

RealLegal E-Transcript Reporter Edition Installation Guide

Contents

System Requirements1
 Hardware.....1
 Software1
 Supported Operating Systems1
 Overview of Installing E-Transcript Reporter Edition2
 Enrolling with E-Transcript Signatures2
 Installing E-Transcript Reporter Edition6
 Installing E-Transcript Reporter Edition for Multiple Agencies9
 Reinstalling E-Transcript Reporter Edition9
 Changing Default Signature Accounts 10

RealLegal® E-Transcript Reporter Edition™ provides tools for independent or freelance court reporters who work with court reporting agencies and other reporters. This guide provides you with information for installing Reporter Edition. For further detailed information, refer to the [RealLegal E-Transcript Reporter Edition Quick Reference Guide](#) and RealLegal E-Transcript Reporter Edition Help. For information on RealLegal E-Transcript Manager, which includes instructions for court reporting agencies, download a free copy of the [RealLegal E-Transcript Manager User Guide](#).

For assistance using RealLegal E-Transcript Reporter Edition, call 1-800-290-9378 or email RealLegalSupport@thomsonreuters.com.

For free reference materials, visit the Product support section at <https://legal.thomsonreuters.com/en/support> or <https://legal.thomsonreuters.com/en/products/reallegal>.

Our products also contain comprehensive, searchable instruction available via the **Help** menu in the application.

System Requirements

HARDWARE

- Personal computer with 1 GHz dual-core processor (3 GHz i3 or equivalent recommended)
- 2 GB of RAM (4 GB recommended)
- 50 GB of available hard disk space
- Screen resolution: Minimum of Super VGA 800 x 600 (XGA 1024 x 768 recommended)
- Screen colors: 256 (16-bit or higher recommended)

SOFTWARE

- Microsoft® Internet Explorer 11
- Microsoft® Edge
- Google Chrome

SUPPORTED OPERATING SYSTEMS

Operating System	32-bit	64-bit
Windows 10 Home and Pro	x	x
Windows 11 Home and Pro		x

Overview of Installing E-Transcript Reporter Edition

The following is an overview of the installation process for Reporter Edition:

1. Create a signature account by enrolling with E-Transcript Signatures at My RealLegal if you want to sign transcripts electronically. For further information, see "Enrolling with E-Transcript Signatures".
Note: You only need one account, even if you work with multiple agencies. If you are not certain you have an account, send an email to RealLegalSupport@thomsonreuters.com.
2. The court reporting agency submits your signature to RealLegal.
Note: For information on the agency steps, download a free copy of the [RealLegal E-Transcript Manager User Guide](#).
3. RealLegal activates your signature account and scans your signature. You will receive an email informing you that your account is active.
4. The agency adds you as an authorized user to its account.
5. The agency sends you invitation via email to install Reporter Edition.
6. You accept the invitation and install Reporter Edition. For further information, see "Installing E-Transcript Reporter Edition".

Enrolling with E-Transcript Signatures

If you want to sign transcripts electronically, you must enroll with E-Transcript Signatures at My RealLegal to create a signature account.

To enroll with E-Transcript Signatures, complete these steps:

1. Go to my.reallegal.com. The Welcome to My RealLegal page is displayed.
Note: If you already have a RealLegal account, skip to step 8.
2. Click **Signatures** in the left pane. The Welcome to RealLegal E-Transcript Signatures page is displayed.

