

ACCESS GUIDE

Login & Edit Profile	2
Search Options	3
Live Programs	3
Live Webcasts	5
On-Demand Web Programs	6
Program Segments	7
Download Audio and Video Files	8
PLI Mobile App for iPad & iPhone	9

For any questions about this user guide or Privileged Membership access, please contact the PLI Membership Services Department at membership@pli.edu or 800.260.4754.

Login & Edit Profile

Privileged Members have unlimited access to Programs, Live Webcasts, One-Hour Briefings and over 2,500 hours of **On-Demand content.**

Log in to your account (or reset password)

- 1. Go to www.pli.edu and click "Sign In" in the upper right corner.
- 2. Enter your business email and password. If you are new to PLI or have forgotten your password, click "Forgot Password".
- 3. Enter your business email and click "Submit" to receive a temporary password by email.
- 4. Follow the link provided in your email.
- 5. Log in with your business email and temporary password. Create a new password and click "Submit" to log in.

Business Email	
Business Email	t~
Password	Forgot Password?
Password	
Keep me logged in	
LOG IN	
CREATE ACCC	

Q Home Membership Programs V Publications V

About Help V

1

5

Mailing Address Change

New York, NY 10036 United States

1177 Avenue of the Americas

My Account

Edit Profile

To edit your profile, start by clicking the circle in the top right with your initials. Then click "Profile and Settings".

- 1. General: Edit/confirm personal and professional information.
- 2. Contact Information: Edit/confirm contact and billing information. (Note: Please use your business email as your primary contact).
- 3. Password: Create/change your password using a minimum of six characters and no spaces.
- 4. Need Credits?: Add any relevant credit types you will need, jurisdiction(s) and State License information.
- 5. Communications Preferences: Indicate your interest areas and communication preferences. You can also select your promotional preferences and newsletters that you would like to receive.
- 6. After making changes, click "SAVE."

Business Email	jjones@pli.edu	Password mu
Phone*	800-260-4754 Ext.	Password
BILLING ADDRESS		Confirm Pas
Attention	Attention	
Company	PLI	
Address*	1177 Avenue Of The Americas	NEED CF
Address 2	Lbby 3	
City*	New York	What credits of
State/Province*	New York *	Credit Type

PASSWORD		3 COMMUNICATION PREFERE
Password must have	a minimum of 6 characters and contain no spaces.	YOUR INFO INTEREST AREAS CON
Password	Password	
Confirm Password	Confirm Password	YOUR INFO
		Where we'll send your subscriptions.
	SAVE	Business Email Change
		krusso@pli.edu
What credits do you r		4
Credit Type Jur	isdiction License Number Compliance Grou	
CLE Nev	v York 3973617	Mailings will be tailored to your interest areas.
CLE Virg	jinia	Accounting × ×
		Antitrust x
Add New +		Banking ×
Send certificate	s for the license(s) listed above.	Bankruptcy & Restructuring ×

PLI PRACTISING -

Find a Program

Search our catalog

PLI is a nonprofit learning organization dedicated to keeping a

Over 5,000 hours of programs and webcasts are available for viewing and listen

GENERAL

BUSINESS PE

Salutatio

First Name

Last Nan

Suffix

Title

Role(s)

Practice

Banking

MMUNICATION PREFERENCES



Home Page Search Options

- Keyword Search using the search bar in the upper left corner:
- Type your keywords and hit "Enter". Note that descriptive keywords are always best, so try and avoid broad terms in favor of more specific search criteria.
- Select a Practice Area from the Programs menu: - Select "Browse Practice Areas" to view all of our practice area pages. Click on your practice area to view all PLI programs within that area.
- Find a Program, lets you filter programs quickly and easily by license, credit type, practice area and/or format.

Find a Program		G	Credit Information F
Over 5,000 hours of programs and web	casts are available for viewing and listening.		
LICENSES AND JURISDICTIONS	CREDIT TYPES B Ethics and 1 more	PRACTICE AREAS C Corporate law	 <!--</td-->
Live In-Person 🗸 Live Webc	ast 🔽 On-Demand		9

A. Licenses and Jurisdictions

- If you have licenses on file with PLI, these will automatically prepopulate for you.
- To add a license(s) or jurisdiction(s), simply click on the drop-down and choose another option(s).

