



## **Quick Start Guide To:**

### **Changing your Email Send Limit**

#### **Logging In to the Account Manager**

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

- To purchase a different Send Limit, select the option to change your service then enter the total amount that you want for the entire Account then submit

- Next click on Main Menu then Reallocate the Service among Existing Users

- Here you can allocate the new portions of your Send Limit and make any changes to any User's Send Limit and then hit Submit for the changes to take place