Figure 1. Welcome to RealLegal E-Transcript Signatures page

3. Click **Enroll now**. The E-Transcript Signatures Enrollment page is displayed.

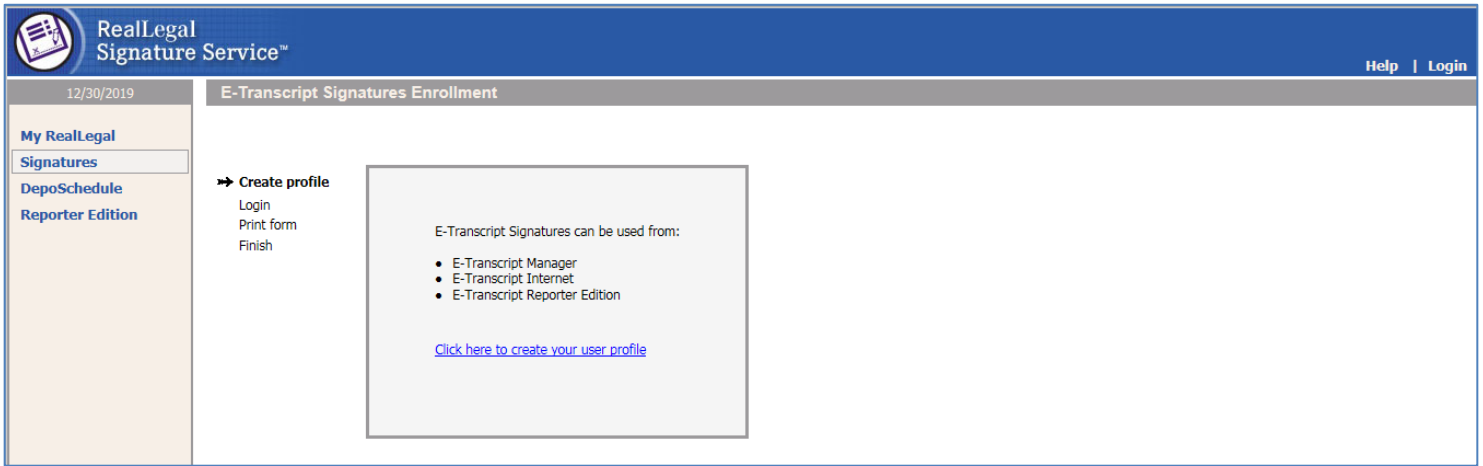


Figure 2. E-Transcript Signatures Enrollment page

4. Click the link **Click here to create your user profile**. The User profile page is displayed.

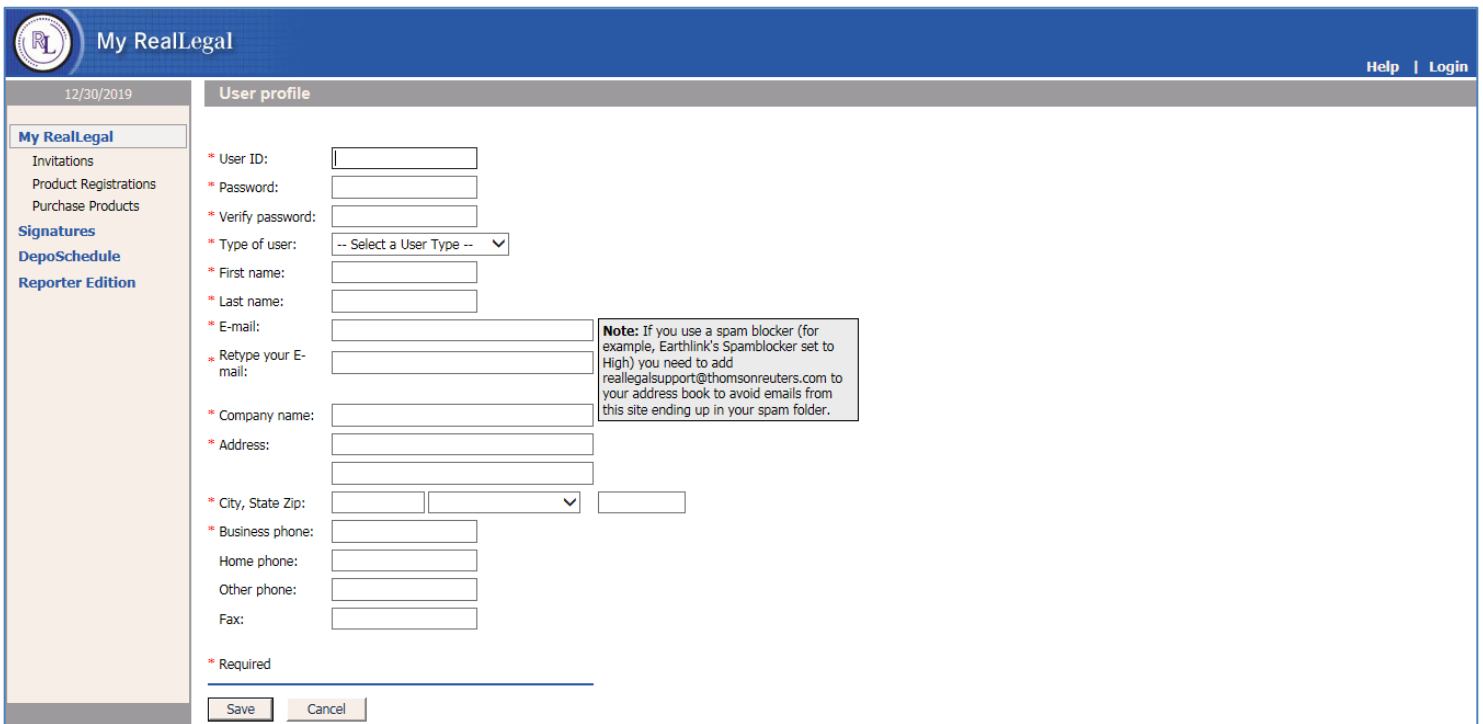


Figure 3. User Profile page

5. Type your information in the appropriate boxes.
6. Click **Save**. RealLegal sends you an email with a link to verify your email address. Click the link in the email to verify your email address.
