












ICON	FUNCTION	YOUR NOTES:
	<p>Starting point for your system set up.</p> <p>Make sure you do these 4 things first!</p> <ol style="list-style-type: none"> 1. Verify system name 2. Verify data in My Info 3. Learn your system links 4. If you need help, just go to Support! 	<p>Tips: Make sure you read the Welcome letter and the Emails Do's and Don'ts</p>
	<p>At Plans, here you can upgrade/downgrade/cancel your plans at any time.</p>	<p>Tips: If you change your plan, it wont go into effect until you next billing date: My billing date is _____ (fill in the blank).</p>
	<p>At My Info, you will set up your site with your personal data and link it to your business site.</p>	<p>Tips: Once you set your system up and have it "pointing" to your business site, enter your system and become your first system user and test it out.</p>
	<p>At Movie Watchers, you will be able to view the prospects that have entered your system.</p>	<p>Tips: Once you get a hot lead.. Give them a call!! The people who call their hot leads, make the most money!</p>

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	<p>At Add Contacts, you can add people into your system yourself. There are 3 ways to do this: 1) Tell-A-Friend 2) Add Contacts, and 3) Upload leads.</p>	<p>Tips: Bottom line here. The more you feed your system the more results you will get!!!</p>
	<p>At Buy Leads, you can purchase additional leads for your system at wholesale prices.</p>	<p>Tips, It bears worth repeating again: the more you feed your system the more results you will get!!!</p>
	<p>At Tools, this is like “mission control” as it pertains to lead management. You can perform the following functions here:</p> <ol style="list-style-type: none"> 1)Manage Contacts 2)View Autopresponders 3)Resources 4)Upload Contacts 5)Search & Purge Contacts 5)Reiveiw Statistics 	<p>Tips: The tools section can be a huge asset with the ability to search, list and locate certain types of information in your system.</p>
	<p>At Billing, you can control your payment options, view/print receipts and cancel you plan here.</p>	<p>Tips: This is a favorite during tax time for receipts.</p>
	<p>At Support, here is where you, if you have a question/issue, can get it answered here.</p>	<p>Tips: <u>Prior to submitting a support ticket, check out the FAQ section.</u> Most question have been answered and posted there. If you do not see it, then submit a support ticket. Check back periodically if you don't receive an email answer.</p>