



Quick Start Guide To:

Changing your Email Send Limit

This Quick Start Guide will provide a walkthrough of changing your email send limit.

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 Swiftpage Connect portal, click Manage Account.

Manage Account

4. If you need to purchase a different Send Limit, select Change the Service and click Submit. If not, select Reallocate the Service among Existing Users, click Submit, and skip to step 7.

Swiftpage 
Connect

Account Management
Main Menu

Account Name is: rs_121211_spe

Select an Account Management Activity

- 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
- 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
(7 UserIDs in account)

- In the Daily Send Limit field, enter the desired account send limit. Click Submit.

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Account Name: **rs_121211_spe**

Current service level is Team with up to 5 Active Users sharing a Send Limit of 1000 and using the Free level of Drip Marketing with up to 2 Active Users.
Current Price is \$77.92 billed Monthly, next billing date is January 19, 2012

Determine the New Service Levels
All prices are in United States Dollars(USD)
[Click here to see the features of the Base Packages.](#)

- Select a Base Package:** (prices shown are monthly)
 - Entry (\$14.95)
 - Basic (\$29.95)
 - Pro (\$44.95)
 - Team (\$59.95, 2 users)
- Email Users** (requires Pro or Team) \$5.99 per additional user (2 included in base package)
- Daily Send Limit** (requires Basic, Pro or Team) \$4.99 per additional 1000 (1000 included in base package)
[Click here to see features of Drip Marketing](#)
- Select a Level of Drip Marketing:** (in addition to the Base Package)
 - Free (Limited Usage)
 - Silver (\$29.95)
 - Gold (\$99.95)
 - Platinum (\$149.95)
- Drip Users** (requires Pro or Team) \$9.99 per additional user (2 included in base package)
- Billing Period**
 - Monthly
 - Quarterly
 - Yearly (10% discount)

\$77.92 per month for up to 5 users sharing a send limit of 1000 and using the Free level of Drip Marketing with up to 2 users.

Save \$93.50 by selecting Yearly billing.

Next screen will validate purchase and process credit card information.

You may make changes to this account at any time, you will be billed for the largest capacity purchased during each billing period.

- Enter the necessary credit card information and click Purchase.
- Divide the send limit between each of the users by entering the desired values in the User's Send Limit field. Click Submit to enact the changes.

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Account Name: **rs_121211_spe**
You may rearrange the send limit allocations and which UserIDs are Active.

The Monthly price is \$77.92, for Free Drip Marketing and a Team account with:
1000 Per Day Email Send Limit
5 Active Email Users and 2 Active Drip Marketing Users

Manage User Limits and Status

Email Send Limit Assigned: 200 Email Users Active: 2 Drip Users Active: 1
Email Send Limit not Assigned: 800 Users(seats) not in Use: 3 Drip not in use: 1

User	User's Send Limit	User's Status		
		General Email DRIP	ACT!	
rs_121211_spe	<input type="text" value="100"/>	<input checked="" type="radio"/> Active <input type="radio"/> Deactivate	<input checked="" type="checkbox"/> Use In Drip	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Snapshot
user2	<input type="text" value="100"/>	<input checked="" type="radio"/> Active <input type="radio"/> Deactivate	<input type="checkbox"/> Use In Drip	<input checked="" type="checkbox"/> Email <input checked="" type="checkbox"/> Snapshot