



Quick Start Guide To:

How to Add a New User

Logging In to the Account Manager

- Go to <http://www.swiftpage.com/AccountManager.htm> and enter the Account Name and Account Password

- Add a new user by clicking on the Add User button towards the bottom of the list

(Tip – if you need to purchase an additional user, do so on the page before you go to add the user.)

- Follow all of the prompts after clicking Add User and be sure to allocate their Send Limit and you are done

- You can also select whether or not your User's have access to Email Marketing, are an active user, Drip Marketing and, if ACT! user, whether or not they have access to the Snapshot tab

(Tip – If you want your marketing department to be the only ones to have access to creating and sending emails, check only their boxes that say Email under ACT!. If you want your sales team to be the only ones with access to the Snapshot sales tools, give only them a check mark in the Snapshot boxes.)