B. Credit Types

- View and select credit type(s) available in your jurisdictions by expanding the dropdown and selecting from the options listed.

C. Practice Areas

- To only show programs related to a certain Practice Area, select one or many practice areas from the dropdown.

D. Format Type

- We make it easy to select programs as part of your search that are Live In-Person, Live Webcasts or On-Demand. Use these selections to filter your results by presentation format.

E. Run Your Search

F. Credit Information

- Learn about the latest credit requirements for your license type or jurisdiction.

To receive your Certificate of Attendance, please ensure that your license information is current for all jurisdictions in which you seek credit. You can edit your profile at Profile and Settings > Need Credits?



		Se	ear	ch O	pt	io	n	S
	Search our catalog Q Hom	e Membership	Programs A	Publications V	About	Help 🗸	Ë	KR ~
	fit learning organization ded t the forefront of knowledge	Find A Program Browse Practice A		neys and other		Learn m	iore abou	ıt PLI →
_		SEC Institute Patent Office Exam	\rightarrow n \rightarrow			⑦ Credi	t Informati	ion
Find a P	rogram							_
PLL PRACTISING " LAW INSTITUTE	Search our catalog Q Hom	e Membership Find A Program	Programs ^	Publications ~	About	Help 🗸	Å	KR ~
	fit learning organization ded t the forefront of knowledge	Browse Practice A		neys and other		Learn m	iore abou	rt PLI →
		SEC Institute	→ n →			⑦ Credi	t Informati	ion
Find a P	rogram	Fatent Once EXan				0 0.00		

- Once you have made your selections, click the magnifying glass button (E) to run your search.

1177 Avenue of the Americas, New York, NY 10036 • 800.260.4754 • www.pli.edu

Search Options

Find a Program Results

- 1. To make changes to your search results, simply update your search criteria by changing the Licenses and Jurisdictions, Credit Type, Practice Area, and/or program format.
- 2. The search results can be sorted by date or alphabetically by using the dropdown **"Sort By"** menu.
- 3. You can further filter the search results by location or level using the search filters on the left.

Keyword Search Results

- 1. The search results appear sorted alphabetically, chronologically or by relevance by using the dropdown "Sort By" menu.
- 2. Using the search filters on the left will refine the results by either program format, credit type, practice area, location, or other additional terms. If searching for a phrase, the phrase should be placed in quotations for more accurate results.

Register for an Upcoming Live Program (or View at a Groupcast Location)

Click on the program title see a detailed description of the program.

- **1.** Scroll through the page to learn more about the program details, date, location, format, faculty, schedule and credit details.
- Using registration box on the right, select your desired location and click "Reserve Your Seat". Follow the prompts in the shopping cart to confirm your registration.

Credit Information

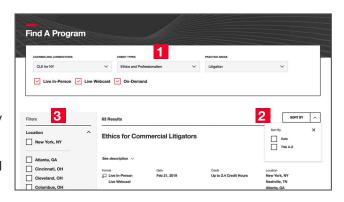
- **1.** For licenses you have stored on your account, you will automatically see the approval status of the program for your jurisdictions.
- 2. To add additional licenses to your account, click "Edit Jurisdiction" and follow the instructions to update your account.

NOTE: Course Handbooks

Course Handbooks and associated course materials are included in Program attendance. Your Course Handbook will be available several days prior to the program on our online research database, **PLI PLUS**, where you can download, print, and search through the materials. You can access your Course Handbook by visiting **My Programs** and clicking **"Access Program Materials"**.



