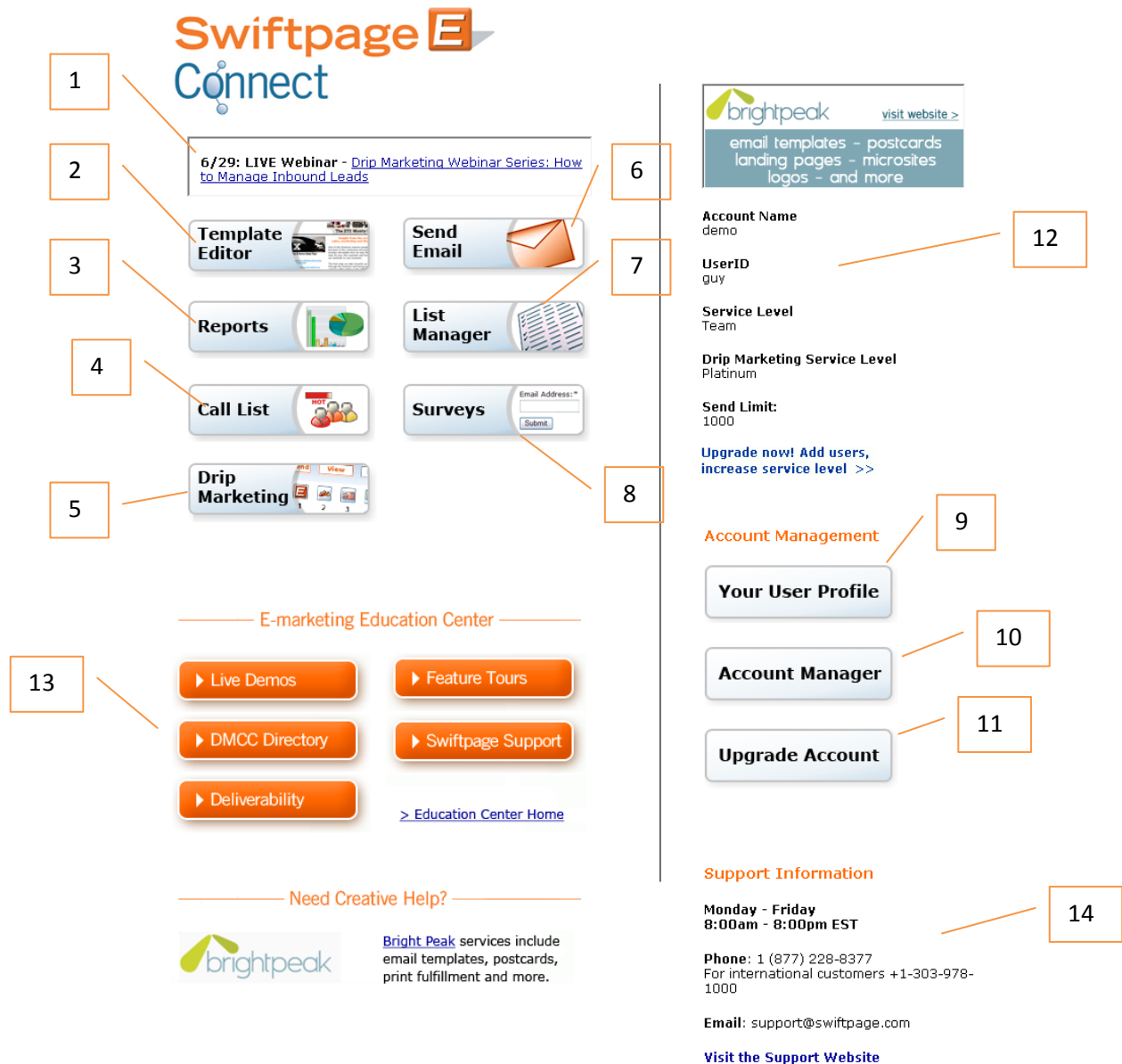



# Swiftpage

Quick Start Guide to:

## Using the Swiftpage Connect Portal

The Swiftpage Connect portal is the one-stop center for accessing all Swiftpage functions. This Quick Start Guide explains all of the buttons you will find on the Swiftpage Connect portal:



**1** Swiftpage   
**2** 6/29: LIVE Webinar - [Drip Marketing Webinar Series: How to Manage Inbound Leads](#)

**3** Template Editor **7** Send Email

**4** Reports **8** List Manager

**5** Call List **12** Surveys

**6** brightpeak [visit website >](#)  
email templates - postcards  
landing pages - microsites  
logos - and more

**7** Account Name  
demo

**8** UserID  
guy

**9** Service Level  
Team

**10** Drip Marketing Service Level  
Platinum

**11** Send Limit:  
1000

**12** Upgrade now! Add users,  
increase service level >>

**13** E-marketing Education Center

**14** Account Management

Your User Profile

Account Manager

Upgrade Account

Support Information

Monday - Friday  
8:00am - 8:00pm EST

Phone: 1 (877) 228-8377  
For international customers +1-303-978-1000

Email: [support@swiftpage.com](mailto:support@swiftpage.com)


[Visit the Support Website](#)

**13** ▶ Live Demos ▶ Feature Tours

▶ DMCC Directory ▶ Swiftpage Support

▶ Deliverability > [Education Center Home](#)

**14** Need Creative Help?

 Bright Peak services include email templates, postcards, print fulfillment and more.

1. The Bulletin Board gives you important information about upcoming and ongoing Swiftpage features.

### **Swiftpage Functions:**

2. The Template Editor button launches the template editor, where you can edit your Swiftpage templates to get them ready to send.

3. The Reports button allows you to view your online reports for email blasts and individual sends. You may also view any scheduled sends, request your opt-out list and generate account-wide reports.

4. The Call List button allows you to generate online Call Lists (ranked lists of your contacts based on how they interacted with your email blast). **Note:** this feature is available only with Pro and Team level accounts.

5. The Drip Marketing button takes you to the Campaign manager where you can create/manage your Drip Marketing Campaigns.

6. The Send Email button takes you to a screen that allows you to view and edit the CSV list of names that you have uploaded to Swiftpage's website, and send your email template to that list or to a single contact. **Note:** users of Swiftpage's integrations for ACT!, SalesLogix, SageCRM, and Excel generally will not use this section of Swiftpage Connect because email blasts are sent and contact lists are maintained in each of those programs rather than online.

7. The List Manager button launches a section of the site in which you can upload a CSV list of names, view the list and edit it. **Note:** users of Swiftpage's integrations for ACT!, SalesLogix, SageCRM and Excel generally will not use this section of Swiftpage Connect because contact lists are maintained in each of those programs rather than online.

8. The Surveys button allows you to create surveys, view survey results and define what will happen with a survey after it is filled out.

### **Account Management**

9. The Your User Profile button takes you to a screen with several options: the ability to change the company information used in [[SpeOwner]] mail merges, the postal address that appears in the footer of each email you send out, your logo, your list for distributing templates to and from other Swiftpage accounts, your user password, and your notification settings.

10. The Account Manager button launches the account management section of the Swiftpage web site. **Note:** if your user password and your account password are different from one another, you may have to reenter your account password after hitting his button.

11. The Upgrade Account button opens a new window where you can upgrade your Swiftpage account (or purchase it for the first time). **Note:** if your user password and your account password are different from one another, you may have to reenter your account password after hitting his button.

### **Other Features**

12. The User Overview window shows you the current level of your account, including your account name and user ID.

13. The E-marketing Education Center window offers helpful links to the Support section of Swiftpage's website.

14. Finally, the Support Information window gives the hours and contact information for Swiftpage's Support department and a link to the Support section of the Swiftpage website.