AttorneyConnect.AI

Quick Start Checklist

After successfully installing the AttorneyConnect software on your website, use this checklist to ensure your website receptionist is set up for maximum engagement and conversion.

Website Setup

☐ Confirm the AttorneyConnect receptionist is live and visible on all pages
☐ Under Settings, use the **vertical position** for best visibility on desktop and mobile
☐ Under Settings, set **Engagement Time** to one minute
☐ Verify the receptionist opens and responds correctly on mobile devices

Call-to-Action Optimization

☐ Identify website's primary Call to Action buttons ("Contact Us," "Speak With Us," etc.)
☐ Add "open-attorneyconnect" to these CTA button's CSS Classes field
☐ Ensure CTA buttons open the receptionist instead of a contact form

Contact Forms

☐ Remove or minimize the number of standard contact forms throughout the site
☐ We recommend **one contact form only**, placed in the footer or bottom of the home page
☐ Allow the receptionist to handle most new inquiries

Engage Your Receptionist

☐ Review greeting message and tone
☐ Confirm practice areas and services are accurate
☐ Verify attorney and firm information is current
☐ Adjust intake questions as needed for your practice

Intake & Follow-Up

☐ Confirm conversation summaries are being delivered to your email
☐ Decide who reviews incoming conversations internally
☐ Establish your preferred follow-up process

Ongoing Optimization

☐ Monitor conversations during the first 1–2 weeks
☐ Identify patterns in visitor questions or behavior
☐ Send updates or refinements to support as needed

Support

☐ Save support contact information
Email: support@AttorneyConnect.ai
Phone: (833) 364-2434

Pro Tip:
Firms that make the receptionist the ***primary*** **contact method** see significantly higher engagement and better-quality inquiries.