

Welcome to Liscio

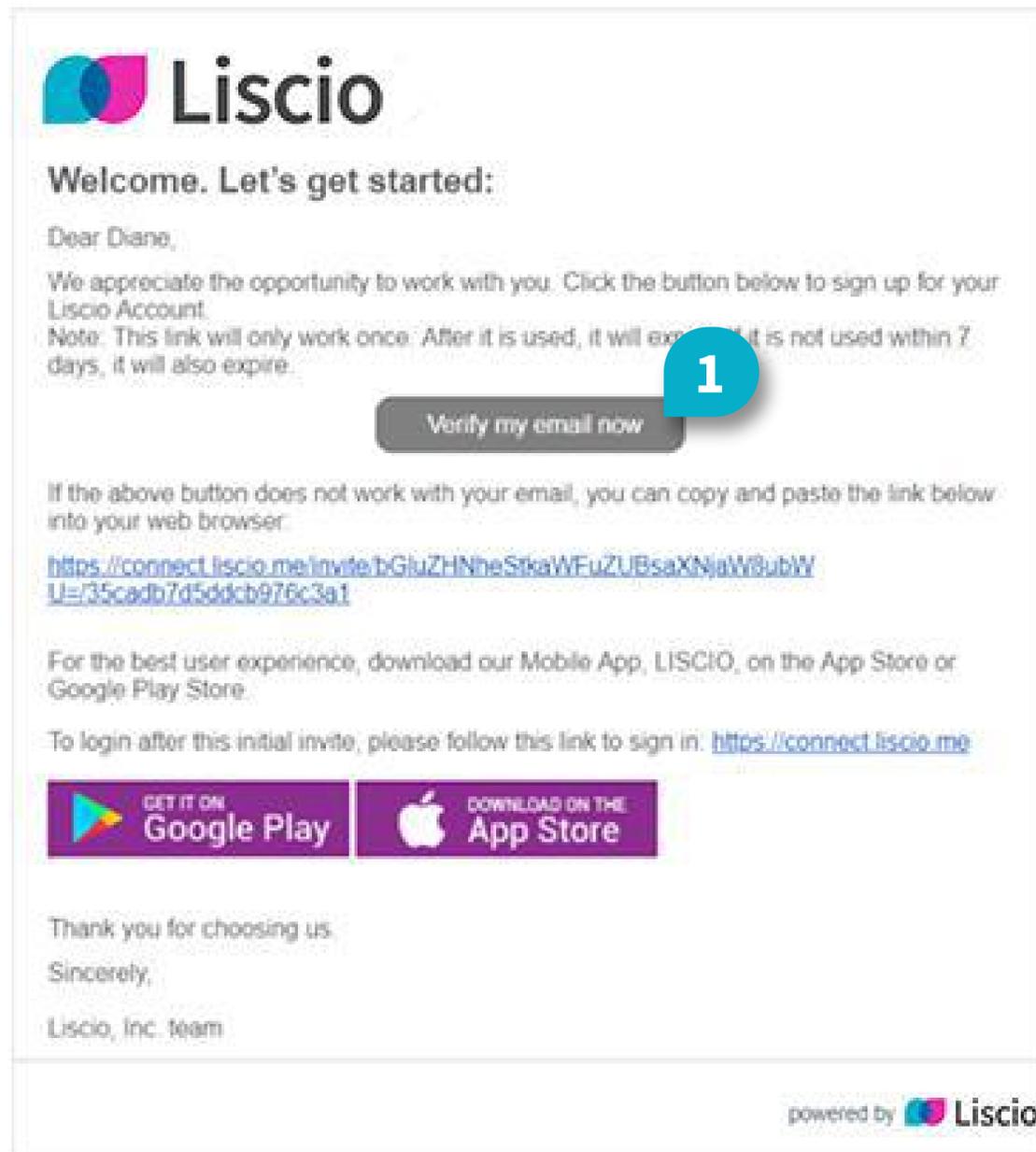
New Account Setup & Tutorial

23 May, 2018

Welcome to the new standard in client communication & collaboration.

To set up your new account and familiarize yourself with how Liscio works, simply follow our step-by-step walkthrough.

Set Up Your Liscio Account



Step 1

In the Liscio Invite,
Click **Verify my email now**

Set Up Your Liscio Account

Welcome to Liscio, Inc.
Let's get your account setup by creating a password below!

Email
lindsay+diane@liscio.me

Password

Confirm Password

2
Next

OR

 Login with Google

Step 2

Create a Password and
Click **Next**

Set Up Your Liscio Account

Terms of Service

TERMS OF SERVICE 3

THIS ONLINE SERVICE AGREEMENT ('AGREEMENT') IS A BINDING LEGAL CONTRACT BETWEEN YOU AND LISCIO, INC. ('WE', 'US' OR 'LISCIO'). THIS AGREEMENT GOVERNS YOUR USE OF ANY AND ALL LISCIO SERVICES ('SERVICES' OR 'LISCIO SERVICES'), INCLUDING WITHOUT LIMITATION, THE LISCIO WEBSITE, SOFTWARE APPLICATION(S), MOBILE APPLICATION(S) AND ANY OTHER MATERIALS MADE AVAILABLE BY LISCIO. BY DOWNLOADING, INSTALLING, ACCESSING OR USING THE SERVICES, YOU (A) AGREE TO BE BOUND BY THIS AGREEMENT; (B) ACKNOWLEDGE AND AGREE YOU HAVE INDEPENDENTLY EVALUATED THE DESIRABILITY OF USING THE SERVICES AND ARE NOT RELYING ON ANY REPRESENTATION, GUARANTEE, OR STATEMENT OTHER THAN AS EXPRESSLY PROVIDED IN THIS AGREEMENT; AND (C) REPRESENT YOU ARE LAWFULLY ABLE AND COMPETENT TO ENTER INTO THE TERMS, CONDITIONS, OBLIGATIONS, AFFIRMATIONS, REPRESENTATIONS, AND WARRANTIES SET FORTH IN THIS AGREEMENT AND ARE EITHER OVER OF THE LEGAL AGE OF MAJORITY IN THE JURISDICTION IN WHICH YOU RESIDE OR ARE AN EMANCIPATED MINOR, OR POSSESS LEGAL PARENTAL OR GUARDIAN CONSENT AND THAT YOU ARE FULLY ABLE AND COMPETENT TO ENTER INTO THE TERMS, CONDITIONS, OBLIGATIONS, AFFIRMATIONS, REPRESENTATIONS, AND WARRANTIES SET FORTH IN THIS AGREEMENT. IN ADDITION, IF THIS AGREEMENT IS BEING AGREED TO BY A COMPANY OR OTHER LEGAL ENTITY, THEN THE PERSON AGREEING TO THIS AGREEMENT ON BEHALF OF THAT COMPANY OR ENTITY REPRESENTS AND WARRANTS THAT HE OR SHE IS AUTHORIZED AND LAWFULLY ABLE TO BIND THAT COMPANY OR ENTITY TO THIS AGREEMENT. YOU SHOULD PRINT AND RETAIN A COPY OF THIS AGREEMENT FOR YOUR RECORDS BY USING THE PRINT FUNCTIONALITY IN YOUR BROWSER. IF YOU DO NOT AGREE TO THIS AGREEMENT, YOU MAY NOT DOWNLOAD, INSTALL OR USE ANY LISCIO SOFTWARE APPLICATIONS OR SERVICES, INCLUDING THE LISCIO WEBSITE.