1177 Avenue of the Americas, New York, NY 10036 • 800.260.4754 • www.pli.edu





Up to 13.2 credits 2-Day Program See Credit Details Below	Reserve Your Seat
_ 1	Choose a date and program format.
Overview Increasingly, lawyers are learning how helpful it is to have a basic knowledge of accounting.	Uve In-Person New York, NY May 15 – 16, 2019 9:00 AM EST
Whether working on an M&A deal or litigating an accounting fraud allegation, having a baseline understanding of accounting concepts and terms can only help lawyers to better understand the full picture of legal matters they work on that may involve elements of accounting or finance.	Chicago, IL May 30 – 31, 2019 9:00 AM CST
mance. Designed for lawyers of all experience levels, Basics of Accounting for Lawyers reviews how some common accounting concepts may emerge in legal work, and what lawyers should	San Francisco, CA Jul 23 – 24, 2019 9:00 AM PST Uve Webcast
consider when encountering them. The goal of this program is to help lawyers familiarize themselves with the language of accounting to become better at their practice.	Watch Online May 15 - 16, 2019 9:00 AM EST
Topics Include Understanding Generally Accepted Accounting Principles (GAAP)	Watch Online Jul 23 – 24, 2019 9:00 AM PST Remote Location
Learning the accounting cycle	Cleveland, OH May 15 - 16, 2019 9:00 AM EST
 How to read the balance sheet, income statement, statement of cash flows, and notes to the financial statements 	New Brunswick, NJ May 15 – 16, 2019 9:00 AM EST
Ethical considerations in working with financial experts Regulatory changes and views from those impacted or involved in the changes	RESERVE YOUR SEAT
Tax Accounting vs Book Accounting	Included with your privileged membership.



anage your program	is and request credits below.			
Understanding	g the Intellectual F	Property License 2	2019	ACCESS PROGRAM MATERIALS
Live Program	Nov 4 - 5, 2019	Not offered	New York, NY	

Register for a Webcast

- Select the title of a Webcast and click **"Reserve Your Seat"**. Follow the prompts in the shopping cart to confirm your registration.
- The Webcast will automatically be added to **My Programs**.
- On the day of the Webcast, go to **My Programs** located in the drop down menu where your initials are in the upper right corner. Click **My Programs** and then select the webcast that you would like to view and click **"Launch Program"**.
- A new window will open with important information about receiving credit for this program, including how to verify your attendance by clicking the randomly appearing time stamp during the program. You are not required to click the time stamp during breaks when viewing a Webcast.
- Click "Continue on to the Program".

Regulators require proof of attendance. You must click this button every time it appears to	Type CLE	Jurisdiction Delaware	Status # Approved	Expiration	Credits 9.00	2
verify your attendance for credit.	CLE	Rhode Island	Credit Upon Abeguest		10.50	1
Verification is not required during breaks	- Add N	cw				
Click to verify attendance		a must track time by clic	cking the "Verify A	mendance" but	ton each t	tine

Download Program Materials

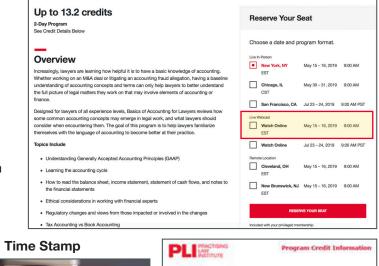
- Program materials are available online several hours prior to the start of a Webcast.
- To access course materials, click "Program Material in the upper right corner of the Webcast screen.
- All related program materials will be available to download and/or print. You will have access for one year from the program date.

Education Credits

After the Live Webcast, click **"Request Credit"** in the upper right corner of the screen to receive your Certificate of Attendance. This will be emailed to you from **PLIcredits@pli.edu** within 24-48 hours. Be sure to indicate the type of credit you are seeking.







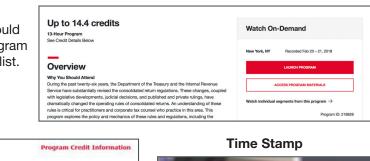
		Wage & Hour Litigation and Compliance 2017 Opening Remarks and Introduction Recorded 3/1/2017 in New York				I	Request Credit
	Total Running Time: 08:45:58		Slides Seg	jments	Program Materials	Faculty	My Bookmarks
"				Vie	w by Chapters	View by	Segments
	and the second s				ng Remarks and Introd		
				The Life	fe of a Wage and Hour	Litigation C	laim
				The	Life of a Wage and Hour L ember 1, 2016)		
				Geor	rge A. Hanson, Lisa "Lee" A. S ratani, Jason C. Marsili	chreter, Shafee	qa Watkins
					eral Trends in Wage & Hou	ur Case Devel	onment
	and the second s	1	PLI		cember 1. 2016)	an ouse perci	

Live Webca	st			
Title:	TechLaw Institute 2	017. The Digital Evo	lution	
Today's Date:	3/6/2017			
Credit types cum	with in your profile:			
Type	Jurisdiction	License No	Compliance Group	_
CLE	California	123456789		10
CLE	Pennsylvania	123456789		10
4 Add New				
Please complete/	verify			
Name:	John		Smith	
E-mail:	Jsmith23@pil.ed	u .		

