



## 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.Sageemarketing.com](http://www.Sageemarketing.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.

**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.)

A screenshot of the Sage E-marketing 'Account Management Main Menu' interface. The page title is 'Sage E-marketing'. Below it, the text 'Account Management Main Menu' is centered. The account name is displayed as 'rs\_121211\_spe\_sema'. A section titled 'Select an Account Management Activity' contains a list of radio button options: 'Change Credit Card Information (no price change)', 'Change the Service (features, maximum users and send limits)', 'Reallocate the Service among Existing Users', 'Add a User to the Account' (which is selected), 'Cancel the Account (stops all usage and charges)', 'Suspend the Account (stop all usage but keep the account)', 'Provide your Reseller's Name', and 'Delete a User from the Account (5 UserIDs in account)'. A green arrow points to the 'Add a User to the Account' option. A 'Submit' button is located at the bottom of the menu.

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

**Sage E-marketing**

**Add a New User to Your Sage E-marketing Account.**

**Account Information**

Existing Account Name: rs\_121211\_spe\_sema ?

Account Password: ?

**User Information**

New User Name: ?

UserID Password: ?

Verify Password:

**Contact Information**

Company:

First Name:

Last Name:

Email: ?

Phone: ?

Country: Choose a Country

Address:

City:

Zip/Postal Code:

Time Zone: Choose a Time Zone ?

**Create User**

Sign Up Now!

Sage E-marketing

1. Enter new user information
2. Activate the user from verification email

Get started now... you're on your way to putting proven email marketing techniques to work for your business!

Your information will be kept confidential. [Privacy Policy](#)

Important Note: Sage E-marketing is powered by **Siftlogic™**

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.