4 I have read and agree to these terms and conditions

5

Step 3

Read the Liscio Terms of Service

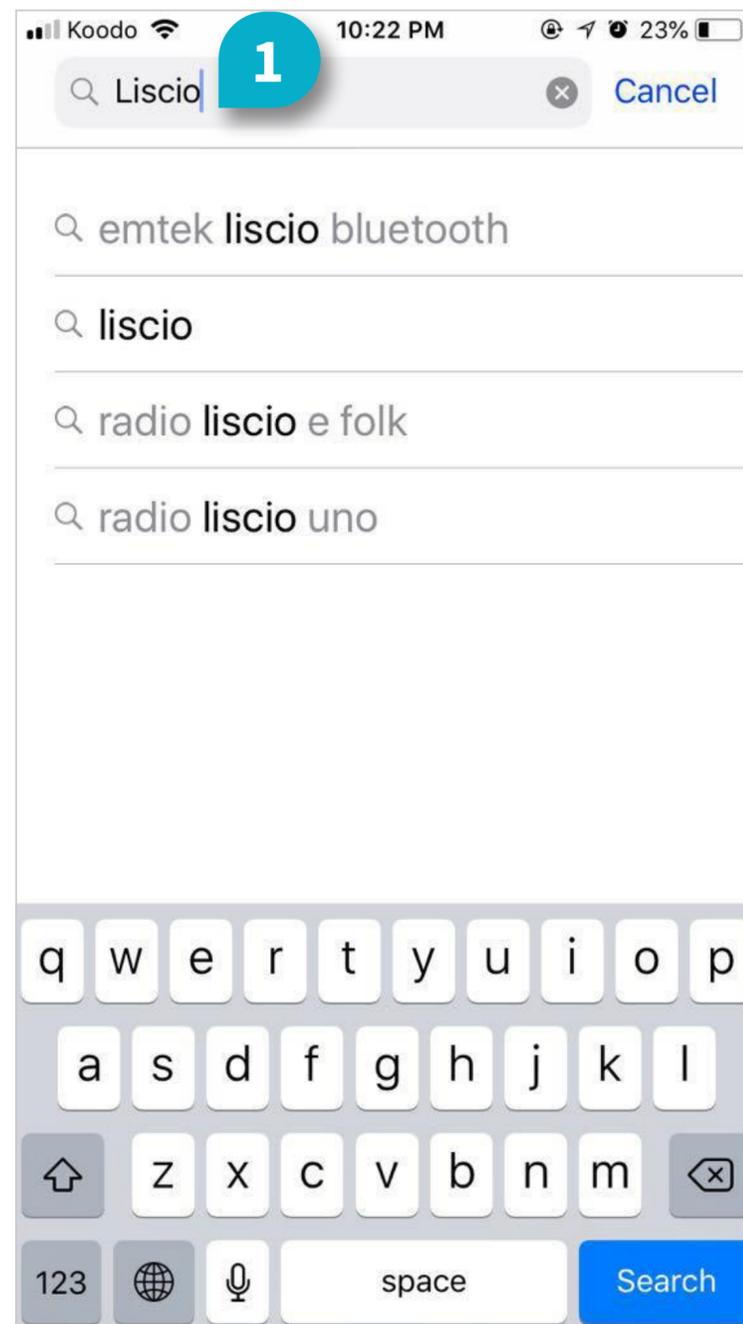
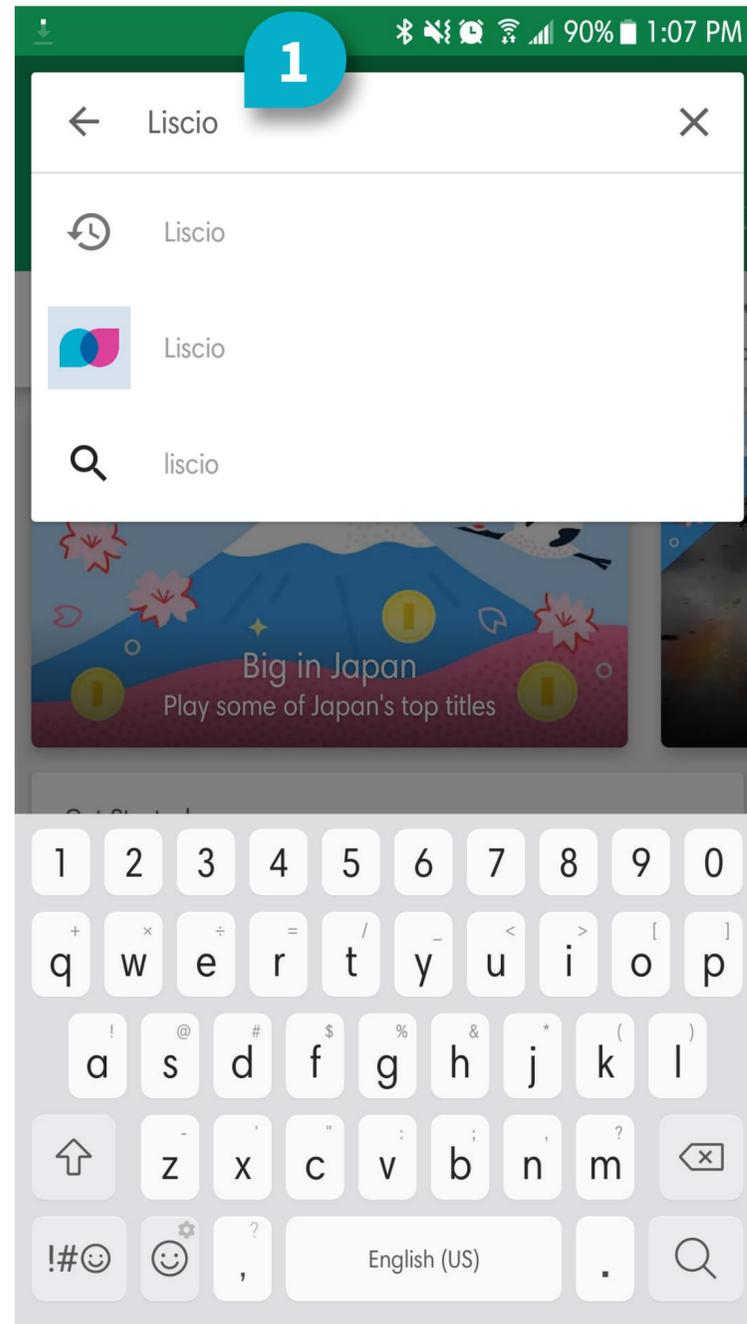
Step 4

Click the **Empty Box** Next to “I have read and agree to these terms and conditions.” (ensure the box is checked)

Step 5

Click **Submit**

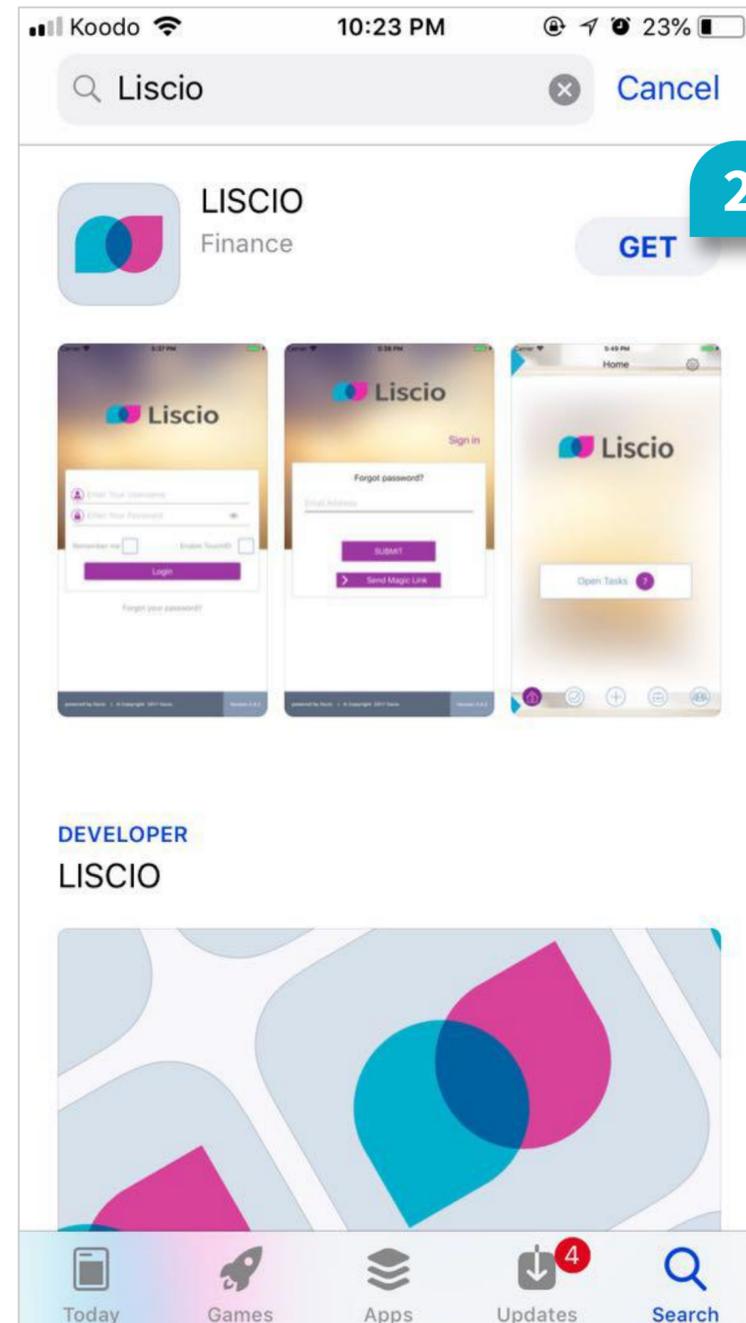
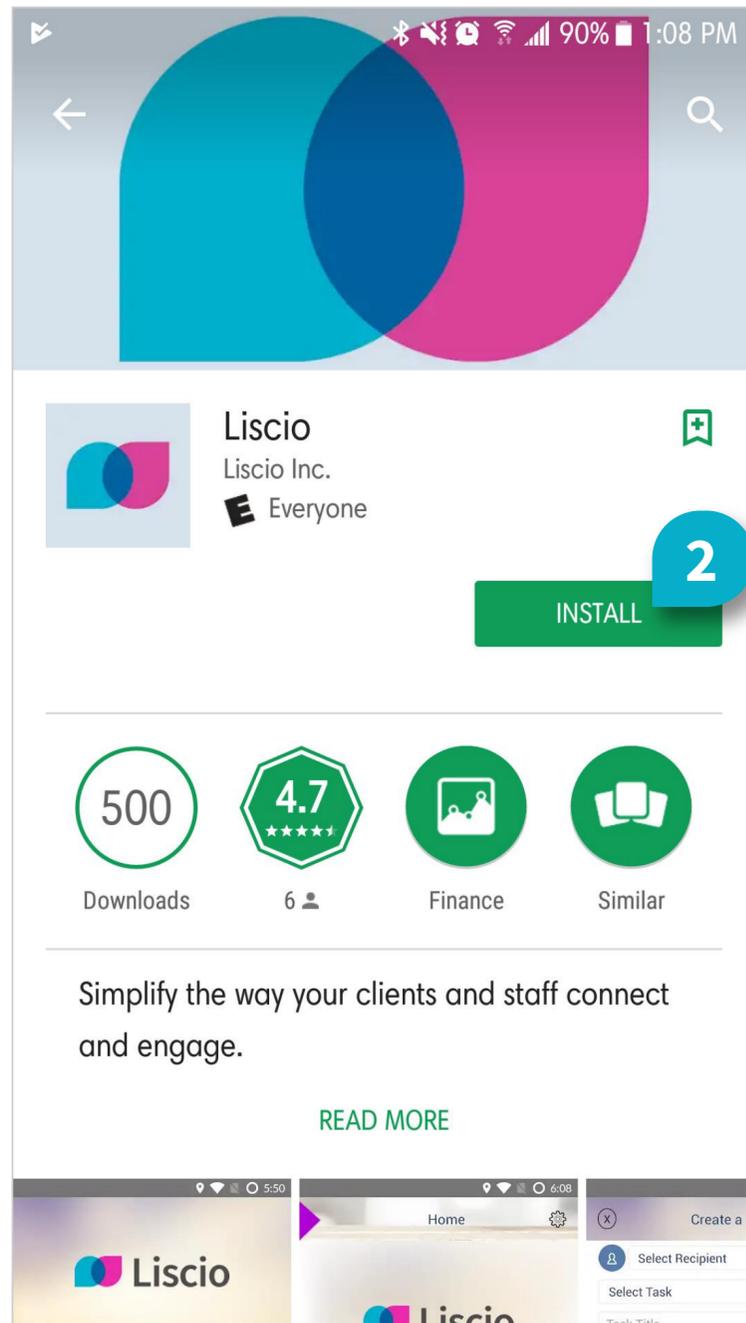
Get the Liscio Mobile App