On-Demand Web Programs

View an On-Demand Web Program

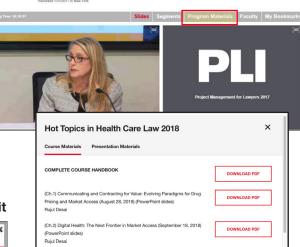
- Select the title of a Web Program or segment you would like to watch and click **"Launch Program"**. This program will be automatically added to your **"My Programs"** list.
- A new window will open and prompt you for your media player preference.
- Carefully read the important information about receiving credit and attendance, and verify that you understand the requirements. Then click "Continue on the Program" to view the program. The time stamp will appear randomly during the program to verify your attendance.
- A time stamp will appear randomly during the program to verify your attendance. It may be accompanied by an audible chime. You must click this button each time it appears.



Type CLE	Jurisdiction Delaware	Status P Approved	Expiration	Credits 9.00	,	-
CLE	Rhode Island	Credit Upon Request		10.50	1	-
Add Ne	w					_
prog	k the "Request Credit" gram or as much of t ficate of attendance vi	he program as de	sired. You w	ll receive :	your	

Download Program Materials:

- Click **"Program Materials"** in the upper menu of the program screen. (If currently watching an On-Demand Web Program)
- You can access the Program Materials prior to launching the Program by clicking "Access Program Materials" on the Web Program decription page.
- All related course materials will be available to download and/or print.



Viewing Program Segments

You can view individual segments of a program and earn credit for viewing that segment.

- Click on "Watch individual segments from the program"
- You'll see a listing of each segment.
- Click the encircled triangle to view the segment. You will need to verify that you understand the program credit information before proceeding to the segment.

Education Credits:

After viewing the program, click **"Request Credit"** in the upper right corner of the screen to receive your Certificate of Attendance. This will be emailed to you from **PLIcredts@pli.edu** within 24-48 hours. Be sure to indicate the type of credit you are seeking.



Controls for On-Demand Web

Pause, stop, rewind, bookmark and full screen mode are located at the bottom of the screen.

II (ⓑ) K _____ ▶ 47:31 | 01:17:35 K ____ Вооктанк (?) 🔅 CC []



1177 Avenue of the Americas, New York, NY 10036 • 800.260.4754 • www.pli.edu

Viewing Program Segments

Up to 7.2 credits 3-Hour Program See Credit Details Below	Watch On-Demand
Dverview	New York, NY Recorded Dec 12, 2018
Why You Should Attend	ACCESS PROGRAM MATERIALS
Join our expert faculty of health care practitioners, in-house counsel, government regulators, and prosecutors as we examine the current state of health care law. This program will cover	ACCESS PROGRAM INTERALS
the broad range of issues confronting the health care industry: payment reforms; structuring of compliant financial and other relationships; federal and state enforcement of health care fraud	Watch individual segments from this program $ ightarrow$
compliant initiancial and other relationships; leaderal and state enforcement or nearn care inaud and abuse laws. The program also will cover the future of health care under the current dministration.	Program ID: 220452
What You Will Learn	

Progr	am Segments	
\bigcirc	Developments in Drug Pricing – The Blueprint and Changing Landscape for PBMs, Hospitals and Physicians 0:57:00	솹
	View Segment Details 🗸	
\bigcirc	Hospital and Physician Payment Systems – The 2019 Horizon	Û
	View Segment Details 🗸	
\triangleright	What's New in Electronic Medical Records Management and Telehealth?	Û
	View Segment Details 🗸	
\bigcirc	Enforcement Trends in Health Care Law Overview and Lessons Learned in 2018	ĉ
	View Segment Details 🗸	

\bigcirc	Developments in Drug Pricing – The Blueprint and Changing Landscape for PBMs, Hospitals and Physicians	솹
	0:57:00	
	View Segment Details	

View Segment Details v

Download Audio or Video Files

Download Audio or Video Files

- You can download audio and video files for previously recorded programs and segments for later use.
- Download and save to multiple media devices
- Earn CLE credit anytime and anywhere.
- 1. Verify that credit is approved for your jurisdiction.
- 2. Click the program or segment that you would like to download.
- 3. Click "View Segment Details" to see information about the segment
- 4. Select "Audio Download" or "Video Download" (this will open a separate window)
- 5. Click **"Download"** to open the player window and follow the instructions to download.

