



ELM Solutions

Passport® Collaboration Portal

Key Benefits

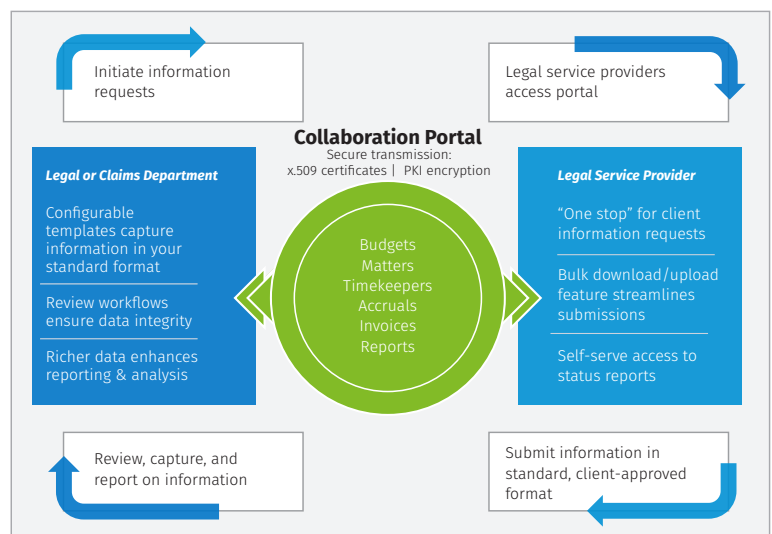
- Enhances communication between legal and claims professionals and their outside counsel
- Optimizes data capture for enriched reporting and analytics
- Provides maximum data security
- Supports global business requirements such as VAT compliance and multi-currency usage
- Complemented by full-service, 24/7 support for legal service providers

The Passport Collaboration Portal is a patented pipeline that enables legal and claims departments to securely exchange data and information with their law firms and other legal service providers.

ELM Solutions clients are able to leverage out-of-the-box, best practice-based support for common types of collaborative exchanges, such as budgets, matter status updates and narratives, timekeeper rates and information, accruals, invoices, and reporting. All collaborative data is transmitted through the portal, which ensures that confidential legal data remains secure. With its flexibility to support many types of collaboration, the Passport Collaboration Portal is the hub for seamless information-sharing and enhanced communication between ELM Solutions clients and their outside counsel and other legal service providers.

Maximize Data Security

ELM Solutions understands that fostering effective communication and collaboration with outside counsel is an imperative, but one that cannot come at the expense of data security. The Passport Collaboration Portal provides a secure pipeline



that leverages advanced security technologies for the transmission of data and information between companies and their outside counsel. The portal makes collaboration with outside counsel easy and efficient, while also enabling companies to meet highly stringent data security standards that may be driven by regulatory or IT requirements.

“...Passport Collaboration Portal is the hub for seamless information sharing and enhanced communication...”

Passport® Collaboration Portal

Capture 100% of Legal Spend

ELM Solutions is committed to ensuring that clients are able to capture one hundred percent of their legal invoices electronically and gain a comprehensive view of spend for analysis and reporting. The Passport Collaboration Portal provides several options for invoice submission. These options enable law firms, agents, and vendors of all sizes and from around the globe to conveniently and successfully participate in clients' e-billing programs. These e-billing options include:

- Bulk Upload – LEDES (Legal Electronic Data Exchange Standard) format invoice files are directly uploaded from a time and billing system
- Detailed Web Template – A simple, web-based template is used to enter invoice header-level information, as well as line item details for fees, expenses, discounts, and any taxes
- Summary Web Template – An easy web-based template captures invoice header-level information, along with a summary of all fees, expenses, and/or discounts; legal service providers may also attach an electronic copy of the invoice or backup documentation if required by the corporate client

Meet Global Business Needs

The Passport Collaboration Portal is designed to support business on a global scale. International legal service providers are able to submit invoices and other collaborative data in their native currencies using any Western language. In addition, ELM Solutions invoice submission options meet European Union EDI (Electronic Data Interchange) requirements and enable compliance with VAT regulations (or country-specific equivalent, such as TVA, MOMS, etc.) with features such as LEDES 98BI and digital signatures support.

Keep Legal Service Providers Informed

With the reporting capabilities available through the Passport Collaboration Portal, legal and claims departments may choose to provide their legal service providers with real-time visibility into the status of submitted invoices and budgets, as well as the ability to view approved timekeepers and active matters. These online, self-serve reports can be exported to Excel and offer sorting and search capabilities, as well as the ability to drill down to see invoice adjustment and rejection reason details. These tools are designed to keep legal service providers informed and minimize the time that clients spend responding to invoice status and other billing-related requests.

Rely on Industry-Leading Support for Legal Service Providers

ELM Solutions believes that it should handle legal service provider implementations and ongoing technical support so that legal and claims departments are able to focus their attention elsewhere. The ELM Solutions Law Firm Operations team is fully-dedicated to the needs of legal service providers and all representatives are CSP-I and CSP-II certified by the Technology Services Industry Association (TSIA), the recognized industry standard for delivering a premier level of technical support and outstanding customer service. The highly-experienced Law Firm Operations team works one-on-one with each legal service provider to get the provider quickly using the Passport Collaboration Portal to submit e-invoices and collaborate, and provides ongoing, 24/7 worldwide support services.

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Wolters Kluwer

When you have to be right