Step 1

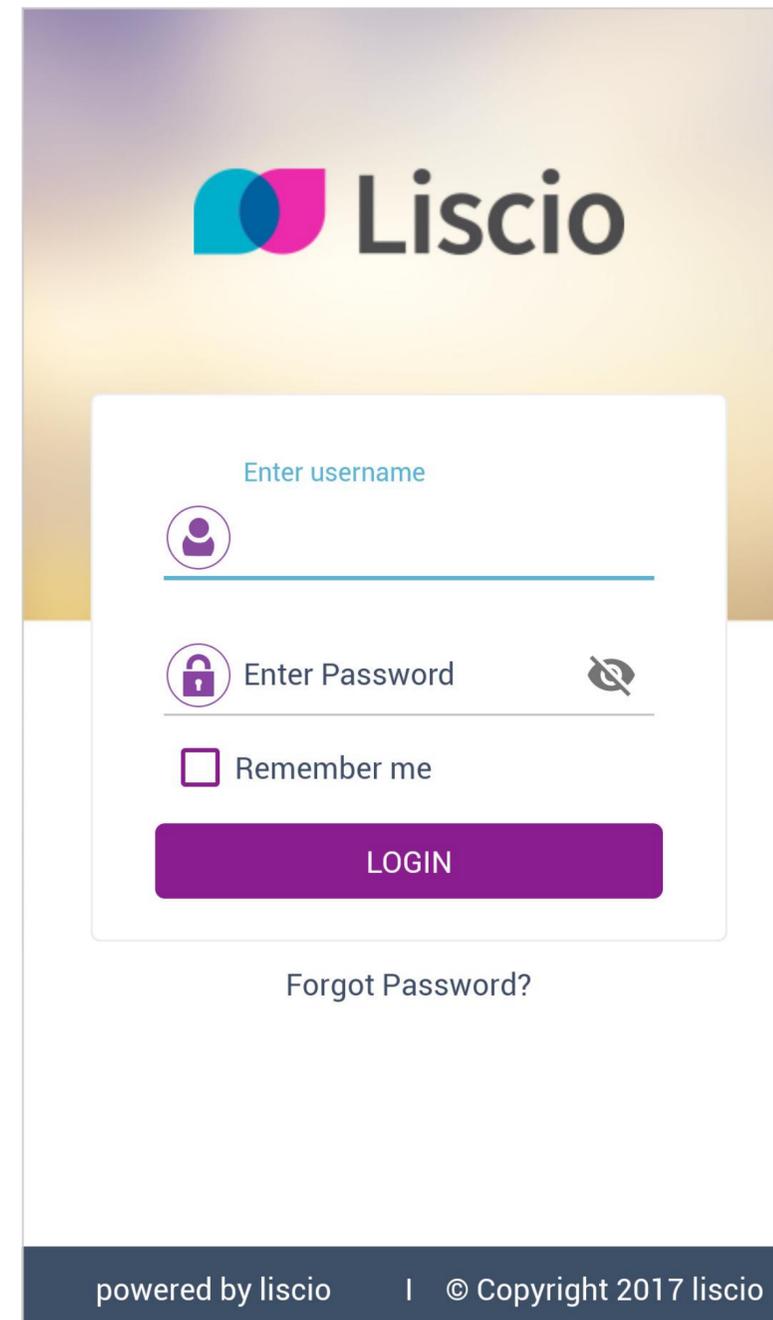
Search “Liscio” in the Apple App Store or Google Play

