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Explanation of Privileged Membership Benefits

Your PLI Privileged Membership gives you unlimited access to PLI Seminars, Live Webcasts, SEC Institute Forums, One-Hour Audio Briefings, and On-Demand Learning. Members are also eligible for reduced fees on SEC Institute Workshops. Please note that the Patent Office Exam Course is not included under Privileged Membership.

Nearly all of PLI's 400 live annual programs are also available for viewing right at your desk via Live Webcast, and are eligible for CLE and CPD credit; and many offer CPE credit as well.

Please log in at www.pli.edu and begin exploring all of the PLI offerings that are available to you as a Privileged Member.

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More than 400 seminars taught annually by faculty members from corporations, law firms, and government offices. Most of these programs are also offered via Live Webcast for viewing.

More than 2,500 hours of On-Demand web programs. Most live programs are recorded and archived within two weeks of delivery, and may then be viewed at any time via PLI's Members website. Included are self-paced, interactive skills courses in the Interactive Learning Center on topics such as trial advocacy, competing for new business, conducting internal investigations, effective communications with pro bono clients, and improving law firm profitability.

SEC Institute Forums are included in Privileged Membership. The SEC Institute is committed to helping public companies and their advisors stay current on the latest SEC requirements and key developments in accounting and financial reporting.

SEC Institute Workshops. Privileged Members may register to attend these small, hands-on, interactive workshops with a special member's discount of 20%.

One-Hour Audio Briefings — about 10-12 per month — expert faculty address cutting edge topics, important recent decisions, and changes to current law. Can't listen to the live presentation? Download the archived version under the On-Demand heading on PLI's website.

MP3 versions of audio web programs, as well as segments of archived web programs. These can be listened to on most mobile devices and computers.

MP4 versions of On-Demand web segments (viewable on computers, smartphones and tablets).

PLI Mobile App for the iPad and iPhone. Enjoy easy access to PLI's audio and video content. Select an MP3 or MP4 file and stream the media while online or download the files for offline viewing. You may also apply for educational credit and review certificates previously issued by PLI.
Privileged Members Have Unlimited Access to Seminars, Live Webcasts, One-Hour Briefings, and Over 2,500 Hours of On-Demand content.

How to log into your account for the first time (or reset password):
1. Go to www.pli.edu and click “Login” in the upper right corner.
2. In the Returning Customers box, click the link that says “Reset Password.”
3. Enter the email address associated with your account and we will send you a link to reset your password.
4. Check your email for the temporary password and follow the link to www.pli.edu
5. Enter your business email and temporary password. Create a new password and click “Submit” to log in.

Changing your password:
1. Login and hover your mouse over “My Account” then click on “Edit profile” from the drop-down menu.
2. Scroll down to “Create Your Password”.
3. Enter your new password. Your password can be any combination of alphanumeric characters, and must be 6 to 10 characters long. Please don’t use spaces or any kind of punctuation other than the underscore (_) character.
4. Click “Submit.”

Home Page Search Options:
- Using the search bar in the upper right hand corner:
  - Select a specific type of content to search through.
  - “Snipping” indicates where the search word occurs in the result
  - Search includes autocorrection, positional search, Booleans, wildcarding, natural language

Target your search by hovering over a delivery method within the header and selecting a practice area, format, or credit type from there.

Under My Account:
- Edit your profile, change your password, set your email preferences
- View your CLE history and certificates
- Access your purchase history and online library

Select the practice area in which you are interested.
• If you have selected a practice area from the initial home page, you will automatically be brought to a list of offerings within this area. Some interest areas will also allow you to further refine your results into subareas.

Search Options (continued)

• If you have selected a practice area, product type, or credit type from the dropdown menus in the header, you will be brought to a list of relevant search results. This list may also be sorted alphabetically or chronologically by using the dropdown “Sort By” menu.
Register for a Live Seminar (or to View at a Groupcast Location):
- Click on the title of the program or product and view the detailed description page.
- Confirm the education credits available for the program.
- Add to your Outlook calendar as a reminder.
- Choose a date and location and reserve a seat. Follow the instructions in the shopping cart to confirm your registration.
- Seminar attendance includes Course Handbook and associated course materials. A downloadable Course Handbook will also be available several days prior to the start of the program by going to the Online Library and clicking on the Course Materials tab.