7. Now login to your account and click **Signatures**. The **Welcome to RealLegal E-Transcript Signatures** home page is displayed.

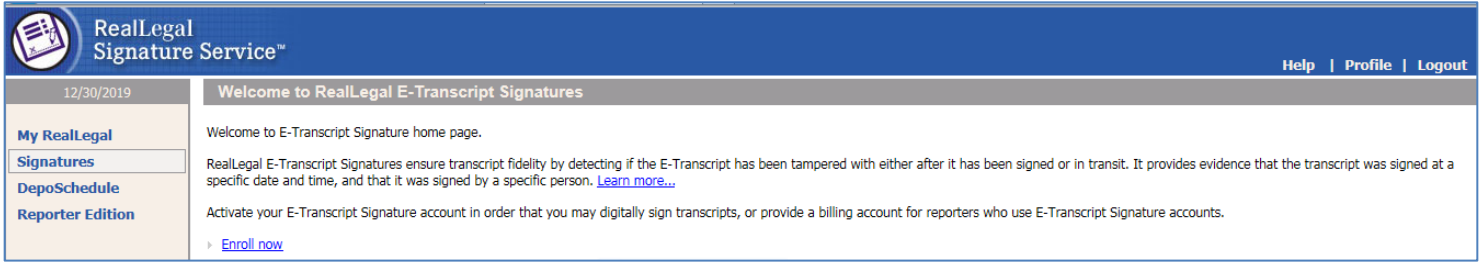


Figure 4. Welcome to RealLegal E-Transcript Signatures home page

8. Click **Enroll Now**. The E-Transcript Signatures Enrollment page is displayed.

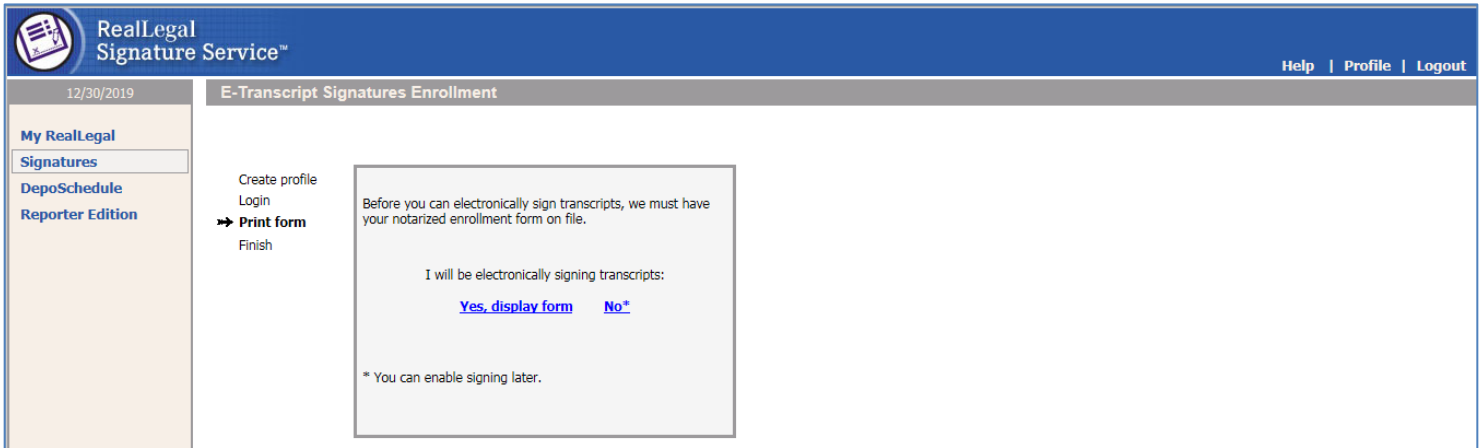


Figure 5. E-Transcript Signatures Enrollment page

9. Click **Yes, display form**. The Reporter/Participant Enrollment Form is displayed.

[Print](#) [Help](#) [Done](#)

