



Quick Start Guide To:

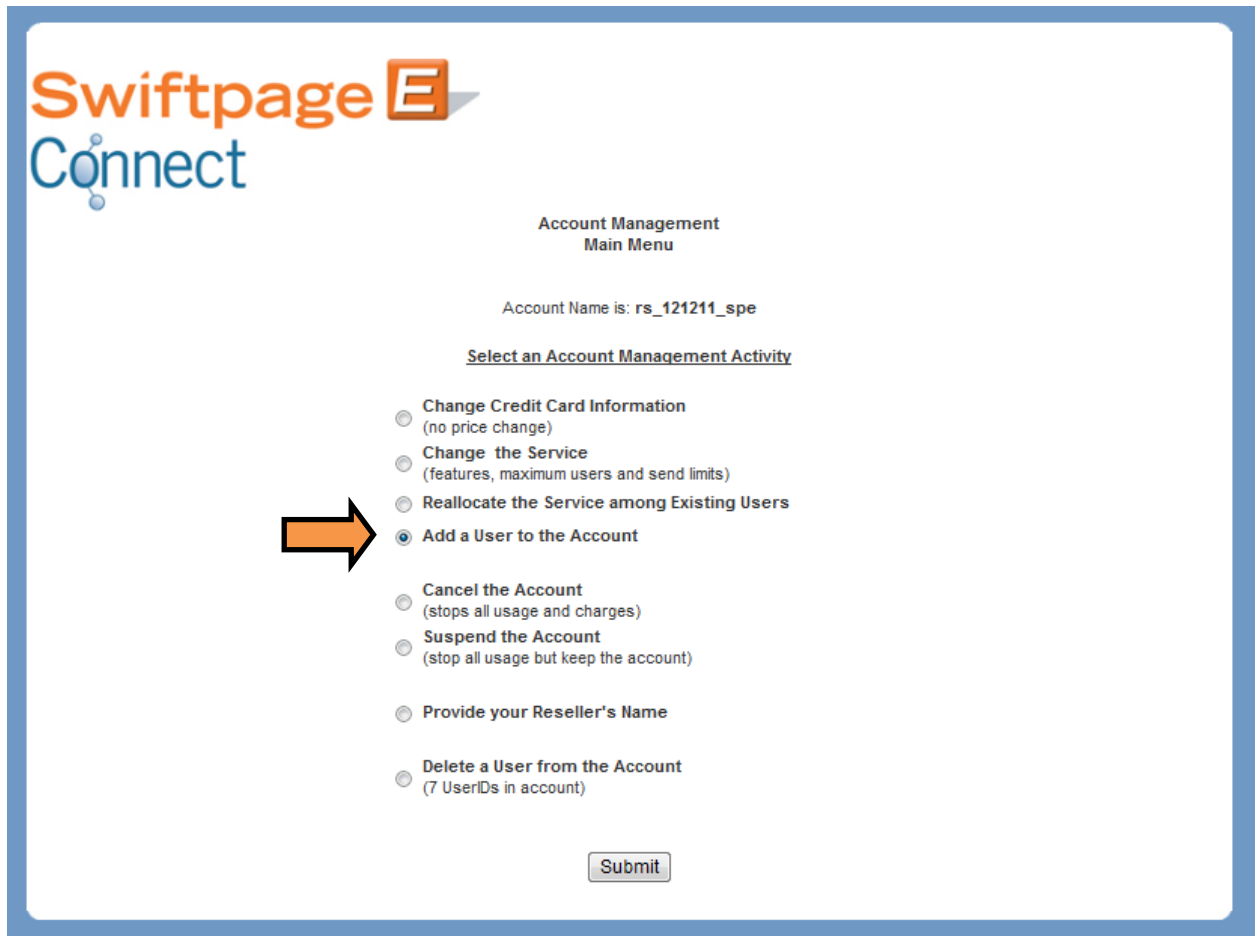
How to Add a New User

This Quick Start Guide will guide you through adding a new User ID.

