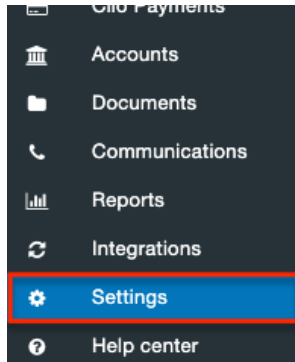
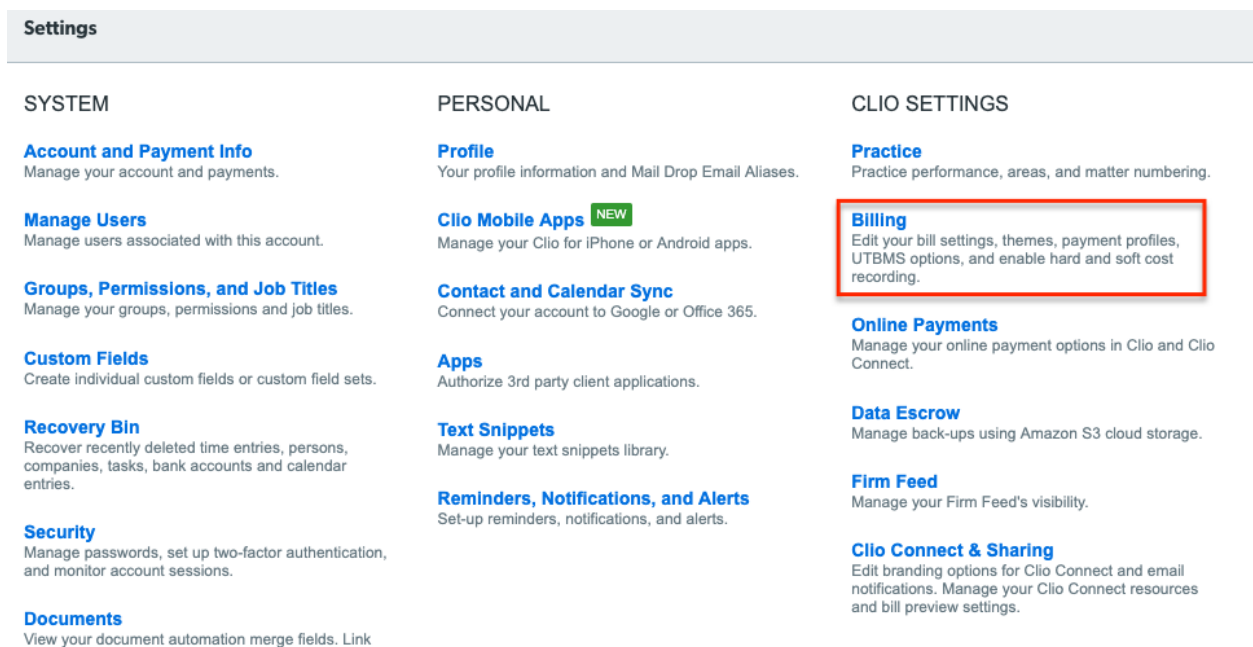