Get the Liscio Mobile App



Step 2
Tap **Install** or **Get**

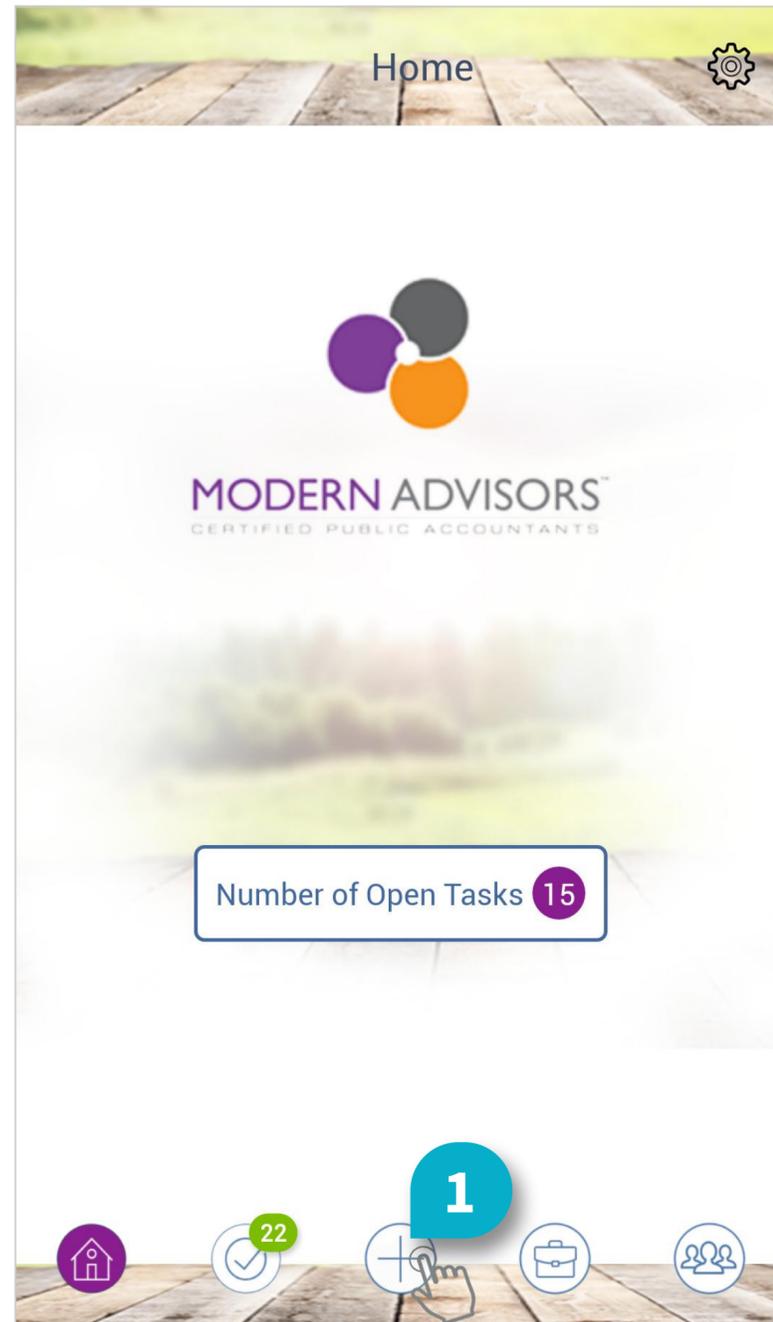
Get the Liscio Mobile App



Step 3

Open the App to Log In

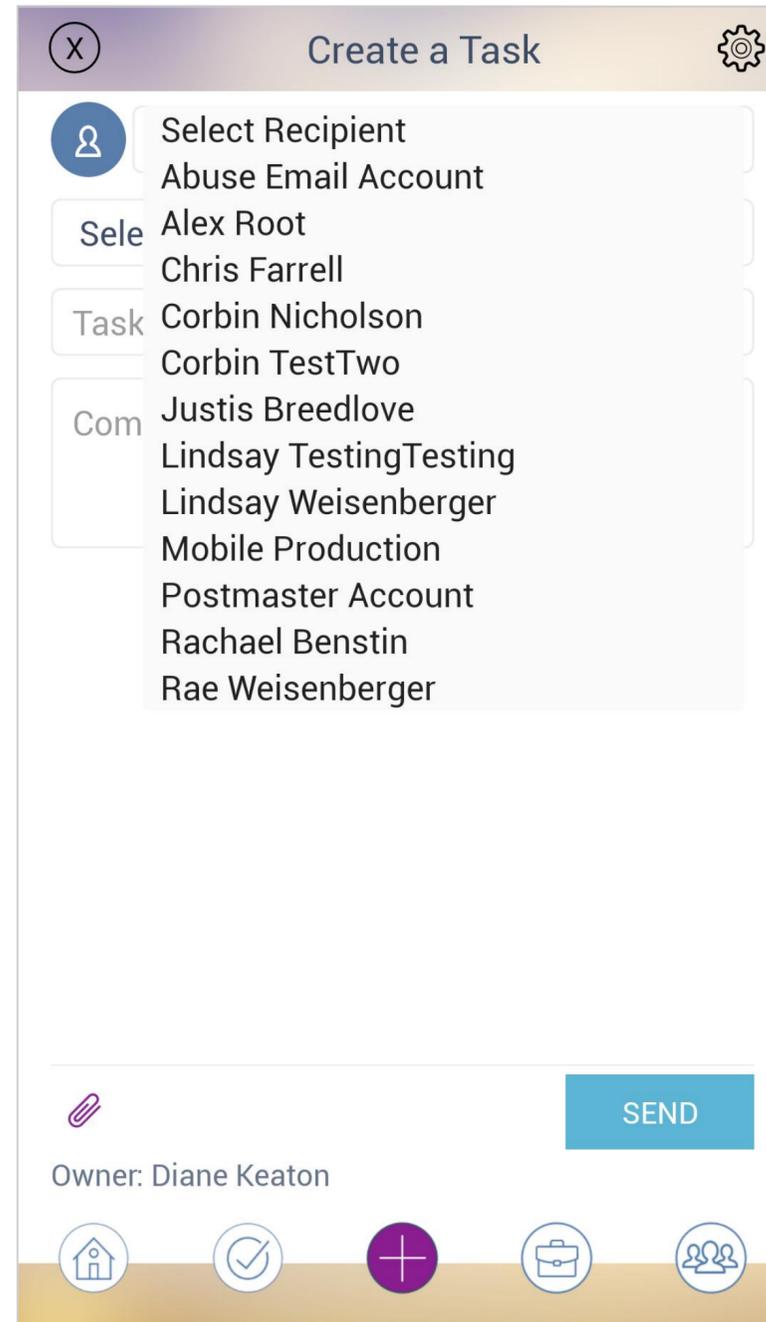
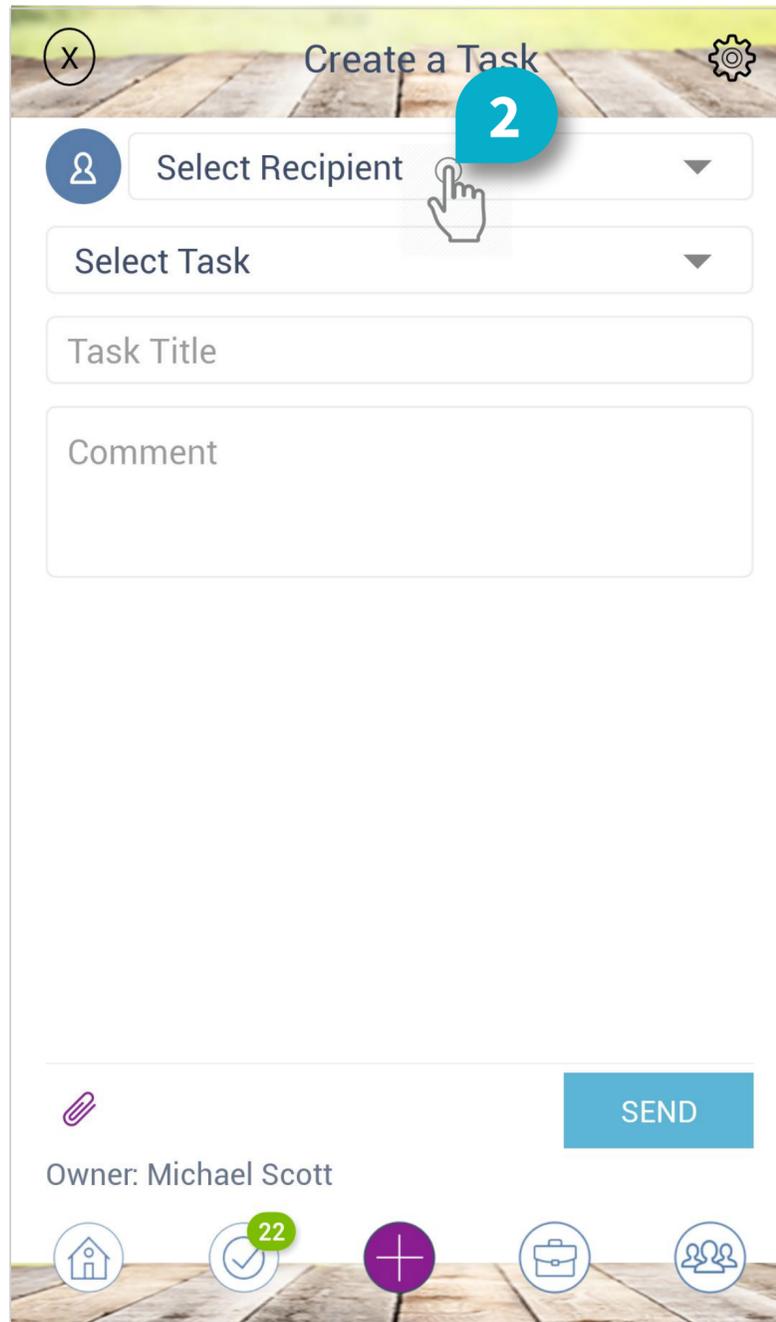
How to Create a Task



