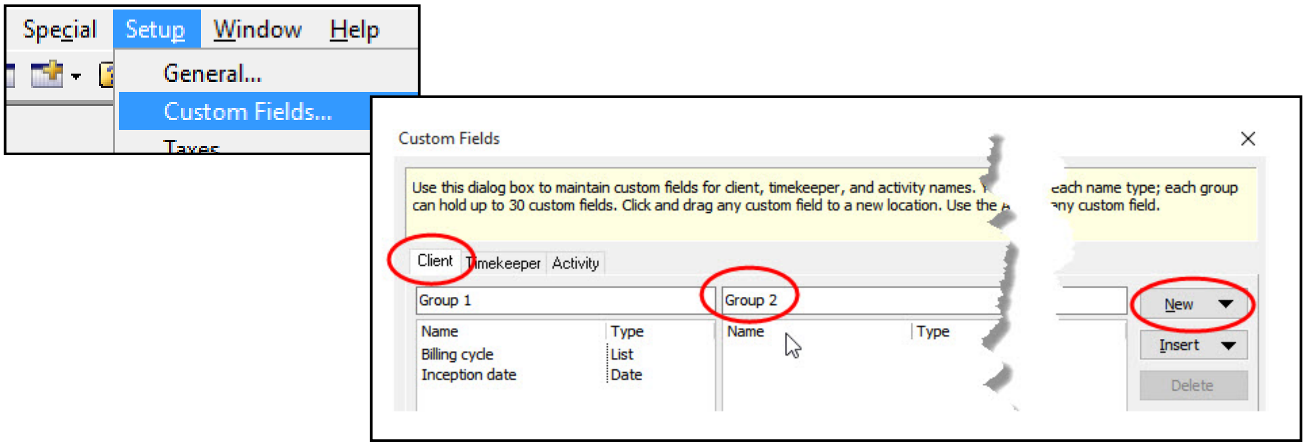
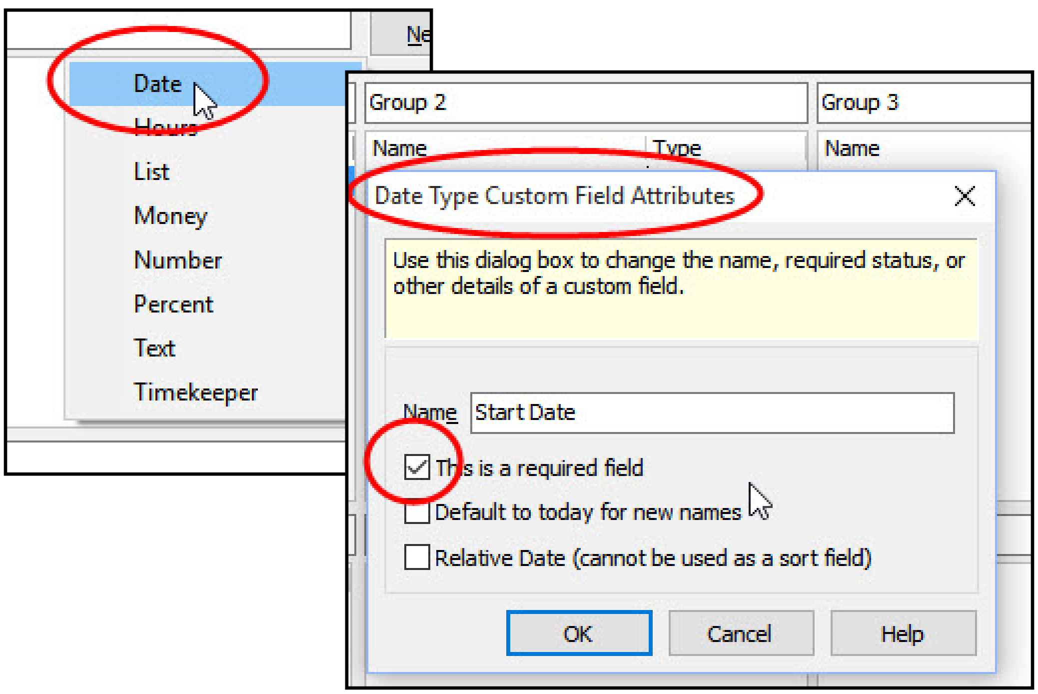
If you decide to add the Client Custom Fields yourself, from the top menu bar choose *Setup*, and then *Custom Fields*. This will open a dialog box and it will be necessary to choose the *Client* tab. Click in the *Group* box you wish to place your new custom fields, and click on *New* at the right.



You will then be presented with a list of option types for your new custom field. Choose the option that best describes the type of data the field will hold, and complete the field attributes.



NOTE: a custom field can be designated as "required." This will ensure that no new client (or modified existing client) is saved without populating the appropriate custom fields for electronic billing purposes. If only a small percentage of your matters will be submitted electronically, you will not want to make it required, as it will not be relevant to all matters.