Education Credits:
- PLI offers CLE credit in all U.S. jurisdictions that have mandatory CLE requirements.
- PLI programs also offer CPE, CPD, and other credits. Please check the program’s web page for credit details, eligibility and approval status for your particular jurisdiction(s).
- Regulators require proof of attendance.
- In PLI’s New York City and San Francisco Conference Centers, you must both sign-in and sign-out on the iPads in the conference room to verify your attendance for credit. In all other locations, you must both sign-in and sign-out at the registration desk.
- To receive your Certificate of Attendance, please be sure your license information is up-to-date for all jurisdictions in which you seek credit by editing your profile by logging in and going to My Account>Edit Profile.

If you have any questions, contact the PLI Membership Services Department at membership@pli.edu.
Register for a Live Webcast:

- Select the Webcast and make your reservation. You may also add it to your Outlook calendar.
- The Webcast will move to your Online Library.
- On the morning of the Live Webcast, select the Web Programs tab and click the title of the program you wish to view.
- A new window will open and ask you to choose your player preference (Flash or Windows Media Player).
- Read the important information about receiving credit for this program including how to verify your viewing by clicking the randomly appearing time stamp during the program. While viewing a Live Webcast, it is not required to click the time stamp during breaks.
- Click “Continue on to the Program.”

Example of Time Stamp

- Education Credits:
  After viewing the program, click “Request Credit” in the upper right corner of the screen to receive your Certificate of Attendance which will be emailed to you from cleadministrator@pli.edu within 24-48 hours of viewing the program. Be sure to indicate the type of credit you are seeking.

- Download Course Materials:
  - Program course materials are available online several hours prior to the start of a program.
  - Click “Course Materials” in the upper right corner of the screen.
  - All related course materials (Course Handbook chapters and presentation materials) are available to download and/or print.
View an On-Demand Web Program:

- Select the title of the Web Program or segment you wish to view and click “Launch.” View immediately or later — this program will be in your Online Library.
- A new window will open and ask you to choose your player preference (Flash or Windows Media Player).
- Read the important information about receiving credit for this program, including how to verify your viewing by clicking the randomly appearing time stamp during the program.
- Click “Continue on to the Program.”

Education Credits:

After viewing the program, click “Request Credit” in the upper right corner of the screen to receive your Certificate of Attendance, which will be emailed to you from cleadministrator@pli.edu within 24-48 hours.

Download Course Materials:

- Click “Course Materials” in the upper right corner of the screen.
- All related course materials (Course Handbook chapters and presentation materials) are available to download and/or print.

Controls for On-Demand Web:

Pause, stop, rewind, and full screen mode are located at the bottom of the screen.
PLI’s Mobile CLE App 1.3

- Search PLI’s library and download MP3 and MP4 programs
- View related Course Handbook materials
- Apply for CLE credit
- Review certificates previously issued by PLI

Please note: PLI Live Webcasts and On-Demand Web programs may be viewed directly through the PLI website using the iOS web browser Safari.

Download Options

- Search the iTunes Store for “PLI Mobile” and download
- A QR Reader app: use the QR Code to the right and download the app.

Login

- Once downloaded, an icon for the PLI Mobile App will appear on your screen.
- Log in using your business email address and PLI password.
- NOTE: If you have forgotten your password or have never logged in to the PLI website, go to www.pli.edu to have a new one sent to you.

Home Page
Browse the catalog or access your PLI Online Library.

Accessing Programs & Information

- Downloads of MP3, MP4s and eBooks
- Search PLI’s MP3/MP4 archive
- Certificates for educational credit
- Settings to view device storage

Search by practice area or keyword

Your Online Library

Please note: PLI Live Webcasts and On-Demand Web programs may be viewed directly through the PLI website using the iOS web browser Safari.
Program Details
Once you’ve chosen the program you would like to view or listen to, select Download

View approved CLE Credits by state

Receiving CLE Credit
Each program has an audible and/or visual AUTHORIZATION CODE that is required to receive CLE credit

Managing Your MP3s & MP4s
- Downloaded files may be removed from your device to free up memory by tapping X.
- If you need to access a lecture again, you can always download it later.

