



Quick Start Guide to:

Edit User Profile

This Quick Start Guide will provide an overview of the Edit User Profile section components. In order to access this section:

1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Edit User Profile.

The screenshot displays the Swiftpage Connect portal interface. At the top left is the Swiftpage Connect logo. Below it are several navigation buttons: Template Editor, Reports, Call List, Drip Marketing, Leads, Send Email, List Manager, Surveys, and Social Sharing. A 'Resource center' section contains buttons for Live Demos, Feature Tours, Consultants, Swiftpage Support, Deliverability, and Education Center. On the right side, there is a 'My Swiftpage' account management section. It includes a 'brightpeak' logo with a 'visit website >' link, a list of services (email templates, postcards, landing pages, microsites, logos, and more), and account details for 'rs_121211_spe'. Below the account details is an 'Account Management' section with three buttons: 'Edit User Profile', 'Manage Account', and 'Upgrade Account'. A red arrow points to the 'Edit User Profile' button. At the bottom, there is a 'Support Information' section with contact details: Monday-Friday, 5:00am - 8:00pm EST; Phone: 1 (877) 228-8377; For international customers +1-303-978-1000; Email: support@swiftpage.com.

Your Profile

The data located under Your Profile Information will be used to populate any SpeProfile mail merge fields.

Swiftpage E-marketing Profile Components

Home Your Profile Email Footer Email Address Logo Settings Distribution Password Options

Your Profile Information
Used for Mail Merge in your Templates

Your Name:	<input type="text" value="Ryan Sullivan"/>
Your Title:	<input type="text"/>
Your Phone:	<input type="text" value="3039781000"/>
Sign Off:	<input type="text" value="sincerely"/>

Your Contact Address

Company Name:	<input type="text" value="Swiftpage"/>
Address:	<input type="text" value="383 Inverness Pkwy"/>
Address (optional):	<input type="text"/>
City:	<input type="text" value="Englewood"/>
State:	<input type="text" value="Colorado"/>
Postal Code:	<input type="text" value="80012"/>
Country:	<input type="text" value="United States"/>
Company Web Site:	<input type="text"/>

Submit

Email Footer

Select Email Footer if you would like to change the information that appears at the bottom of every email. Each field must be filled out to ensure CAN-SPAM compliance.

Swiftpage E-marketing Profile Components

Home Your Profile Email Footer Email Address Logo Settings Distribution Password Options

Email Footer Information
Used in the Footer of your Email Templates

Company Name:	<input type="text" value="Swiftpage"/>
Address:	<input type="text" value="383 Inverness Pkwy"/>
Address (optional):	<input type="text"/>
City:	<input type="text" value="Englewood"/>
State:	<input type="text" value="Colorado"/>
Zip:	<input type="text" value="80012"/>
Country:	<input type="text" value="United States"/>

Submit

Email Address

Select Email Address to change the email address associated with the current user. This address will appear as the “From” address and will also be sent any notifications pertaining to Email Blasts, Surveys, and Drip Marketing Campaigns. **Note:** our system sends a verification email every time you change the email address. Click the link within the email to verify your email address. You will not be able to send any blasts through Swiftpage until the email address has been verified.

Swiftpage E-marketing Profile Components

Home Your Profile Email Footer **Email Address** Logo Settings Distribution Password Options

Email Address

This Email Address is used for the following:

- 1) From Email Address - Swiftpage Email blasts are From this address.
- 2) Reply Email Address - the recipients of your Swiftpage Email blasts will reply to this address.
- 3) Swiftpage will send notifications about your Email Blasts, Surveys and Drip Marketing Campaigns to this address.

Email From, Address:

Email From, Name:

Submit

Logo Settings

Click Logo Settings to upload a new logo or to make any changes to the current logo. The logo will appear in any logo enabled Read-only templates.

Swiftpage E-marketing Profile Components

Home Your Profile Email Footer Email Address **Logo Settings** Distribution Password Options

Logo Settings

Upload a Logo and Logo background to use in Swiftpage Templates

Display my logo, in logo enabled Read-only templates

Current Logo File Name: none

UpLoad New Logo: Browse...

Current Logo Background Image: LogoFillerWhite.gif

UpLoad a Background File: Browse...

or Select a Background:

Logo horizontal position: Left Center Right

Space to the Left or Right:

Space Above and Below:

Submit

Options

Options allows you to control email notifications, the time zone for your reports, and the user interface language. The email notifications will be sent to the email address listed under Email Address.

Swiftpage E-marketing Profile Components

Home Your Profile Email Footer Email Address Logo Settings Distribution Password **Options**

Options

Email Notification Options

- Send a notification email when a campaign is scheduled.
- Send a notification email when a campaign has been sent.
- Send a notification email when an Opt-Out is received.
- Provide a 'Forward to a Friend' link.

Survey Notification Options

- Send detail email notice for every Survey response.
- Send a daily summary notification of Survey responses.

Time Zone for Reports

Time Zone: (UTC -07:00) Mountain Time (US & Canada) ▼

Set Language for Swiftpage U.I. and Messages

Language: English ▼

Submit