

RealLegal

Reinstalling and Activating E-Transcript Manager

Re-Installing E-Transcript Manager

- Navigate to <http://info.legalsolutions.thomsonreuters.com/software/e-transcript-mgr/default.aspx>
- Select "Proceed with download" link.
- Run the E-Transcript Manager Installer and follow the onscreen prompts to complete installation

Activating E-Transcript Manager

- Launch E-Transcript Manager.
- You'll be prompted that "This copy of Reallegal E-Transcript Manager is not registered." Select OK.
- You may be prompted to enter your company information so fill out the fields as best as you can. If not, skip to the next step.
- Select the Activate button
- Type in your User ID and Password and select Login.
- Choose the option that says, "I am reactivating my existing Reallegal E-Transcript Manager subscription." And select Next.
- Choose your subscription on this list and select Finish. If you have multiple subscriptions on the list and you're not sure which to choose, please contact support before proceeding.
- Select Done.

Looking for more information?

To sign into RealLegal, visit my.reallegal.com

For assistance using RealLegal, email reallegalsupport@thomsonreuters.com or call toll free at 1-800-290-WEST (9378)

For additional training materials, visit <https://legal.thomsonreuters.com/en/products/reallegal>