

eBILLINGHUB: VENDOR PASSWORD GUIDE

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ABOUT THIS DOCUMENT

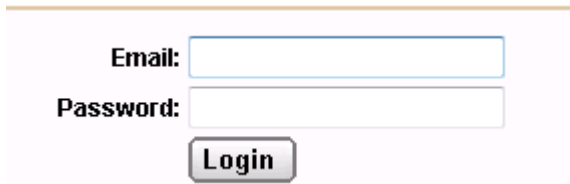
This document outlines the required steps for changing e-billing vendor site passwords. It will be updated when information changes or new information becomes available. This document will reside within eBillingHub under Online Resources.

Please note that some vendors currently do not require password resets and therefore are not included within this document.

COLLABORATI

CHANGE YOUR PASSWORD IN COLLABORATI

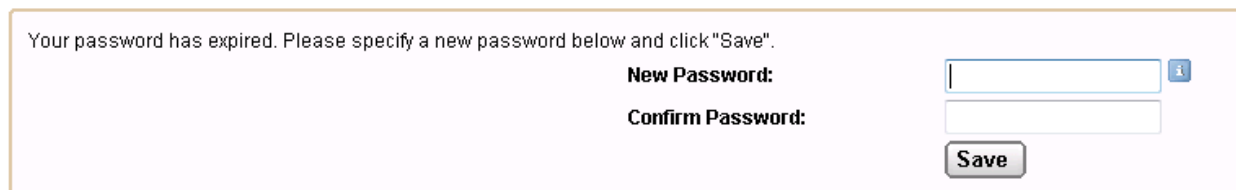
1. Go to <https://www.collaborati.net/login.jsp>
2. Enter username and current password



Email:
Password:

3. Click Login
4. The Change Password Page will display

Change Password



Your password has expired. Please specify a new password below and click "Save".

New Password: ⓘ
Confirm Password:

5. Enter New Password
6. Confirm Password
7. Click Save

Collaborati Password Requirements

The new password must:

- Include mixed-case letters, if possible
- Contain at least 8 alpha-numeric characters
- Contain at least 1 letter
- Contain at least 1 digit not in the first or last position
- Not be identical to your last 3 passwords

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CHANGE YOUR PASSWORD ON COLLABORATI CONNECTIVITY PAGE IN eBILLINGHUB

1. Go to <https://legal.ebillinghub.com>
2. Log into the Hub
3. Click on Configuration | Configure Vendor Connectivity
4. Click on the Miratech Collaborati link
5. Update password
6. Click Save in the upper right hand corner

LITIGATION ADVISOR

CHANGE YOUR PASSWORD IN LITIGATION ADVISOR

1. Go to the URL used for invoice submission
2. Enter the username and password

Legal Solutions Suite

User ID:

Old Password:

New Password:

Confirm Password:

OK

Messages:

Your password has expired. Please change password now

[Reset Password](#)

[Return to Login](#)

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3. Change password box will display
4. Enter password
5. Enter password to confirm
6. Click OK

CHANGE YOUR PASSWORD ON LITIGATION ADVISOR CONNECTIVITY PAGE IN eBILLINGHUB

1. Go to <https://legal.ebillinghub.com>
2. Log into the Hub
3. Click on Configuration | Configure Vendor Connectivity
4. Click on the link for Litigation Advisor (Legal Solution Suite)
5. Update password
6. Click Save in the upper right hand corner

CSC MATTER MANAGEMENT

Account Locked/Password Reset

CHANGE YOUR PASSWORD IN CSC MATTER MANAGEMENT

1. Go to <https://www.cscglobal.com/pbng/landing.jsp>
2. Click on Forgot Password Link

Change your CSC Password

To initiate the reset process please enter only ONE of the following in the field below.

Enter your CSC User ID

Or

Your Email Address

Username

Next

3. Enter Username
4. Click Next

Existing User Challenge Question Page

Please answer the following Question:

Where were you born?

In what city did you meet your spouse/significant other?

Next

Reset Questions

5. Answer Challenge Questions
6. Click Next

In addition to providing a unique Username, CSC will require that your password meet specific requirements

Please enter the following:

New Password

Confirm Password

Submit

7. Enter New Password
8. Type Type to Confirm Password

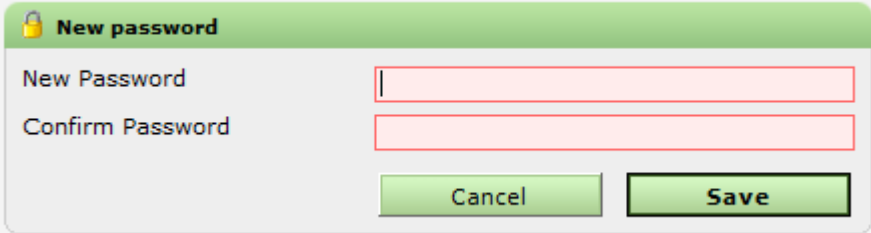
CHANGE YOUR PASSWORD ON CSC CONNECTIVITY PAGE IN eBILLINGHUB

1. Go to <https://legal.ebillinghub.com>
2. Log into the Hub
3. Click on Configuration | Configure Vendor Connectivity
4. Click on the link for CSC Matter Management
5. Update password
6. Click Save in the upper right hand corner

TYMETRIX360

CHANGE YOUR PASSWORD IN TYMETRIX360

1. Go to <https://www.tymetrix360.com/Common/Pages/LoginPage.aspx>
2. Enter the username and password
3. Change password box will display



The image shows a 'New password' dialog box. It has a green header with a lock icon and the text 'New password'. Below the header are two text input fields: 'New Password' and 'Confirm Password'. At the bottom of the dialog are two buttons: 'Cancel' and 'Save'.

4. Enter password
5. Enter password to confirm
6. Click OK

CHANGE YOUR PASSWORD ON TYMETRIX360 CONNECTIVITY PAGE IN eBILLINGHUB

1. Go to <https://legal.ebillinghub.com>
2. Log into the Hub
3. Click on Configuration | Configure Vendor Connectivity
4. Click on the link for CT Tymetrix 360
5. Update password
6. Click Save in the upper right hand corner

BRIDGEWAY

CHANGE YOUR PASSWORD IN BRIDGEWAY

1. Go to <https://corridor.bridge-way.com/corridor/>
2. Enter the username and password



3. Enter the current password in the Current Password text field
4. Enter the new password and confirm password in the New Password and Confirm Password fields

5. Click Save

CHANGE YOUR PASSWORD ON BRIDGEWAY CONNECTIVITY PAGE IN eBILLINGHUB

1. Go to <https://legal.ebillinghub.com>
2. Log into the Hub
3. Click on Configuration | Configure Vendor Connectivity

4. Click on the link for Bridgeway Corridor
5. Update password
6. Click Save in the upper right hand corner