**RealLegal
Electronic Signature Service
Reporter/Participant Enrollment Form**

This form shall be used to establish an account with the NDTCA. The following information is required to complete enrollment:

NAME	Gil Bower	USER ID	gilbower1
EMAIL	gilbower123@gmail.com	USER TYPE	Other
ADDRESS	610 Opperman Drive Eagan, MN 55123	PHONE	(123) 456-7891

If any of the above information is incorrect, [click here to make changes](#).

The undersigned agrees to abide by the RealLegal Electronic Signature Service terms and conditions. A complete listing can be found at: my.reallegal.com/termsandconditions.asp?appname=Signatures.

Please sign inside the box, have your signature notarized, scan the form and return it to: RL-eSignatures@thomsonreuters.com

Figure 6. Reporter/Participant Enrollment Form

10. Click **Print** on top of the form to print a paper copy of the form.
11. Sign inside the box in the form, have your signature notarized, and then scan the form and return it to RL-eSignatures@thomsonreuters.com.

Important!

- The form is a legal document.
 - You cannot notarize the form for yourself, even if you are a notary public.
 - Ensure you sign, pressing hard and using black ink, ON the line (not above or below it) to ensure your signature will appear on the correct place on electronically signed transcripts.
12. Now click **Done** on top of the form. The E-Transcript Signatures Enrollment page is displayed.

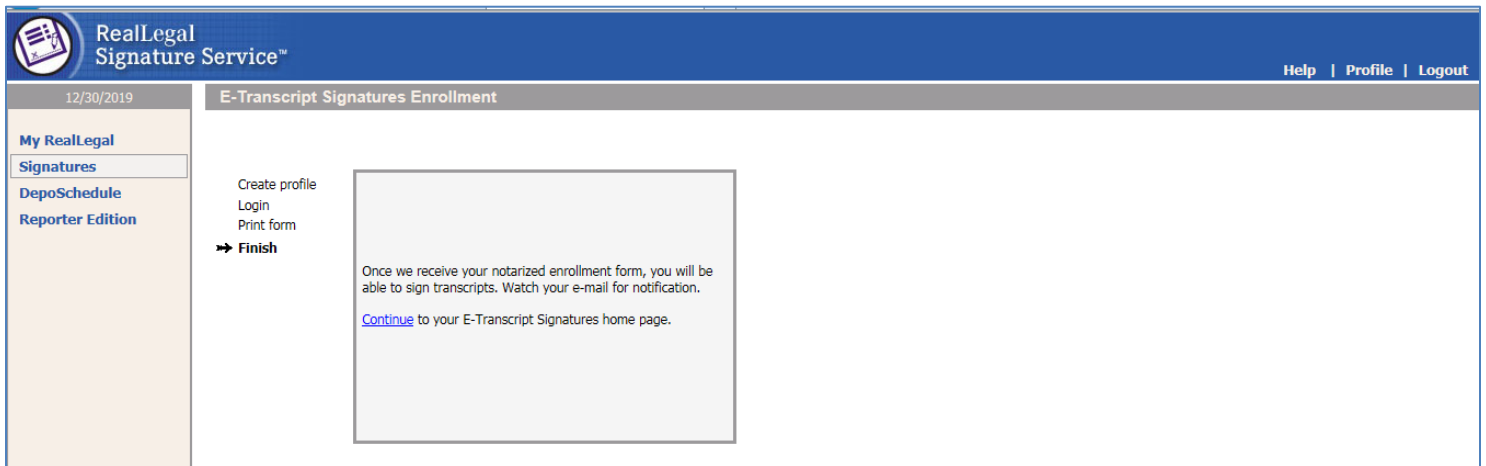


Figure 7. E-Transcript Signatures Enrollment

13. Click **Continue** to return to your E-Transcript Signatures home page. Notice that your status is Pending Approval, indicating that you cannot sign transcripts electronically until RealLegal receives and approves your notarized form. Once the form is approved, RealLegal will send you an email and your status will change to Active Account.