Step 1

Tap the **Plus Sign** to **Create a Task**

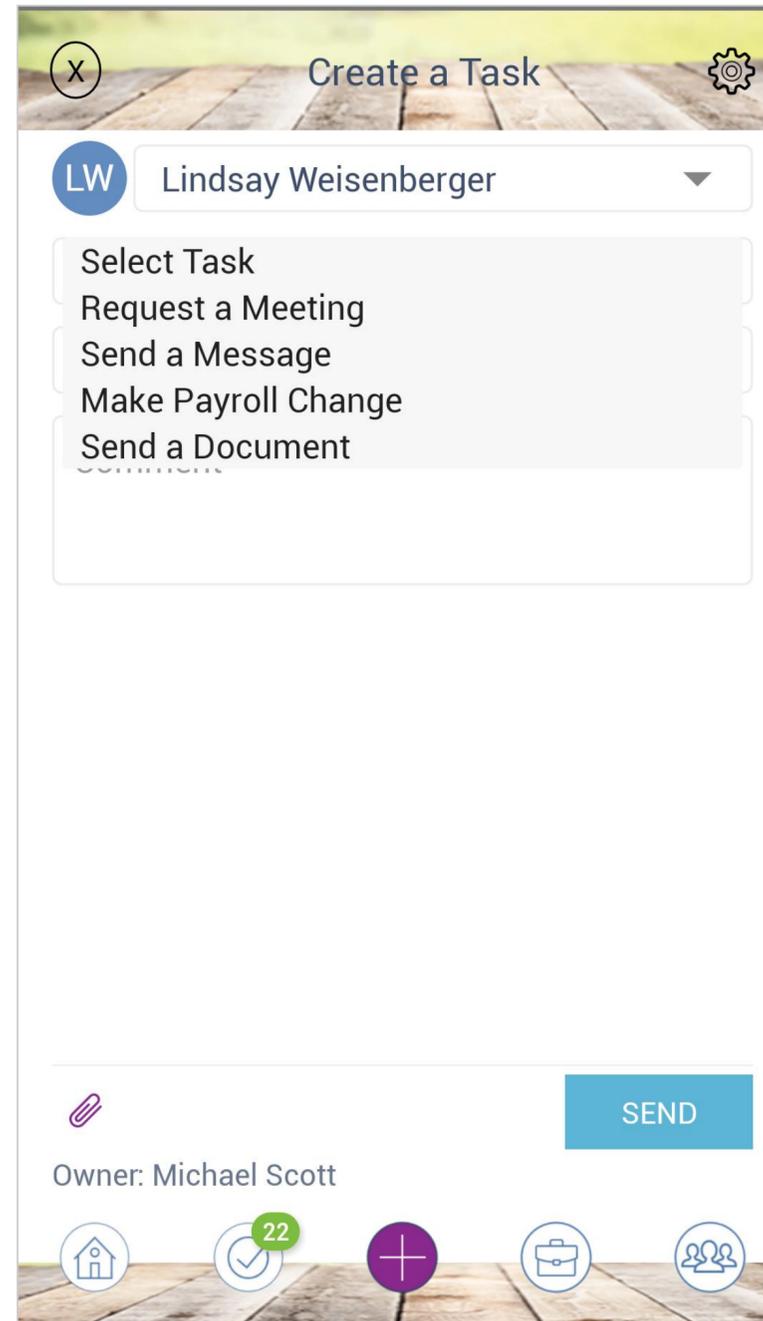
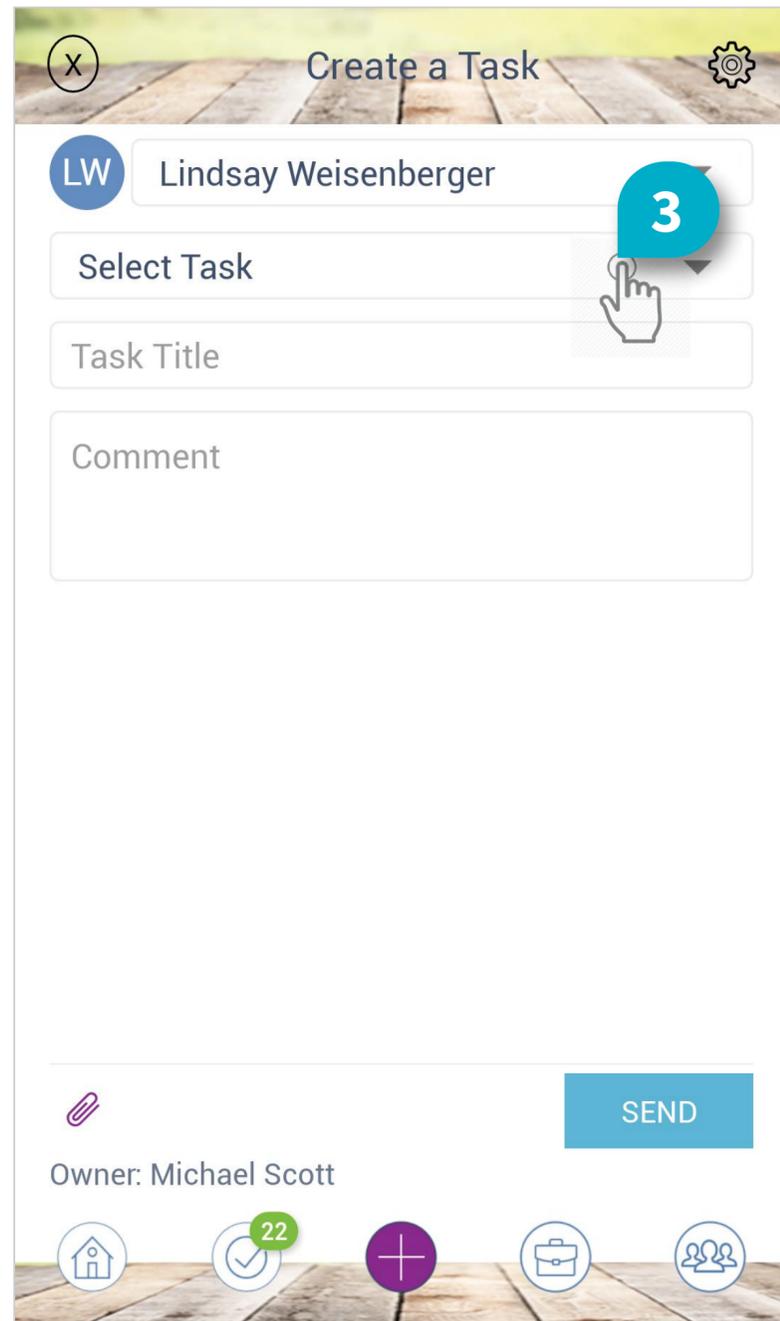
How to Create a Task



