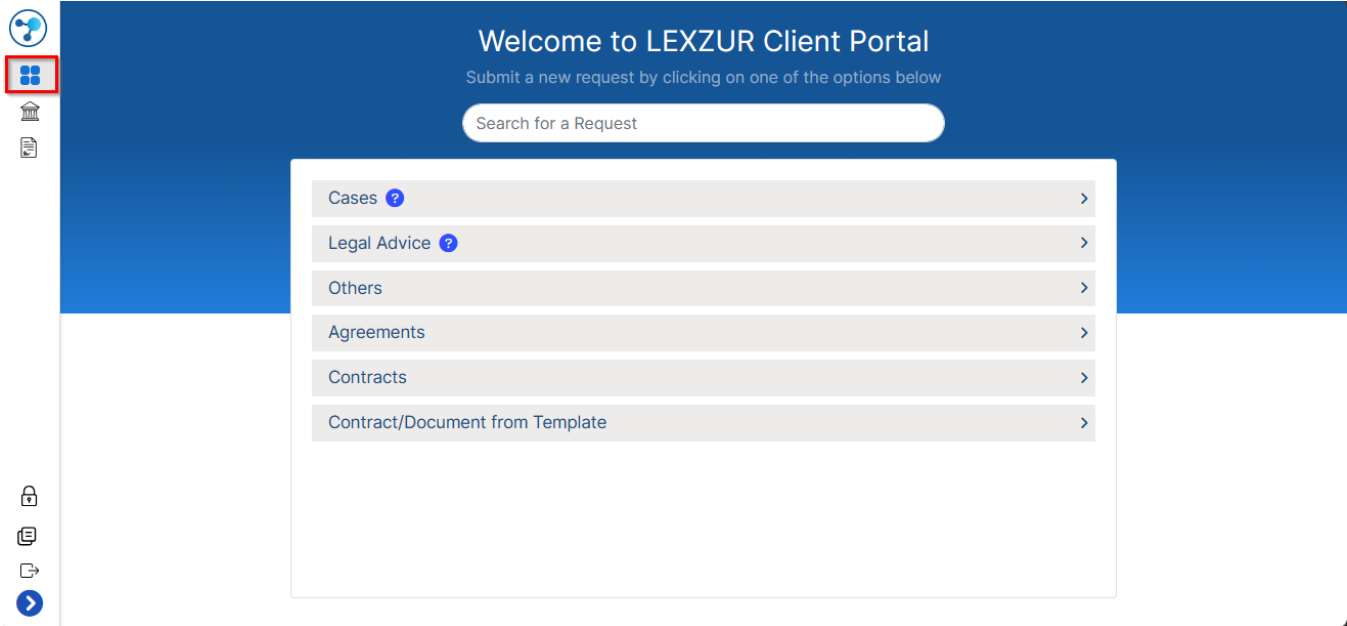
Sign Up

Already have an account? [Sign In](#)

#### Raise Requests from the Client Portal:

You can now connect to the legal team, raise new requests, and follow up on your requested matters or contracts securely and confidentially.

- From your **Home** page, you can find the list of predefined forms set by the legal team to allow you to request matters, cases, or contracts.
- Search for requests or click on the available categories to view the list of requests organized under each category.



- Choose the suitable request type, for example, "Request a corporate matter" fill in the necessary information, and submit your request once done.



Each request type requires different fields to be filled in, which are determined by the legal team.

- Once the request is submitted, the legal team will receive a notification about the new matter, and they will start working on it.

- You will also receive an email notification including your request details:

Lexzur - M415-Administrative Consultation for Adam Added from Client Portal inbox x

Lexzur <noreply@app4legal.com> to me

Thu, Feb 29, 4:17 PM (7 days ago)

**LEXZUR**

Activity Alert

**Requester Info**

Name	Julia Marven
Username	Julia
Email	<a href="mailto:marvenjulia@gmail.com">marvenjulia@gmail.com</a>
Department	HR

**Details**

Hello Julia Marven

Your request has been created.

- You can then view all your requests and follow up on each one from the **Matters/Cases** Page.
- Here, you can search for requests using quick filters such as matter status and practice area. You can also export the list of your requests to Excel and request a new matter on the fly.

**LEXZUR**

Raise a new request

**Matters/ Cases**

Contracts / Agreement

**Matters/ Cases**

Export to Excel Request a new Matter

All Created by me Created by other Litigation only Corporate only Search:

ID	Name	Assignee	Status	Practice Area	Category	Priority	Created By	Requested By
M00000422	Legal Review for Julia	Assignee	Open	Legal opinion	Matter	high	Julia Marven	Mariana GZ
M00000429	Legal Opinion for BLP		In Progress	Commercial	Matter	critical	Maria Dave	Mariana GZ

As a client, you have access to track some of your request details and receive updates from the legal team.

