



Quick Start Guide to:

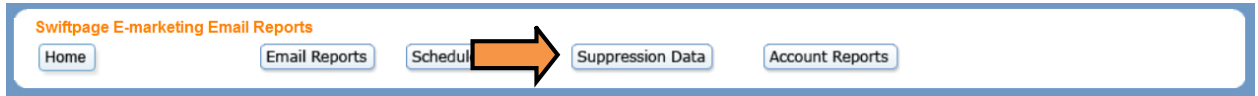
Accessing Your Opt-Out List

Swiftpage maintains a list of contacts that have opted-out of receiving your emails. This Quick Start Guide outlines the steps to accessing your opt-out list.

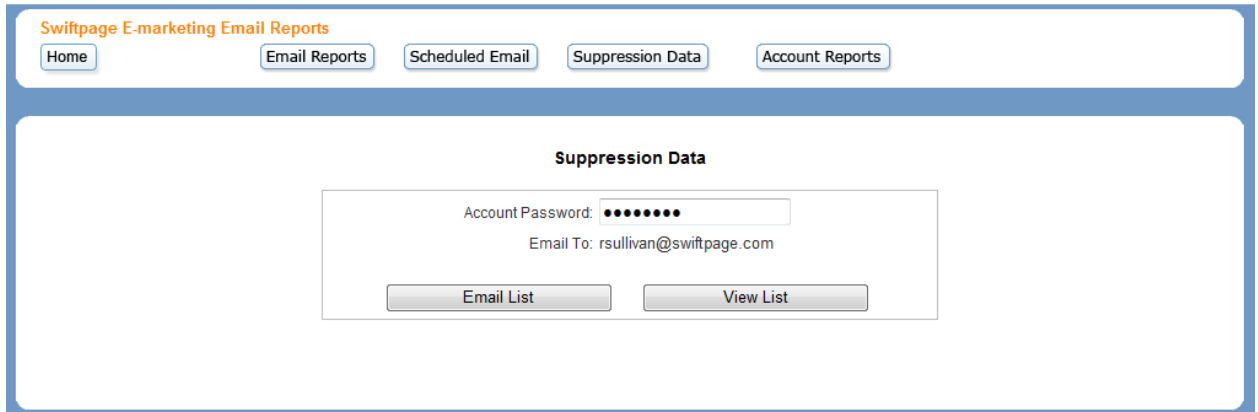
1. Go to www.swiftpageconnect.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Reports.

The screenshot shows the Swiftpage Connect portal interface. At the top left is the Swiftpage Connect logo. Below it is a grid of buttons for various functions: Template Editor, Send Email, Reports (highlighted with an orange arrow), List Manager, Call List, Surveys, Drip Marketing, Social Sharing, and Leads. Below this grid is a 'Resource center' section with 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 an 'Account Management' section with buttons for Edit User Profile, Manage Account, and Upgrade Account. At the bottom right 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.

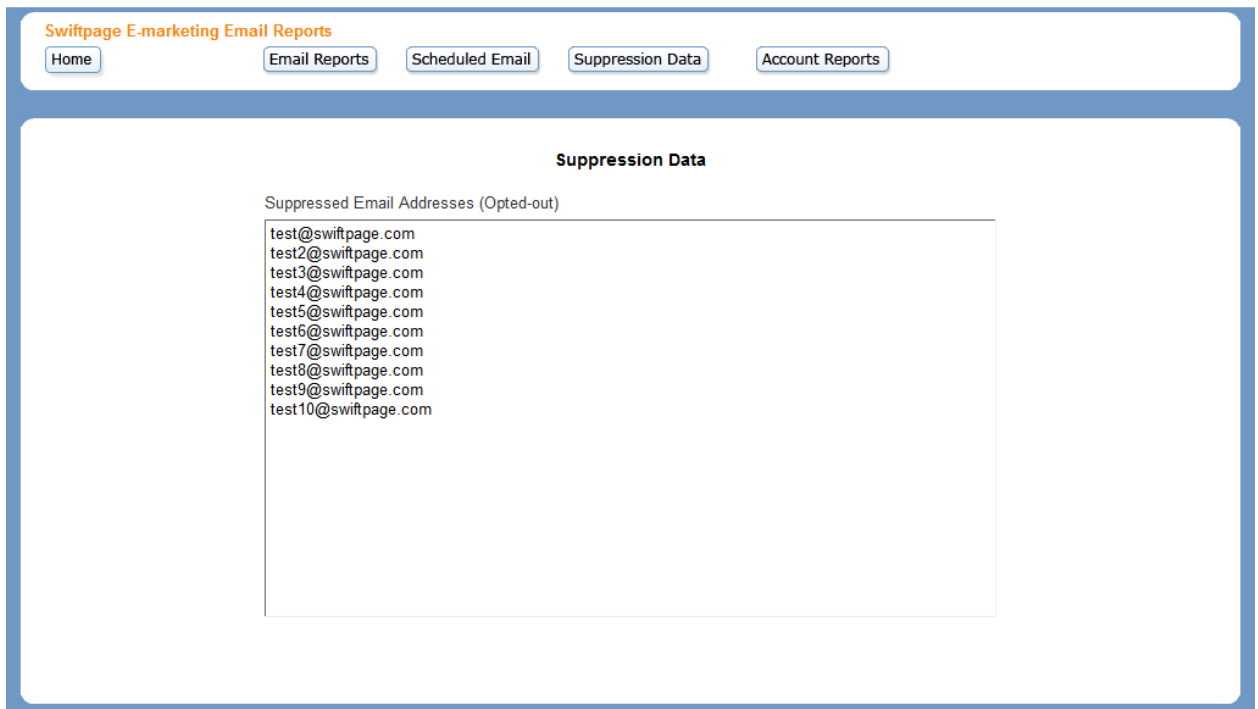
4. Click Suppression Data.



5. Enter your account password in the field provided. Click Email List to send a CSV file listing the opt-out contacts to the email address associated with the account. Click View List if you would prefer to view the suppression data online.



6. If you view the list online, the suppressed email addresses will appear in alphabetical order.



Note: please email customercare@swiftpage.com with your account name to request a copy of your 3-Bounce Suppression file.