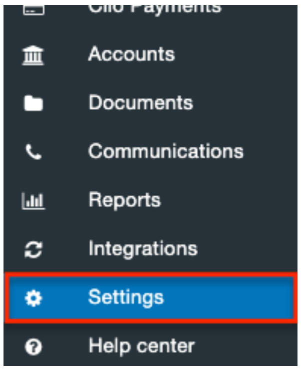
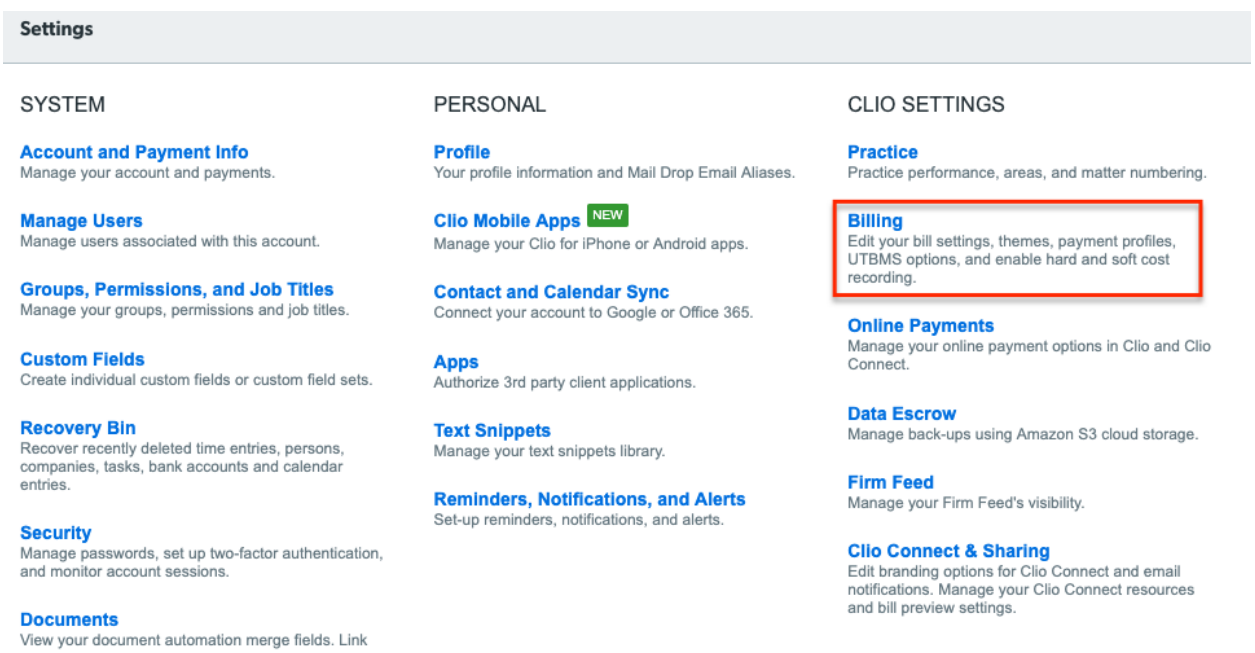
How to Integrate Headnote into your Clio Bills

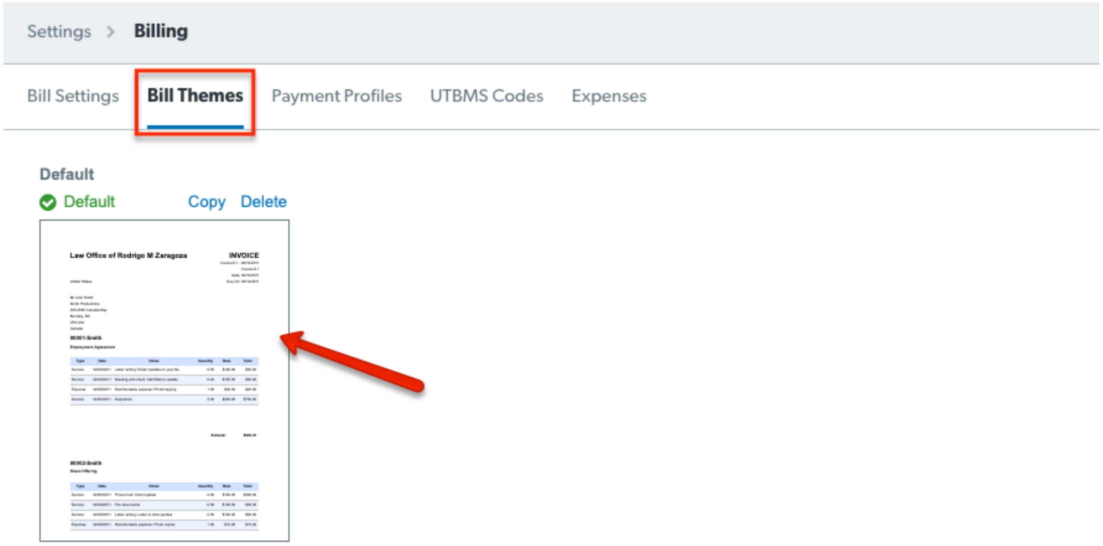


1. Log in to your Clio account
2. Click **Settings** on the navigation menu to your right

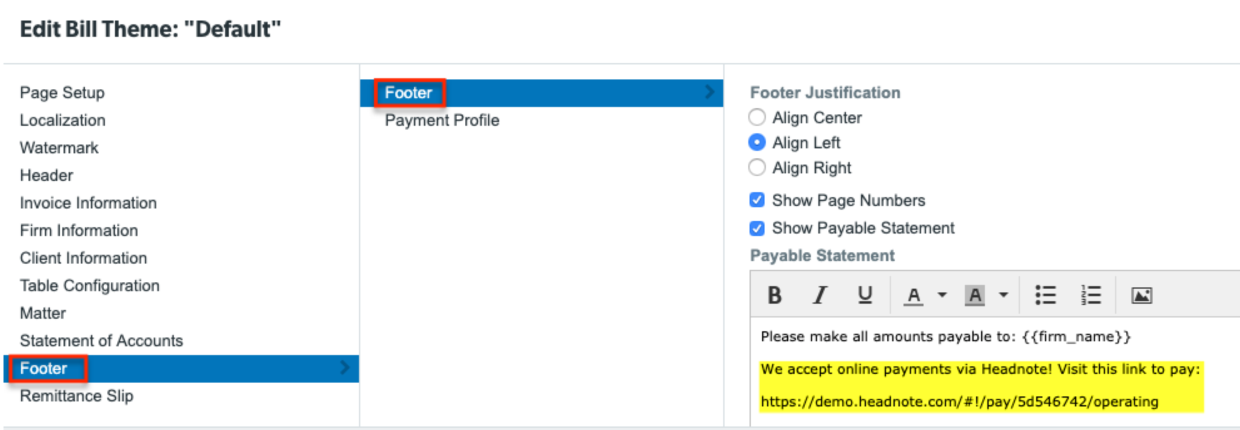
3. Click on **Billing** under the Clio Settings column



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) <u>NOTE: Copy the OneLink payment page from your Headnote dashboard.</u>



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