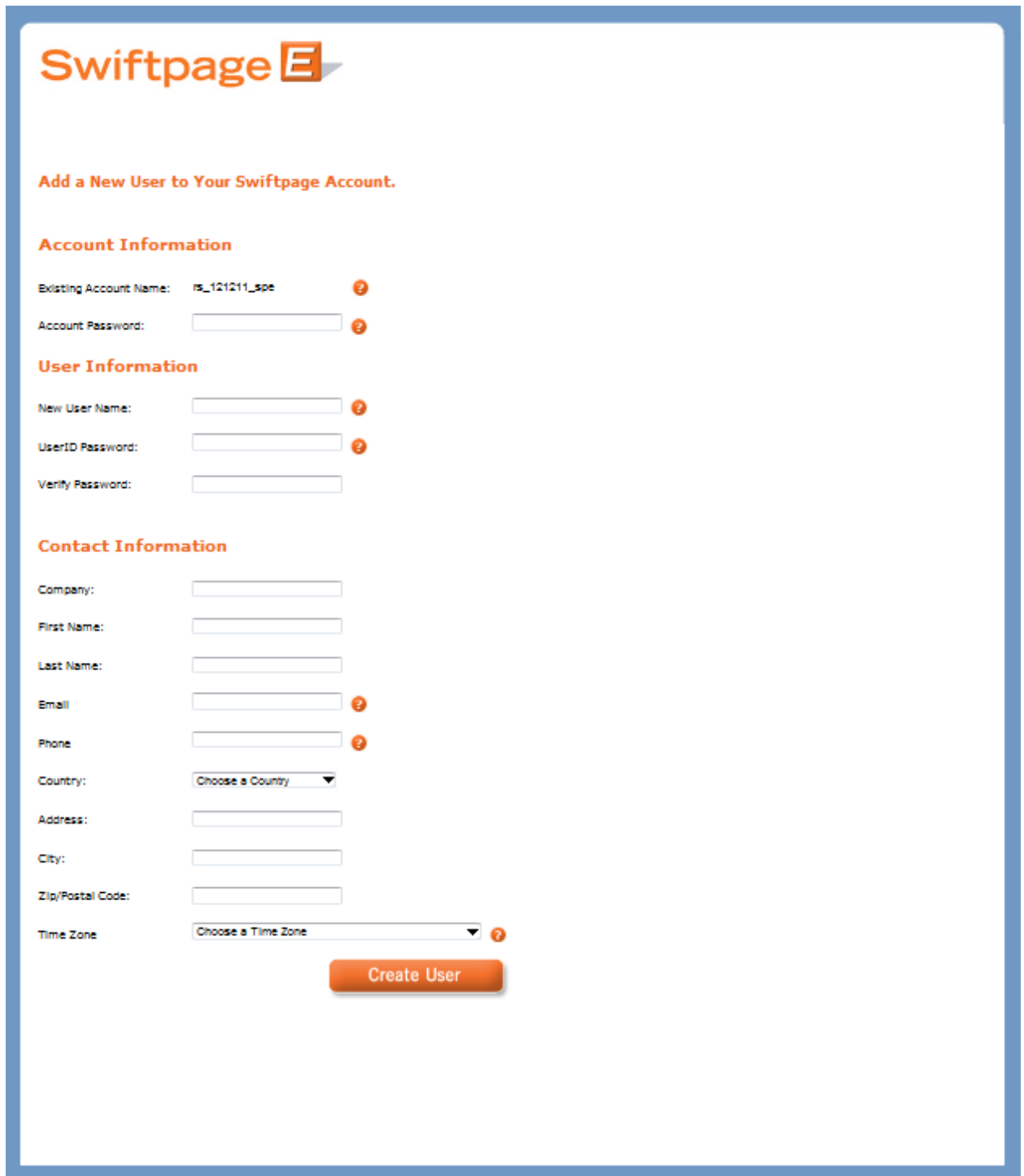
1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the page and click Submit.
3. Once you are on the Home screen, click Manage Account.



4. Select Add a User to the Account and click Submit. (Note: If you need to purchase an additional user, you can do so by selecting Change the Service.)



5. Enter information in all of the provided fields. Click Create User.



The screenshot shows the Swiftpage user creation interface. At the top left is the Swiftpage logo. Below it is the heading "Add a New User to Your Swiftpage Account." The form is organized into three sections: "Account Information", "User Information", and "Contact Information".

Account Information

- Existing Account Name: rs_121211_spe (with a help icon)
- Account Password: (with a help icon)

User Information

- New User Name: (with a help icon)
- UserID Password: (with a help icon)
- Verify Password: (with a help icon)

Contact Information

- Company: (with a help icon)
- First Name: (with a help icon)
- Last Name: (with a help icon)
- Email: (with a help icon)
- Phone: (with a help icon)
- Country: (dropdown menu with "Choose a Country" selected)
- Address: (with a help icon)
- City: (with a help icon)
- Zip/Postal Code: (with a help icon)
- Time Zone: (dropdown menu with "Choose a Time Zone" selected and a help icon)

At the bottom center of the form is an orange "Create User" button.

6. Once the confirmation page appears, you can either close the window or click on Main Menu to enter your account details and return the Account Management menu.