Welcome to KERMIT!

We are now ready to register Law Firms, Attorneys and Paralegals. Please read below and follow the steps carefully.

Every Law Firm will need to register as an Organization before linking attorneys and inviting paralegals. The Organization will register with the person they want to designate as their Organization Administrator. The Organization Administrator will be responsible for maintaining users for the firm by inviting new users and deleting users when appropriate. If the law firm is small and would like this role to be handled by an attorney, that can be done by starting with Steps to Register an Attorney as defined below. If an attorney registers first, before any Organization Administrator, that attorney will become the Organization Administrator by default. The Organization Administrator will also be responsible for designating the Financial Manager; any user who has the financial manager role will be able to pay fees and fines. The Organization Administrator can also serve in this role or can assign this role to one user or multiple users. For so small firms, the same person may serve both roles. Also, to accommodate the needs of larger firms, there can be multiple Organizational Administrators and multiple Financial Managers. To read more about these roles and to view the user guide, please go to our website, https://wcc.sc.gov/it-kermit-system-updates.

Steps to Register an Organization/Organization Administrator

1) The user that will act as the Organizational Administrator will click on the "Register" button which will ask them to either Register as an Individual or Register with an Organization. This user will select, Register with an Organization. **If the user is an attorney, please do NOT use this process to create the Organization, instead, go to the Steps to Register and Attorney Step 2.**
2) The user will enter their email address and click submit.
3) The user will then complete their user profile.

4) The user will then click on the Organization tab and complete the information for the Organization. The user will need to establish

After these steps have been completed, and internal system approval will take place and the Organization Administrator will wait for an email from Microsoft Invitations.

5) Once the Organization Administrator receives the email invitation, they will click on the green "Get Started" button from the Microsoft email. This will either walk the user through a process of integrating their email with Microsoft Azure Active Directory or take them back to the main screen to log in.
6) When the user clicks the log in button, they will log in with the password that is associated with their email account.
7) The user is now logged in and registered as the Organization Administrator for the law firm in KERMIT.

Steps to Register an Attorney

Attorneys can register two different ways:

1) The Organization Administrator can add attorneys to the law firm by choosing System Management (on the left of the screen under SCWCC Tasks) and choosing "Link Attorneys to Organization". This will open a grid where the user can search by Attorney Name or BAR ID. Once the law firm has added the attorney, the attorney can then log in with their BAR ID under the "Attorney Log In" button and will be associated with their law firm.

OR

2) The attorney chooses the "Attorney Log In" * from the main screen and logs in with their BAR ID and the password associated with their log in from AIS (Attorney Information System from the South Carolina Supreme Court).

**This is also the same link the attorney will use every time he/she logs in to KERMIT.*

If the attorney chooses this option, the attorney will then need to verify his/her profile (this information will be auto populated with the information from AIS) and then choose the Organization tab and search for their law firm by FEIN and request to be added to the law firm. The law firm will then accept the request to establish a link between the law firm and the attorney. If the law firm has not been set up, the attorney will become the Organization Administrator by default.

3) The attorney is now registered in KERMIT.

Steps to Register a Paralegal

1) The Organization Administrator will choose System Management from the left side and then, Users and Roles.
2) The user then chooses the “Invite User” button to invite paralegals.

****Paralegal will wait for an email invitation.***

3) The Paralegal will receive an email invitation from Microsoft Invitations and will click on the green “Get Started” button from the Microsoft email. This will either walk the user through a process of integrating their email with Microsoft Azure Active Directory or take them back to the main screen to log in.
4) When the user clicks the log in button, they will log in with the password that is associated with their email account.
5) The paralegal is now registered in KERMIT.

Steps for the Organization Administrator to link Paralegals to Attorneys

1) User selects System Management from the left-hand side and chooses "Attorney and Paralegal Linking".
2) Users will see two drop-down lists for selections, as well as a grid that allows them to see a list of all links made in their organization
3) The first drop-down list is for attorneys. The user will select an attorney from the drop-down list. (This drop-down will be populated with attorneys associated with that organization).
4) The second drop-down list is for paralegals. The user will select the paralegal from the drop-down list that they would like to link to the attorney chosen in the first drop-down list (This drop-down will be populated with paralegals associated with that organization).
5) In addition to the selection of attorneys and paralegals, there are also two date fields that allow the user to choose "active from" and "active to" dates. These dates are used if they know the duration of time that an attorney and a paralegal will be linked. These fields are not required.
6) Once the user selects the attorney and the paralegal, they can click the "Link Attorney and Paralegal" button.
7) The paralegal and attorney are now linked and will be visible in the grid. Please note that only active links between attorneys and paralegals will display.

Steps for the Organization Administrator to unlink Paralegals to Attorneys

1) User selects System Management from the left-hand side and chooses "Attorney and Paralegal Linking".
2) User will see a grid that shows all attorneys with their associated/linked paralegals within the Organization. Next to these associations, there will be a "Remove" link.

3) Once the user clicks the "Remove" link, the end date for the attorney and paralegal to be linked will be populated and their association will become inactive.
4) The paralegal and attorney are now unlinked. Please note that only active links between attorneys and paralegals will display.