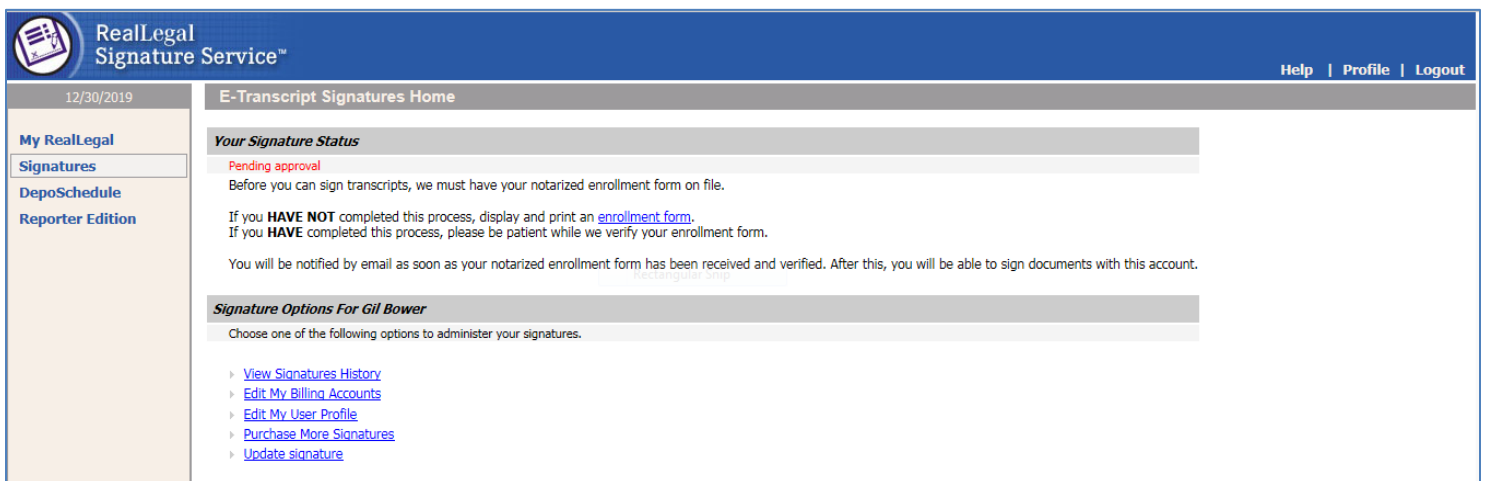


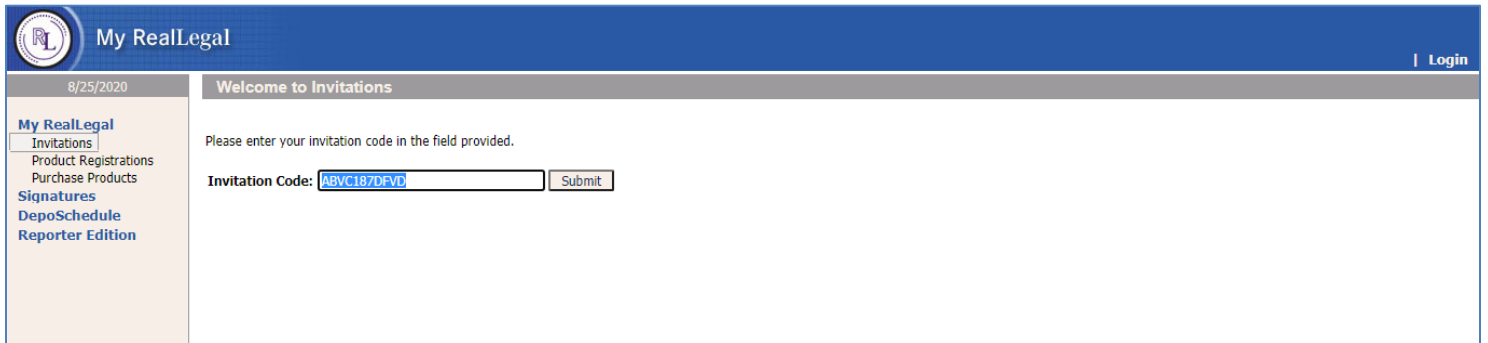
Figure 8. E-Transcript Signatures Home page

If you have purchased signatures from My RealLegal for your own use, you must change the default signature account to the court reporting agency to pull signatures from the agency account. For further information, see "Changing Default Signature Accounts".