If you have any questions, contact the PLI Membership Services Department at membership@pli.edu, or call 212.824.5763.
PLI's Mobile CLE App 1.3

- Search PLI's library and download MP3 and MP4 files
- View related Course Handbook materials
- Apply for CLE credit for MP3s & MP4s
- Review certificates previously issued by PLI

Download Options

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- A QR Reader app: Use this QR Code to the right and download the app.

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- Once downloaded, an icon for the PLI Mobile App will appear on your screen.
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- NOTE: If you have forgotten your password or have never logged in to the PLI website, go to www.pli.edu to have a new one sent to you.

Accessing Programs and Information

Home to access MP3s and MP4s in your PLI Online Library or to search for more lectures
Downloads of MP3s, MP4s and eBooks
Search PLI’s MP3/MP4 archive
Certificates for educational credit
Settings to view device storage

Browse MP3s and MP4s

Search by practice area or keyword
Program Details
Once you’ve chosen the program you would like to view or listen to, select Download

![Download MP4 Video](image)
![Download MP3 Audio](image)

Tap Calculate to view approved CLE Credits by state

Viewing and Listening to Programs

Switch to ON mode to DOWNLOAD files and make programs available offline on your device

Use the menu at the bottom to:
- View the Program Description
- Access the course materials
- Make notes or create a bookmark
- Ask the faculty a question
- Request CLE Certificate
- Back up 30 seconds
- Pause

Receiving CLE Credit
Each program has an audible and/or visual AUTHORIZATION CODE that is required to receive CLE credit

Managing Your MP3s and MP4s
- Downloaded files may be removed from your device to free up memory by tapping X.
- If you need to access a lecture again, you can always download it later.
Download MP3s and MP4s to your PC

PLI offers MP3 audio and MP4 video versions of programs that can be listened to or watched on your PC or smart phone, or downloaded to any media player that plays MP3s or MP4s. MP3s and MP4s may be viewed directly by logging in with your browser on a smartphone. You may download the PLI Mobile App to access MP3 and MP4 files on Apple iOS devices (iPad, iPhone, iTouch).

- Browse PLI’s extensive MP3 and MP4 archives
- Download and save to multiple media devices
- Earn CLE credit anytime/anywhere

**Browse Archives**

- Login at www.pli.edu. Note: If you have forgotten your password or have never logged in to the PLI website before, choose “Reset Password” on the login page.
- Select On-Demand from the top menu and choose “Format” type: Audio Download (MP3) or Video Download (MP4).

**Filter your search**

- Use the navigation menu to filter by practice areas.

**Access and Download MP3s**

- Select the MP3 or MP4 that you wish to listen to, view or download, then select Download Now. We suggest that you save the file under an easily recognizable name.
- This file may be accessed later in your Online Library.

**Program Description**

**READING MATERIALS**
- To save, right-click on the format type (PDF, HTML).

**DOWNLOAD DIGITAL AUDIO**
- Select DOWNLOAD to view important CLE information.
IMPORTANT! CLE Authorization Code

- While listening to or viewing the MP3 or MP4 Program, make note of the Authorization Code that is required when submitting for CLE credit.
- HINT: Begin downloading and save the file using an easily recognizable name.

Listen to the MP3 or View the MP4

- Select the file to listen to or view on your computer, or transfer it to your media device according to the manufacturer’s instructions.

Submitting for CLE Credit

- After listening to or viewing the entire MP3 or MP4 file, log back in to www.PLI.edu.
- Select the program from your Online Library.
- Choose Request Credit from the upper right corner of the screen.

Complete the Form

- Include the Authorization Code that you heard during the program and submit.
- You will receive your CLE Certificate within 24-48 hours.