



## 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](http://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' section with account details: Account Name (rs\_121211\_spe), UserID (rs\_121211\_spe), Service Level (Team), Drip Marketing Service Level (Free), and Send Limit (100). Below this is the 'Account Management' section, which includes the 'Edit User Profile' button (highlighted with a red arrow), 'Manage Account', and 'Upgrade Account' buttons. At the bottom right is the 'Support Information' section, providing contact details for Monday-Friday, 5:00am - 8:00pm EST, including a phone number (1 (877) 228-8377) and an email address (support@swiftpage.com).

## Your Profile

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

The screenshot shows the 'Your Profile' settings page. At the top, there is a navigation bar with buttons for 'Home', 'Your Profile', 'Email Footer', 'Email Address', 'Logo Settings', 'Distribution', 'Password', and 'Options'. The 'Your Profile' button is highlighted. Below the navigation bar, the page title is 'Your Profile Information' with the subtitle 'Used for Mail Merge in your Templates'. The main content area contains a form with the following fields:

- Your Name: Ryan Sullivan
- Your Title: (empty)
- Your Phone: 3039781000
- Sign Off: sincerely
- Your Contact Address**
- Company Name: Swiftpage
- Address: 383 Inverness Pkwy
- Address (optional): (empty)
- City: Englewood
- State: Colorado
- Postal Code: 80012
- Country: United States
- Company Web Site: (empty)

A 'Submit' button is located at the bottom of the form.

## 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.

The screenshot shows the 'Email Footer' settings page. At the top, there is a navigation bar with buttons for 'Home', 'Your Profile', 'Email Footer', 'Email Address', 'Logo Settings', 'Distribution', 'Password', and 'Options'. The 'Email Footer' button is highlighted. Below the navigation bar, the page title is 'Email Footer Information' with the subtitle 'Used in the Footer of your Email Templates'. The main content area contains a form with the following fields:

- Company Name: Swiftpage
- Address: 383 Inverness Pkwy
- Address (optional): (empty)
- City: Englewood
- State: Colorado
- Zip: 80012
- Country: United States

A 'Submit' button is located at the bottom of the form.

## 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