Installing E-Transcript Reporter Edition

To install Reporter Edition, complete these steps:

1. Click the invitation link in the email sent to you from the court reporting agency. The **Welcome to Invitations** page is displayed with the invitation code.



My RealLegal | Login

8/25/2020

Welcome to Invitations

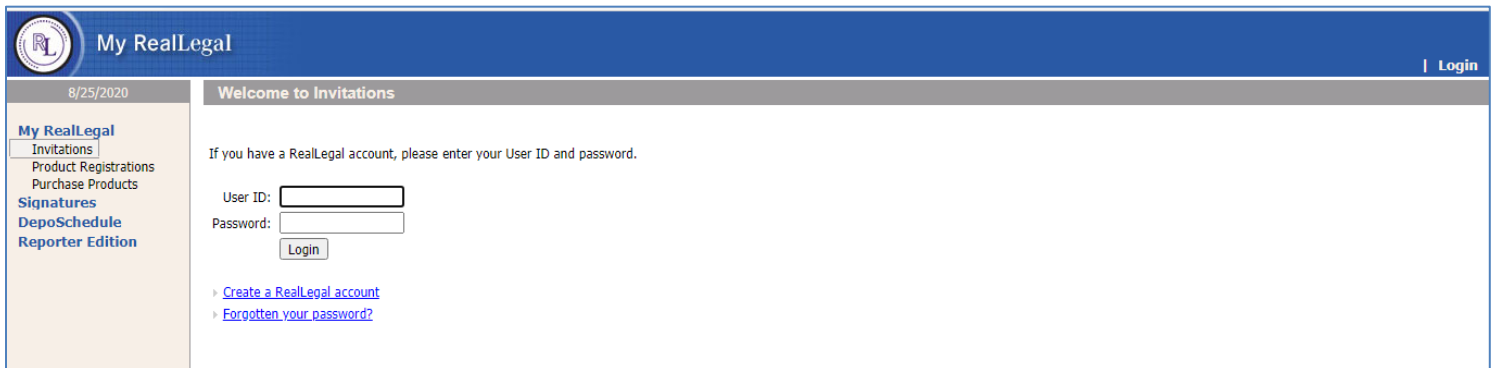
Please enter your invitation code in the field provided.

Invitation Code:

My RealLegal
Invitations
Product Registrations
Purchase Products
Signatures
DepoSchedule
Reporter Edition

Figure 9. Welcome to Invitations page

2. Click **Submit**. The **Welcome to Invitations** page is redisplayed.



My RealLegal | Login

8/25/2020

Welcome to Invitations

If you have a RealLegal account, please enter your User ID and password.

User ID:

Password:

[Create a RealLegal account](#)
[Forgotten your password?](#)

My RealLegal
Invitations
Product Registrations
Purchase Products
Signatures
DepoSchedule
Reporter Edition

Figure 10. Welcome to Invitations page

3. Type your user ID and password in the appropriate boxes, and then click **Login**. The **License Agreement** page is displayed.

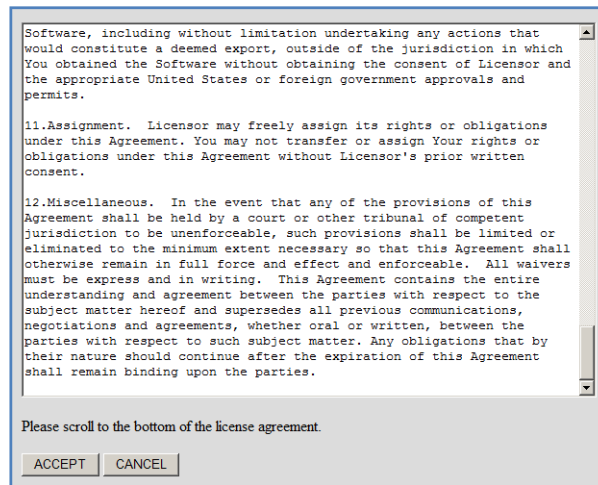


Figure 11. License Agreement page

4. Scroll to the bottom of the page while you read the license agreement, and then click **ACCEPT**. The **Mailbox Details** page is displayed.

