

SCG’s mobile app is gaining strength and usability as a global connection tool for business development, referral, and cross-selling opportunities. Currently all member firm Voting Representatives have a profile publicly available through the Member tab. We encourage you to download and use the app as well as sharing its availability with your firm colleagues.

SCG will also use the app for certain events like the Midyear and Annual meetings. Portals for these will be limited to registered event participants and will be available 30 days prior to the start of the event. (See page 2 for instructions for logging into an event portal.)

FINDING THE SCG APP FOR THE FIRST TIME

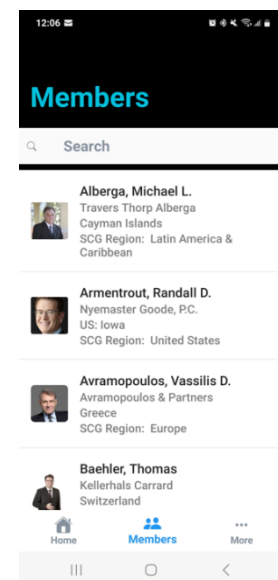
1. Open the App Store or Google Play Store on your phone.
See below quick access QR codes.
2. Search for **SCG Legal**. *See SCG app icon at right.*
3. Choose **Download**.
4. Once downloaded, select **OPEN**.

SCG App Icon



IMPORTANT: For Android users, the first time you access the app a screen will appear suggesting you *Turn on Notifications*. Click **Done** (upper right corner) to move on from this screen. For iOS users, you may see a screen/pop-up message that says ‘SCG Legal would like to send you notifications.’ Answer *Allow* or *Don’t Allow* and this message will disappear. It is recommended that you allow for **Notifications** to ensure you receive last-minute updates for any changes to programming, including timing and location.

5. From the **Welcome** screen, tap on the **Member** tab at the bottom of the screen for the directory of member firms and their Voting Representatives (main contact person).



Questions/Feedback/Issues? Please email scgadmin@scglegal.com.

LOGGING INTO THE EVENT PORTAL (FOR THE FIRST TIME)

1. Open the app and in the top right corner click on **Log In**.
 2. Choose **Login with Firm/Company Email**. Once you enter your email, the screen should request a six-digit verification code. This code has been sent to the email you entered. (See below for example email.) Please check your SPAM/Junk folder if the verification email does not show in your Inbox.
 3. Enter the code in the format requested.
 4. Once you enter the verification code, you should gain access to the app.
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EXAMPLE VERIFICATION CODE EMAIL

NOTE: There may be a delay—several minutes to longer—in receiving this email depending on server traffic. During this time, the login screen may appear to buffer. Once you receive the email and click on it, the app screen should convert to one that accepts the code provided.

From: welcome@mobileup.io
Sent: (Date/Time)
To: (Your Firm/Company Email) **Subject:**
SCG Legal Verification Code

This email address was recently used to log in to the SCG Legal mobile app. To verify this email address belongs to you, please enter the below code on the verification page within the mobile app:

(Six-Digit Code)

If you did not make this request, you can ignore this email.

Powered by MobileUp. You received this email to verify the email address entered in the mobile app belongs to you.

IMPORTANT: To toggle Notifications on/off, click on your profile picture (upper right corner) and choose **Settings** from the **My Member Card** screen.

FUTURE LOGINS

You should remain logged into the app except in cases where you actively log out or (on rare occasions) when the app shuts itself down. If you are logged out, the app will force re/verification to gain access.

1. Choose **Login with Firm/Company Email**. Please use the same email you originally entered to gain access to the app. The screen should request a six-digit verification code. This code has been sent to the email you entered. *Please check your SPAM/Junk folder if the verification email does not show in your Inbox.*
2. Enter the code in the format requested.
3. Once you enter the verification code, you should gain access to the app.

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