- Open the request page by clicking on its ID.
- Here, you can follow the workflow status, related people, dates, and important developments and view hearings and attachments from the other tabs.
- Both the client and the legal team can communicate through the Notes tab. You can write your comments in the notes section, attach files, and press "Add note".

The legal team will be notified, and they can see the attachments and add a new note.

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Raise a new request

Matters/ Cases

Contracts / Agreement

Signature

Stamp

Change Password

Help

DNA-428 - Agreement of Sales between BLP and ABC

Details

Attachments

Approval Center

Signature Center

Milestones

Export

Status : Under Signature

Priority : Medium

Type : Drafting New agreements

Notes 2

Mariana QZ (Portal User)

Review the Agreement

2024-04-03 11:18

Maria Dave

Upon reviewing we need to change clauses 2 and 3

2024-04-03 11:20

Format

B

I

U

Text

Link

Image

Table

Code

Quote

Indent

Outdent

Undo

Redo

Print

Add Note

People

Requested By :

Mariana QZ

Watchers :

Start typing

Dates

Requested on:

2023-12-28 16:11

Last Update

2023-12-28 16:32

Similarly, you can also view and follow up on your requested contracts from the **Contracts** page.

LEXZUR

Raise a new request

Matters/ Cases

Contracts / Agreement

Signature

Stamp

Change Password

Contracts / Agreement

Export to Excel

Request a Contract/Document

Upload Contract/Document for Review

Draft Contract/Document from Template

All

Awaiting Approval

Awaiting My Approval

Awaiting Signature

Awaiting My Signature

#	ID	Name	Status	Type	Reference#	Requested By	Assignee	Last Update
	ID	Name			Reference#	Requested By	Assignee	Last Update
491	DNA-491	Sales Agreement	Filing & Drafting	Drafting New agreements		Manal Zeidan		2024-04-01 10:22:55
457	PUA-457	Purchase Agreement for ABC	Under Negotiation	Purchase Agreement		Manal Zeidan	Maria Dave	2024-03-08 15:04:33
444	DNA-444	NDA	Filing & Drafting	Drafting New agreements		Manal Zeidan		2024-01-24 12:11:07
429	PUA-429	Sales Agreement between BLP and ABC	Filing & Drafting	Purchase Agreement		Manal Zeidan		2024-04-03 11:08:08
428	DNA-428	Agreement of Sales between BLP and ABC	Under Signature	Drafting New agreements		Manal Zeidan		2023-12-28 16:32:02
394	PAA-394	Service Agreement for Albert	Under Approval	Partnership Agreement		Manal Zeidan	Maria Dave	2024-01-02 13:24:06

Showing 1 to 6 of 6 entries

Previous

1

Next

- You can request a contract using the questionnaire (draft contract from template), or upload a document for review.
- You can then follow up on your requested contracts each on a separate page, so track details and status, and view or add related attachments.

LEXZUR

[Raise a new request](#)
[Matters/ Cases](#)
[Contracts / Agreement](#)

[Signature](#)
[Stamp](#)
[Change Password](#)
[Help](#)

DNA-428 - Agreement of Sales between BLP and ABC

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Signature Center

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Export

Status : Under Signature

Priority : Medium

Type : Drafting New agreements

Notes 2

Approval & Signature History

People

Requested By : Mariana QZ

Watchers :

Start typing

Dates

Requested on: 2023-12-28 16:11

Last Update: 2023-12-28 16:32

- You can also have a look at the Approval and Signature Workflow. So you can here view the list of Approvers and signees, as well as the approval and signature statuses.



Clients do not have collaboration permissions, therefore they cannot approve, reject, or sign contracts.

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Raise a new request

Matters/ Cases

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Change Password

Help

DNA-428 - Agreement of Sales between BLP and ABC

Details

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Approval Center

Signature Center

Milestones

Export

Approval Criteria :

Approval Status : Approved

1

Maria Dave

Approved

Show Summary

Open Contract/Document

- Additionally, clients can track contract milestones, and add new milestones as well from the client portal.

Milestones should be made visible to the Client Portal from the main system.

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Raise a new request

Matters/ Cases

Contracts / Agreement

Signature

Stamp

Change Password

DNA-428 - Agreement of Sales between BLP and ABC

Export

Details

Attachments

Approval Center

Signature Center

Milestones

Add Milestone

Finalize Agreement

1

Amount: 0 USD

Serial Number: None

Attachments: 0 Document(s)

Deliverables: None

Start Date: None

Due Date: None

Completed

Financial Status

For more information about LEXZUR, kindly reach out to us at [help@lexzur.com](mailto:help@lexzur.com).

Thank you!