

## OVERVIEW

Inprotech provides our clients with the ability to view Venable’s docketed case information and deadlines for matters the Firm handles on their behalf. It provides a user-friendly interface designed to allow users to access information very quickly. Users also have the ability to perform searches, and export data within their Venable portfolio.

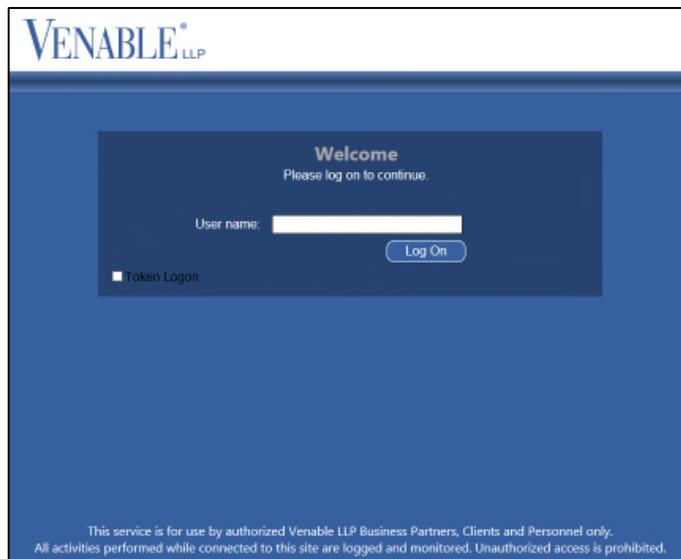
Venable employs a multi-phase authentication process for logging into Inprotech securely to assure our client’s data confidentiality is maintained. The first phase begins with authenticating to the Venable Network. You simply enter your username, and the system will email a one-time-password to your work email address. The one-time-password along with a 4-digit personal verification number is then used to logon to the network. The second phase is a simple username and password to authenticate to the Inprotech application.

## NETWORK LOG IN

- 1) In order to access Inprotech, you need to use Internet Explorer to browse to <https://ipdocket.venable.com>.

**Note:** Inprotech is compatible only with Internet Explorer.

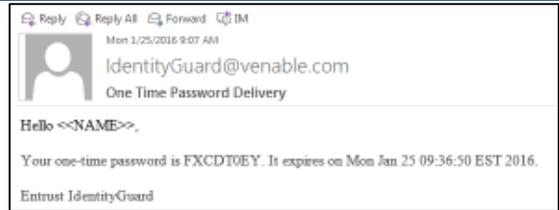
The browser will display the logon page as shown below:



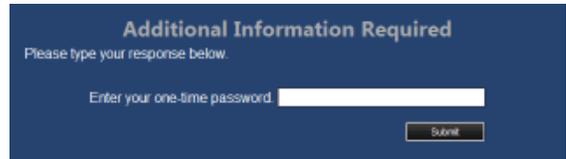
- 2) Please enter your user name and then click on “Log On” to proceed. This triggers the system to send you an email with a one-time-password which you will use to login to the Venable network. Please go to your email and copy

the one-time-password that was sent to you by the IdentityGuard system.

**Note:** Be careful to not copy the period after the password.



**First Time Login** - You will be prompted to enter solely your one-time-password. Please paste in the password you copied from step 2, and click on submit.



You will then be prompted to create your Personal Verification Number (PVN). Please enter a 4 digit number that you will be able to remember for future use, and click on submit

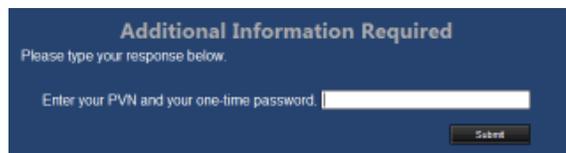


Confirm your 4 digit Personal Verification Number, and click on submit.



Proceed to the **INPROTECH LOG IN** section

**Subsequent Logins** – You will be prompted to enter both your Personal Verification Number and your one-time password. Type in your 4 digit PVN, and then paste in the password you copied in step 2, and click on submit.



Proceed to the **INPROTECH LOG IN** section

## INPROTECH LOG IN

Once you have completed the Network Log In process, you will be presented with the Inprotech Sign In page below:

VENABLE<sup>LLP</sup> Inprotech 10 Contact Us

Welcome to Inprotech 10

Please enter your login ID and password.

Login ID:

Password:

This service is for use by authorized Venable LLP Business Partners, Clients and Personnel only. All activities performed while using this system are logged and monitored. Unauthorized access is strictly prohibited.

Access to Inprotech is provided by client request as a matter of convenience only. Information reflected may not be correct, complete, accurate, or up-to-date and does not constitute legal advice. Inprotech is made available on a best-effort basis, and system availability is not guaranteed.

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Simply enter your username and password that was supplied to you by the Venable IP Docket Team, and click on “Sign In” to begin using Inprotech.

## HOW TO USE INPROTECH

For further information on how to use Inprotech, please visit the Inprotech User Guide Quick Reference Card by clicking the following link:

<http://guide.venable.com/images/Inprotech-QRC.pdf>

Alternatively, you can always retrieve this documentation by going to <http://guide.venable.com>, and selecting the appropriate document from the “Inprotech” menu.

## IMPORTANT NOTICES

**IDLE TIMEOUT:** After 30 minutes of inactivity, your connection to the Venable Network will be logged out. In such an event, please re-log in to the system following the instructions in this guide.

**ACCOUNT DEACTIVATION:** In order to maintain the security and confidentiality of the system, inactive accounts will be deactivated after 90 days have elapsed.

**GETTING SUPPORT:** If you are having difficulties or issues utilizing the Inprotech system, and require technical assistance, please contact the support team via email at [IPDocketSupport@Venable.com](mailto:IPDocketSupport@Venable.com). Please include your preferred contact method, and any details regarding the problem that you are experiencing.