Step 2

Tap **Select Recipient** and
Choose a Recipient

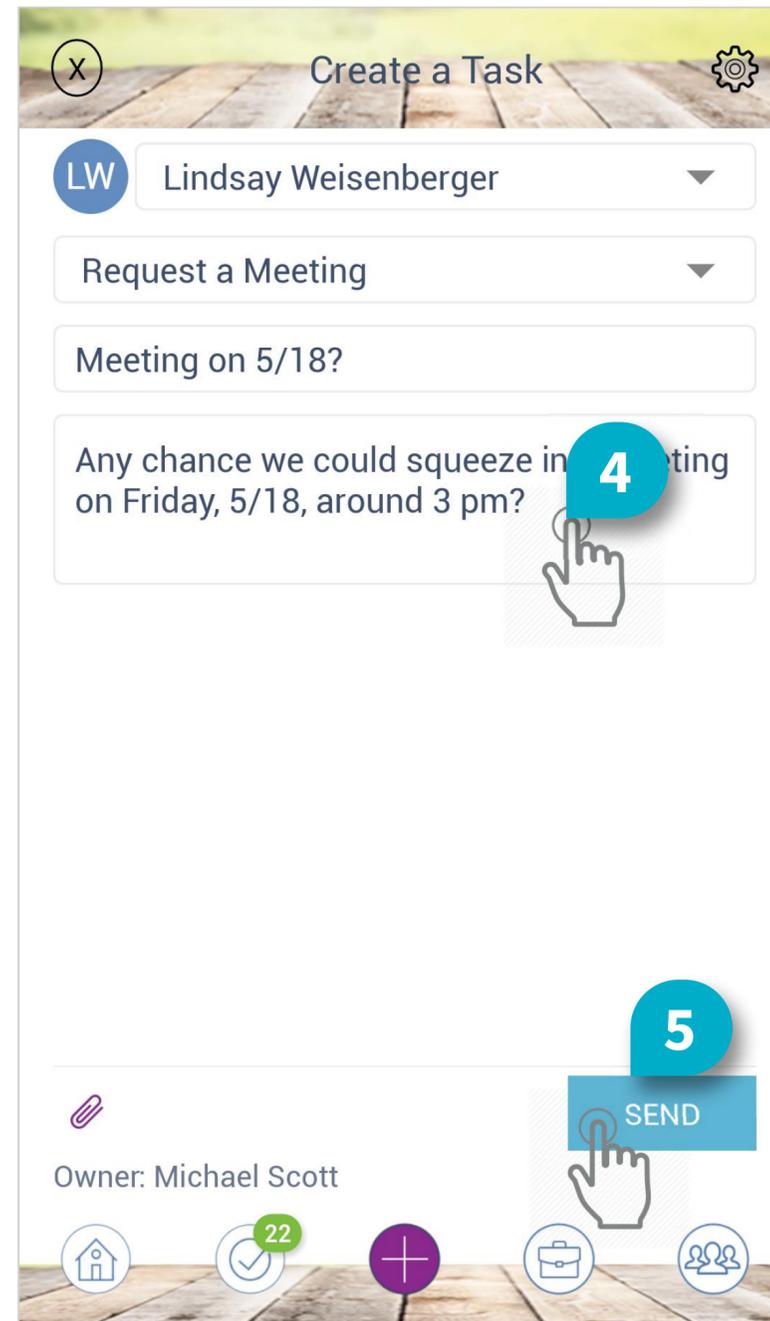
How to Create a Task



Step 3

Tap **Select Task** and
Choose a Task Type

How to Create a Task



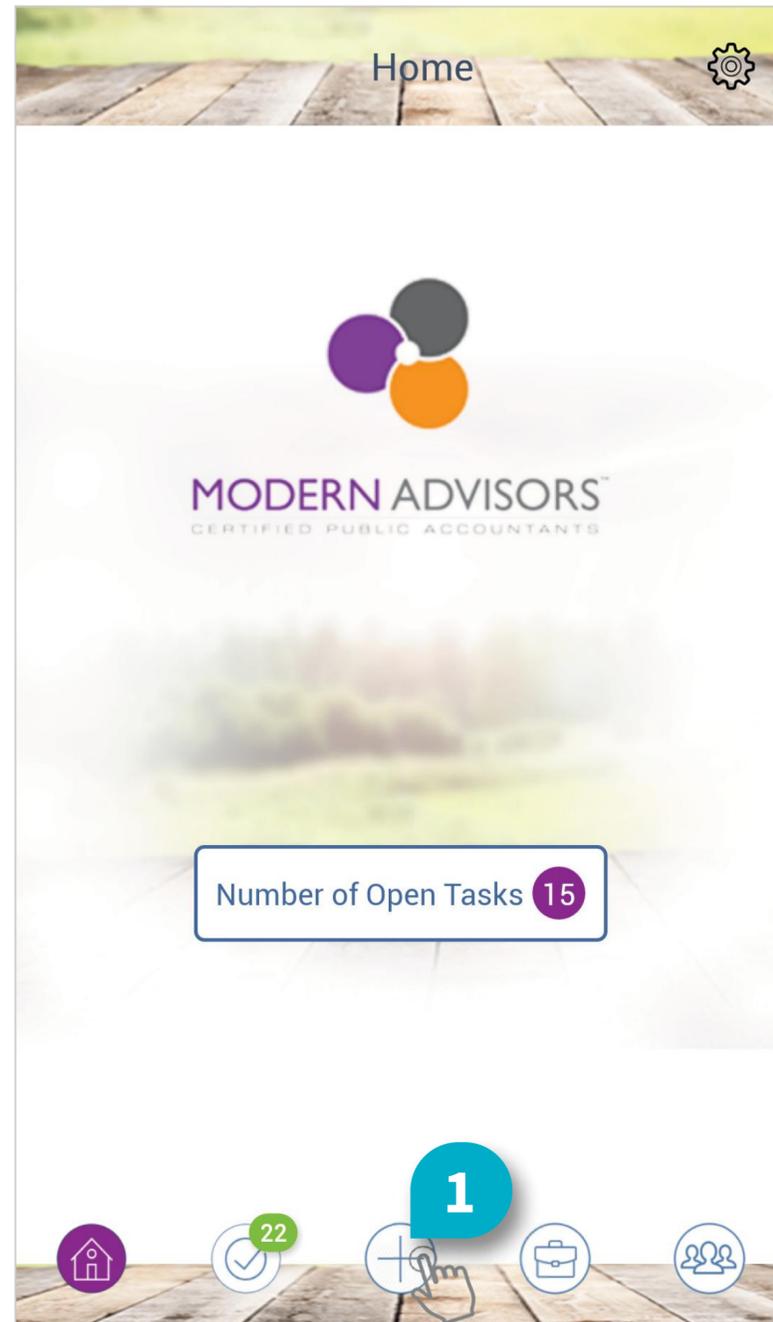
Step 4

Create a Title and Type Your Message

Step 5

Tap **Send**

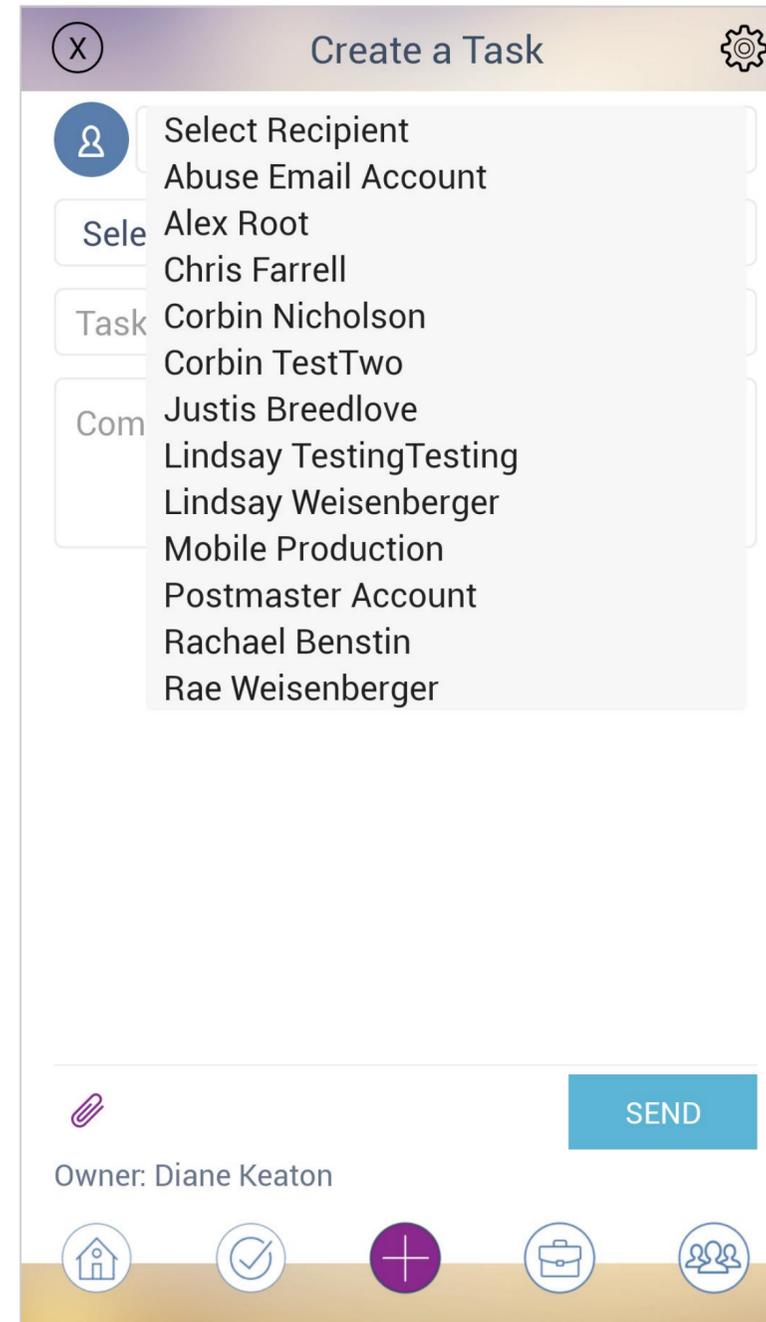
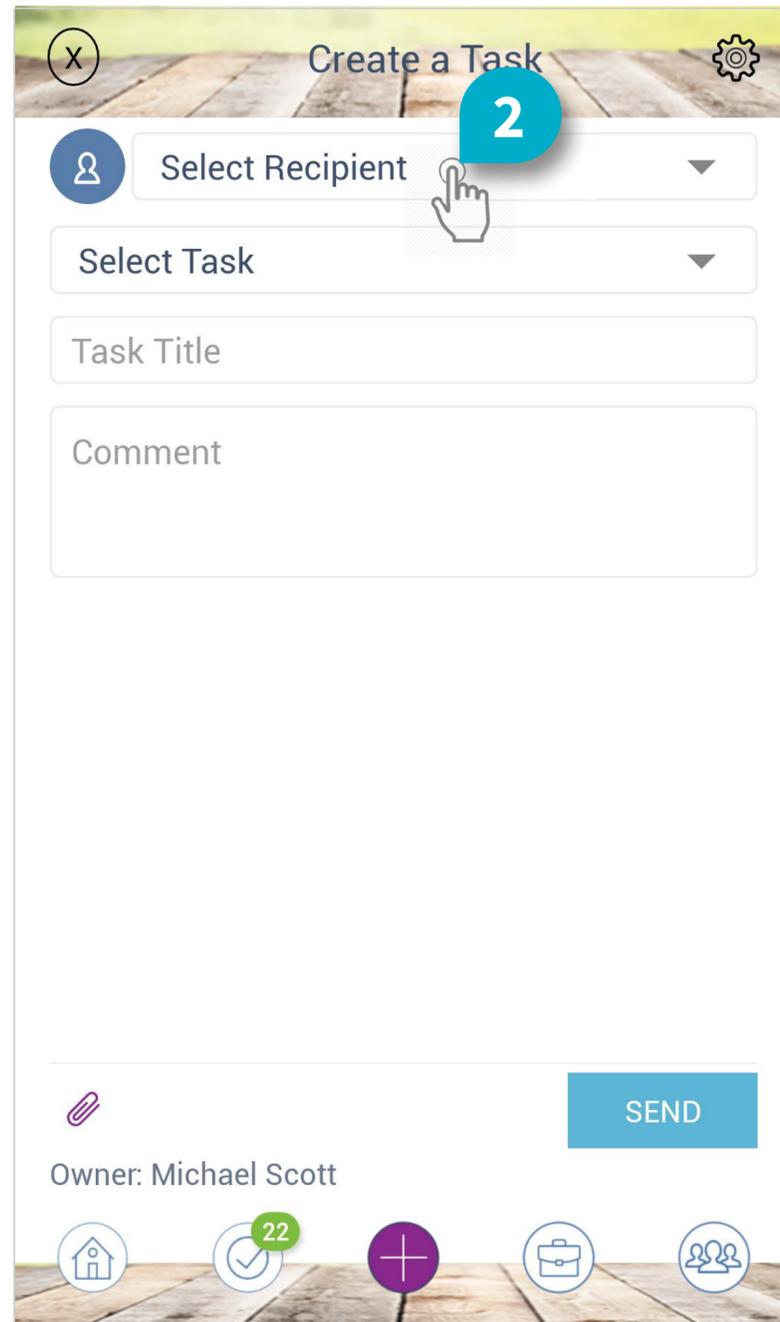
How to Upload a Document