Download Program Materials

- 1. Click "Access Materials"
- 2. Select "Slides/Other Materials"
- 3. Choose the material that you'd like to view and click "Download PDF"

CLE Authorization Code

Note that an Authorization Code will be required when you submit for CLE credit. The Authorization Code will be announced during the program. Take note of this code as you will need it to verify your participation.

NOTE: To request credit you need to log back in to www.pli.edu and go to "My Programs" and "Launch Program", then click "Request Credit".

Request Credit

You can request credit once you've completed viewing or listening to the program or segment.

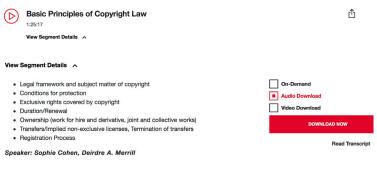
- 1. To request credit click on "Request Credit" in the menu
- 2. Complete or verify your credit type, contact information, authorization code (required) and CLE evaluation (required).
- 3. Affirm your participation
- 4. Click Submit
- 5. Your CLE Certificate will be emailed to you within 24-48 hours.

View Course Handbook

- 1. Click "Access Materials"
- 2. Select the material you would like to view and click "Read" and a new window will open your Course Handbook on PLI PLUS
- 3. Review the material in PLI PLUS or click the PDF icon to download a PDF



1177 Avenue of the Americas, New York, NY 10036 • 800.260.4754 • www.pli.edu

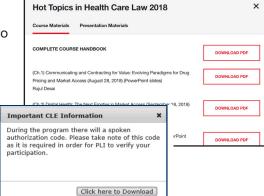


Credit Details For This Segment

Jurisdiction $ ightarrow$		View Credit For All Jurisdiction
CLE-New Jersey	CLE-New York Credit Status: Approved	
1.5 Total Credits 1.5 General	1.5 Professional Practise	\oplus
PLI's on-demand programs qualify as "alternative verifiable learning formats" for New Jersey CLE credit. Attorneys are limited	Earn credits through Jul 10, 2021 This program level is transitional (okay for	Add jurisdiction to view credits

SEC Reporting Foundat Concepts and Guidance ns: A Primer to Key SEC Corp





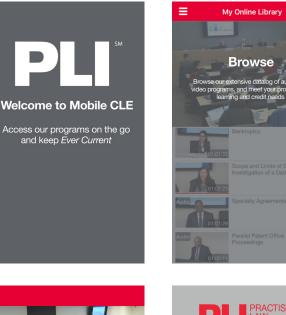
Available for iPhones and iPads running a minimum of iOS 10.0.

Download our easy-to-use app and access PLI's robust catalog of programs anytime, anywhere.

- Download content for offline viewing
- Review program details
- Easily find out if programs are approved for credit in your jurisdiction(s)
- Request CLE and other types of professional credit in every state that is approved for audio and video learning
- Review accompanying course handbook and presentation materials
- Your progress is saved automatically when closing the app
- Watch programs in **portrait** or **landscape** mode
- **Communicate** directly with PLI to suggest new features or ask questions

*Audio and video content within the app will be in MP3 and MP4 format only. To access Live Webcasts and Streaming Web Segments, please visit www.pli.edu.

Download the app from the iTunes App Store. Open the app and you will be taken through a brief tutorial.









Once in your Library



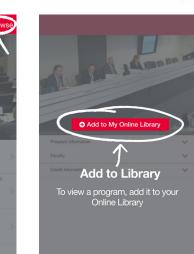
To receive credit, please make note of the authorization code that will be announced during the program



PLI Mobile App for iPad & iPhone

Available on the

. App Store





Click Get Started and log in using your business email and PLI password.



Note: If you are logging into PLI for the first time, or if you forgot your password, go to www.pli.edu and reset your password.

CONNECT	
Business Email	-
Business Email	1~
Password	Forgot Password?
Password	
Keep me logged in	
LO	G IN
	G IN ACCOUNT

If you need help, call 800.260.4754 or email info@pli.edu.

Equal access is important to PLI. Accessibility features are supported.