Note: If you do not see the link to install Reporter Edition, click the message at the top of the page to install the Active X Control.

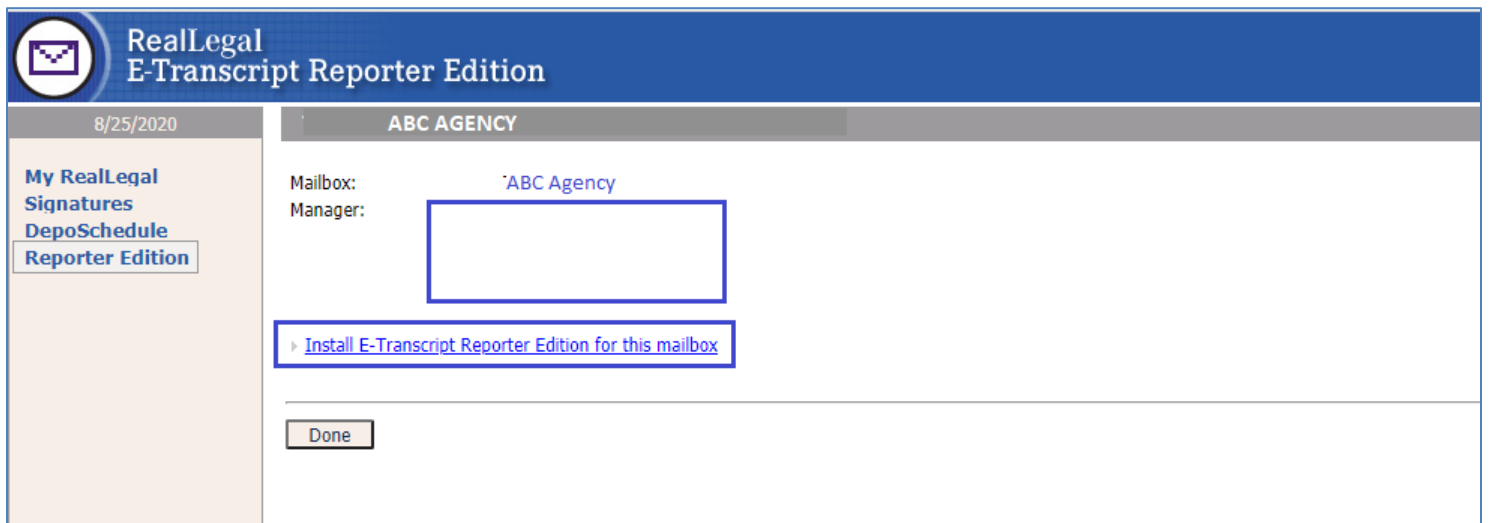


Figure 12. Mailbox Details

5. Click **Install E-Transcript Reporter Edition for this mailbox** to download the installer in the **Downloads** folder on your machine.
6. Navigate to the **Downloads** folder on your machine to locate the .exe file for the installer.
7. Double-click the .exe file to start the installer.
8. If you are prompted to allow the installer to make changes to your system, click **Yes**. Reporter Edition will be installed.

- When the installation is complete, Reporter Edition opens and the **Receive** dialog box is displayed.



Figure 13. Receive dialog box

- Type your RealLegal password in the box, and then click **OK**. Reporter Edition is displayed and a RealLegal Reporter Edition icon is created on your desktop.