Step 1

Tap the **Plus Sign** to Create a Task

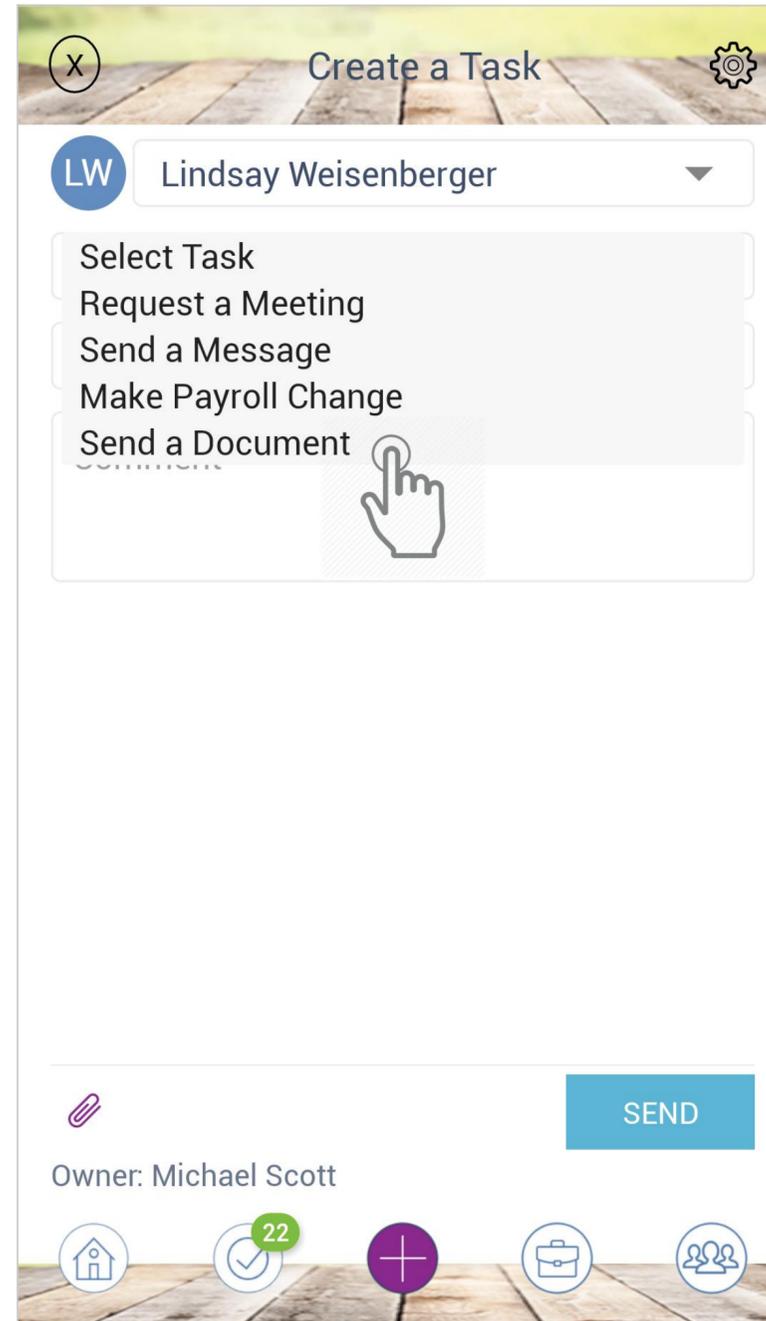
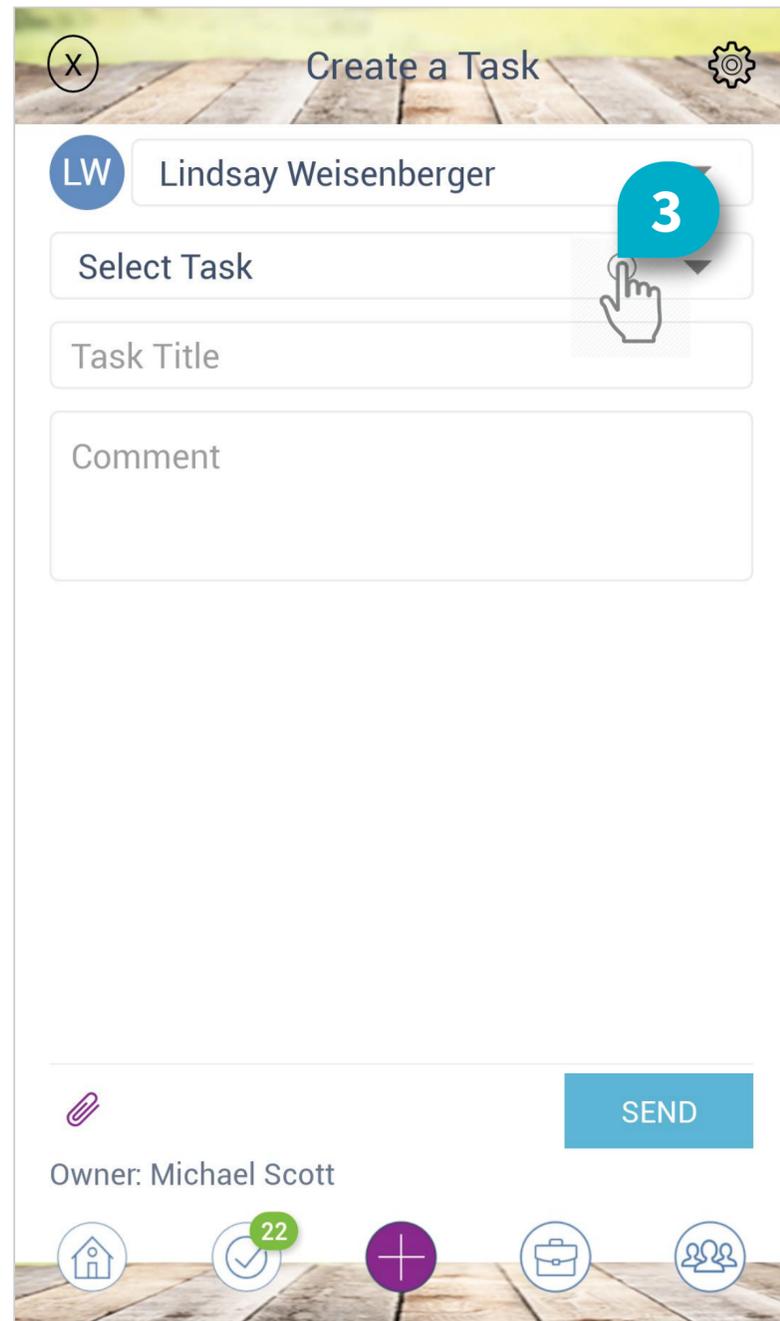
How to Upload a Document