How to Integrate Headnote into your Clio Bills

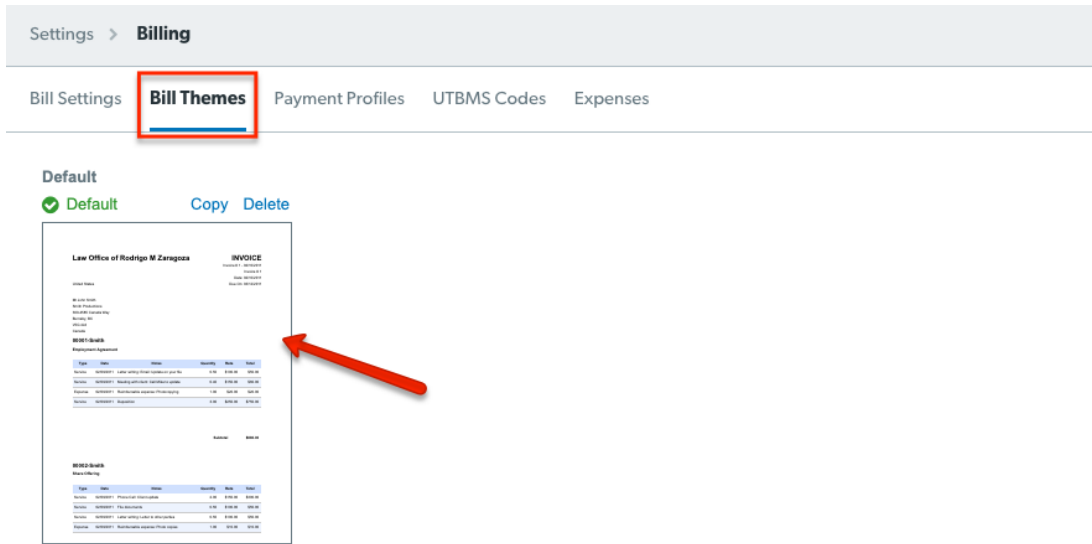


1. Log in to your Clio account
2. Click **Settings** on the navigation menu to your right

3. Click on **Billing** under the Clio Settings column

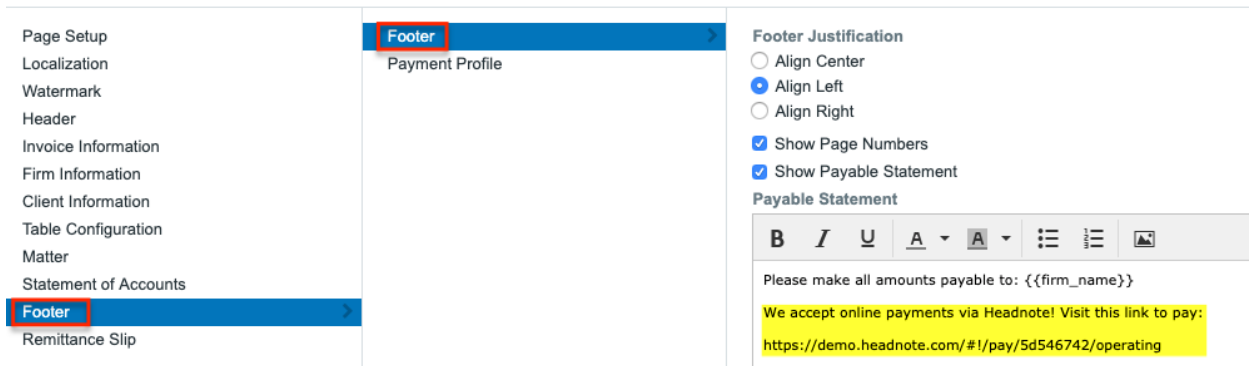
A screenshot of the Clio Settings page. The page has a light grey header with the word "Settings" in bold. Below the header, there are three columns of settings. The first column is "SYSTEM" and contains: Account and Payment Info, Manage Users, Groups, Permissions, and Job Titles, Custom Fields, Recovery Bin, Security, and Documents. The second column is "PERSONAL" and contains: Profile, Clio Mobile Apps (with a green "NEW" badge), Contact and Calendar Sync, Apps, Text Snippets, and Reminders, Notifications, and Alerts. The third column is "CLIO SETTINGS" and contains: Practice, Billing (highlighted with a red box), Online Payments, Data Escrow, Firm Feed, and Clio Connect & Sharing.

4. Select the **Bill Themes** tab
5. Click on the specific bill theme you want to edit



6. Click **Footer** from the top menu of options
7. Select **Footer** again
8. Edit the the footer of your bill and add the appropriate text including your payment link
(a)NOTE: Copy the OneLink payment page from your Headnote dashboard.

Edit Bill Theme: "Default"



9. Click on the green **Save** button to lock in your changes

