Quick Start Guide to:

Managing your Account Service Level

Logging into the Account Manager

- Go to http://www.swiftpage.com/AccountManager.htm and enter your Account Name and Account Password.
- You will be taken to the Account Management Main Menu shown below:

Sage Connected Services

**Account Management
Main Menu**

Account Name is: **SageEmarketingDocuments**

Select an Account Management Activity

○ **Change the Service**
(features, maximum users and send limits)

○ **Reallocate the Service among Existing Users**

○ **Cancel the Account**
(stops all usage and charges)

○ **Suspend the Account**
(stop all usage but keep the account)

○ **Provide your Reseller's Name**

○ **Delete a User from the Account**
(1 UserIDs in account)

[Submit]

1. **Change the Service** option takes you to screen that allows you to select packages, how many users, send limit and adjust your billing period.

2. **Reallocate the Service among Existing Users** is where you can manage the send limit and functionality options for each user.

3. **Cancel the Account** takes you to a confirmation screen asking if you would like to cancel the account. If you decide within 25 days to reactivate the account, you must call the Billing department at 303-978-1000 ext. 403 to reactivate the account.

4. **Suspend the Account** allows you to temporarily suspend the account. This allows you to suspend charges and activity until you decide to reactivate the account. Note: there is no limit on how long you can suspend an account. Also, access to your Swiftpage account is not available while the account is suspended. This includes reports and scheduled campaigns.

5. **Provide your Reseller's Name** allows you to register your Reseller's name to your account.

6. **Delete a User from the Account** manages unwanted User IDs on the account.