Step 2

Tap **Select Recipient** and
Choose a Recipient

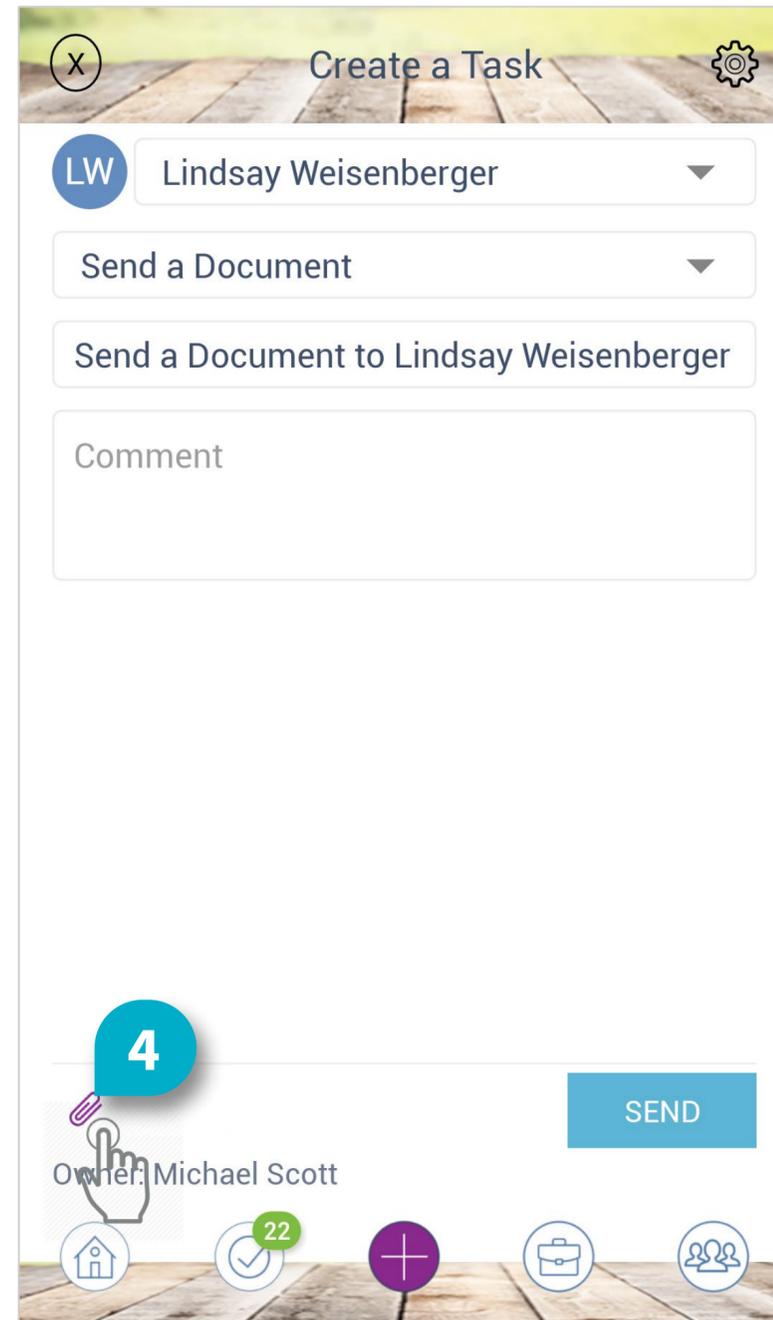
How to Upload a Document



Step 3

Tap **Select Task** and
Choose **Send a Document**

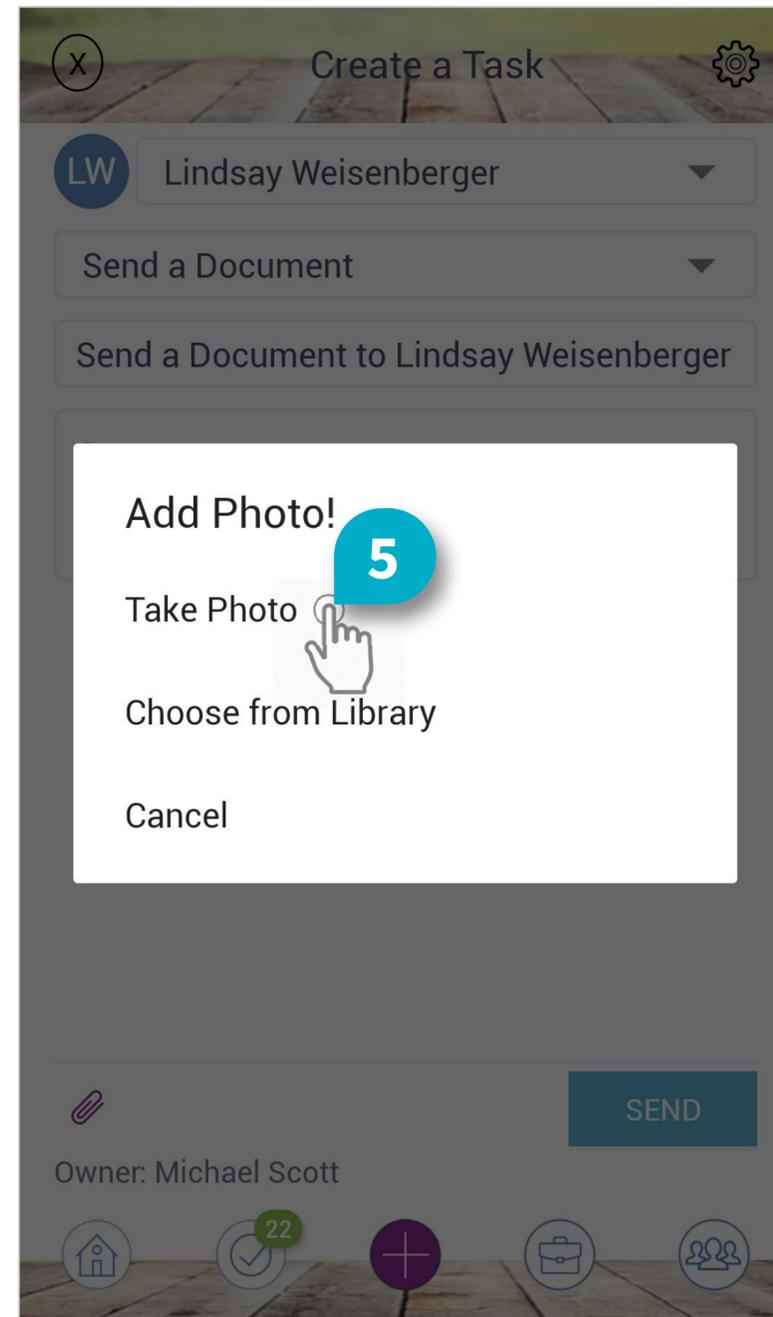
How to Upload a Document



Step 4

Tap the **Paper Clip** Icon
in the Bottom Left

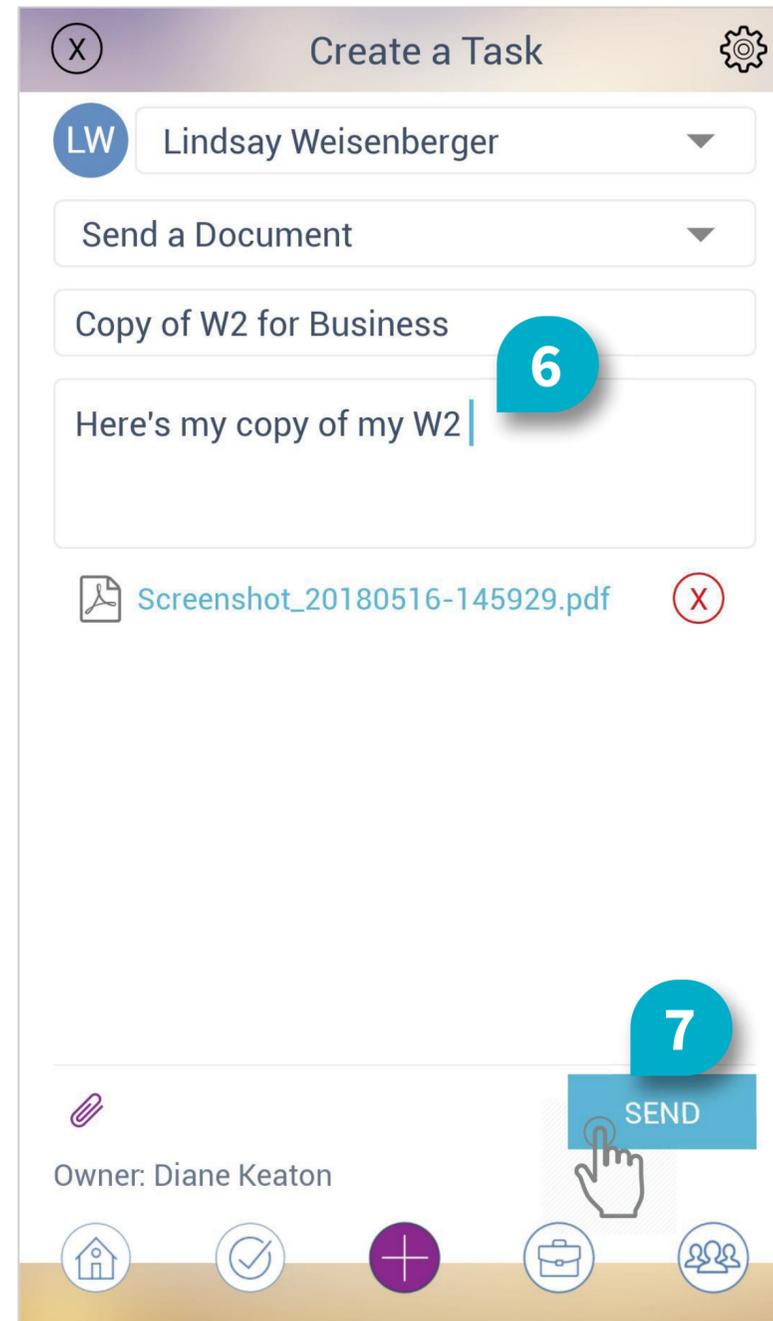
How to Upload a Document



Step 5

Tap **Take Photo** and Snap a Picture of Your Document or Tap **Choose from Library**

How to Upload a Document



Step 6

Type a Message

Step 7

Tap **Send**

We're here to help.

If you have any questions about these steps or any other Liscio function, please contact us or visit our new website and YouTube channel for more resources.

 support@liscio.me

 (888) 547-2460

 Liscio Knowledge Base

Click below for:

 Liscio Website

 Liscio YouTube Channel