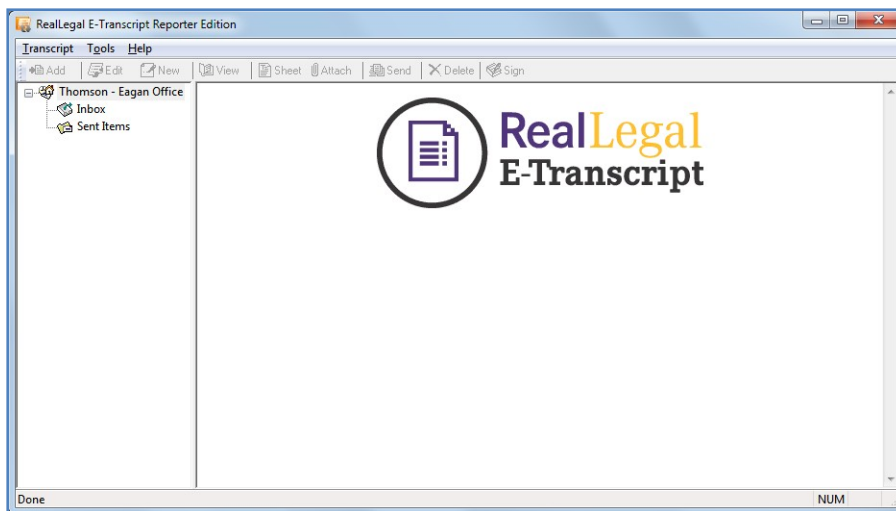


Figure 14. Reporter Edition

INSTALLING E-TRANSCRIPT REPORTER EDITION FOR MULTIPLE AGENCIES

If you work for multiple agencies, you must request an invitation to install Reporter Edition from each agency, then repeat steps 1–8 above for the email from each agency that you receive. Reporter Edition creates a mailbox for each agency, displayed in the left pane.

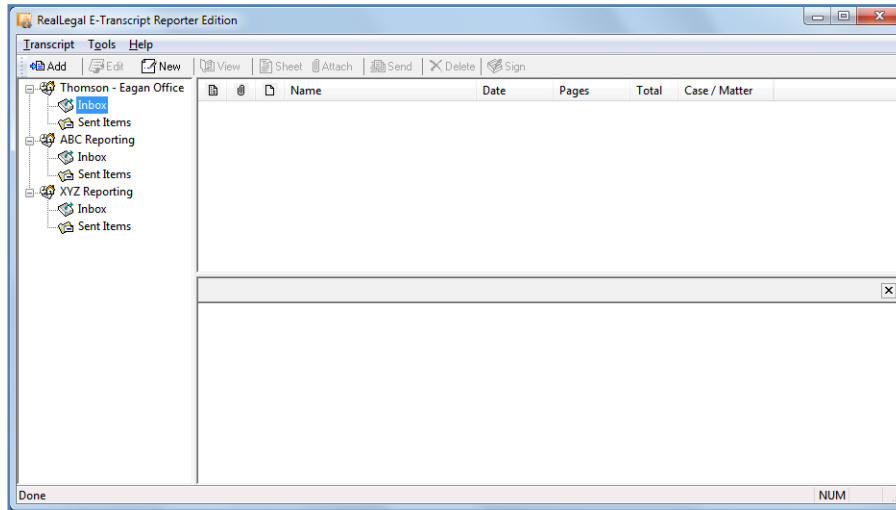


Figure 15. Reporter Edition with multiple agencies

REINSTALLING E-TRANSCRIPT REPORTER EDITION

If you need to reinstall Reporter Edition, e.g., you have purchased a new computer, complete these steps:

1. Go to my.reallegal.com. The Welcome to My RealLegal page is displayed.
2. Click **Reporter Edition** in the left pane. The Welcome to Reporter Edition page is displayed.
3. Type your user ID and password in the appropriate boxes, and then click **Login**. The Welcome Back page is displayed.



Figure 16. Welcome Back page

4. Click the agency name displayed under Mailboxes, shown outlined above, to begin the reinstallation process.

Changing Default Signature Accounts

When you create a personal RealLegal account, RealLegal automatically creates a billing account for you. If you purchase signatures for your personal use from RealLegal, your billing account is designated as the default account where signatures are applied. The court reporting agency also has a billing account, usually called a parent account, which stores court reporters' signatures. For you to send and sign transcripts using your signature for free through the agency, you must change the default setting in your billing account from your account to the agency's parent account.

To change the default settings in your billing account, complete these steps:

1. Go to my.reallegal.com. The Welcome to My RealLegal page is displayed.
2. Type your user ID and password in the appropriate boxes, and then click Login.
3. Click **Signatures** in the left pane. The E-Transcript Signatures Home page is displayed.
4. Click **Edit My Billing Accounts**. The Billing Accounts page is displayed with a list of billing accounts. If the court reporting agency has added you as an authorized user to its parent account, both your name and the agency name displays in the list. A **Yes** in the Default column next to your name indicates that you are the default account.
5. If necessary, click No in the Default column next to the court reporting agency to make it the default account.

Notes:

- You will not be able to see how many signatures are in the agency's account. If you try to sign a transcript using a signature from the agency's account and you receive an error message stating that you are out of signatures, please contact the agency, who will need to contact RealLegal to obtain more signatures.
- If you work for multiple agencies, use the process above to switch to the appropriate account when signing transcripts.