

A thick diagonal line with a black outer border and a yellow inner border runs from the top-left corner towards the bottom-right of the page.

Personal
ACCOUNTS

Group
ACCOUNTS

Account Creation and Setup

AD
Swift.com

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ACCOUNT OVERVIEW

Welcome to the AdSwift set on innovative online marketing tools. This site is dedicated specifically to direct mail postcard advertising and provides a variety of job-specific and focused tools. The site is designed such that you can browse all the features that don't require an account to see or use. You can mock build an order and complete the details after you create your account.

There is no fee to open an account; you pay only when you place an order. Everything is included in an order, including the use of the artwork, 2-sided color printing, lamination, addressing from your list, and first class postage. There is a minimum order of 100 postcards. After you create an account, you must add a valid credit number to your account information to place an order. We are an SSL (Secure Socket Layer) server with all methods of privacy and protection strictly enforced.

There are two "user account" types, Personal Accounts and Group Accounts. A Personal Account is for any individual to place an order on his or her own credit card, and it can be created automatically online for immediate use. A Group Account allows for either individual user payment, or for an office to share a common payment. The Group Account administrator has the ability to add users, distribute marketing budgets, and control the marketing needs of a small sales team. It requires an application be completed online and sent to us for handling and setup.

When your account is created, an AdSwift Personal Account holder will have access to our general library of Designer-posted generic marketing materials which are fully customizable on the back. A Personal Account created under a Private Label will have access to a library of compliance pre-approved brand marketing, which is customizable on the back to various extents as the Private Label company permits. The ad options we offer will continue to grow and change as the site gets used. It includes the ability to schedule single postcards, or multiple postcards in creative campaign sets. A Group Account holder will NOT have any materials in their account upon opening, but can use the account to post materials for their group to use. Drip options allow for controlled and steady prospecting, or for automated periodic customer contact.

Each individual user will have a personal SwiftBox™ to upload, store and retrieve their own images and lists for continued use. Previous orders will be memorized for fast easy re-order. All postcards are available in regular and jumbo sizes, and get mailed within 24 hours of your order in most cases. We currently rank among the least expensive sources for postcard advertising, and by far the fastest. Our print facility uses four Xeikon5000 digital presses. These are current state-of-the art and produce superior 1200 dpi resolution color. By connecting these user-friendly yet powerful tools to our high quality equipment, this system is built for professional marketing.

To proceed opening your account, please follow the instructions below.

(We highly recommend that you disable any pop-up blockers that you may have, and have session cookies enabled.)

ACCOUNT CREATION:

- 1 On the HOME PAGE, click on one of the three thin buttons under the main picture in the center of the page. This will take you a choice of available account types. Personal Accounts can also be created directly from the button UNDER LOGIN that says: "No Account? SIGN UP FREE" - in the upper right corner.
- 2 Click the links under the RED HELP BUTTON to download and read our Service Agreement, Product Warranty, Privacy Statement, and Scheduling Information. If you agree with these documents, choose a Personal Account by clicking the button that says "SIGN UP NOW", or a Group Account by clicking the button that says "APPLY NOW".
- 3 Fill out the information on the form. Check it carefully. Usernames and passwords must be greater than 6 characters and may ONLY include letters and/or numbers. Click the button that says "SUBMIT".

Personal Accounts should now be logged in automatically. You will know if you are logged in by looking in the UPPER RIGHT corner. You should see your user name and the login button now says LOGOUT. If so, proceed with these steps below to set up your account for use. Group Accounts will be opened by AdSwift and a username/password sent to you usually within 24 hours.

IMPORTANT! Make sure you are logged in before proceeding with setup!

ACCOUNT SETUP:

- 1 Click the button directly UNDER LOGOUT, that says **"EDIT Account Information"**. You will see the Account Information you entered on the form, and other options.
- 2 Click on the word **"NEW"** next to **"Billing Profiles"**. Give the profile a name. Enter your billing information and click **"SAVE"**. You can create, edit or delete multiple billing profiles and switch between them as needed when you place an order. A valid credit card is needed! (Visa, Mastercard, AMEX, Discover)
On Group Accounts only, you will have the option in your administrative tools to make your credit card available to the users you create, or keep it private, making them use their own credit card(s).
- 3 Click on the word **"NEW"** next to **"Shipping Profiles"**. Give the profile a name. Enter your shipping information and click **"SAVE"**. You can create, edit or delete multiple shipping profiles and switch between them as needed.

The information you enter in your shipping profile serves 3 functions:

- A *It will auto-fill the fields in the custom backside template at Step 3 of the ordering process. You can opt to edit that information after the auto-fill for unique orders.*
 - B *It will be the address where the USPS sends any postcards that were undeliverable to their original addressee for any reason.*
 - C *It will be the address used if you decide to have postcards shipped to yourself at Step 5 of the ordering process.*
- 4 Optional: You can click on the words **"Change My Password"** to change your password at any time. Enter Password, re-enter Password, then click **"Save Password"**. The next time you log in, it will require the new password. You can NOT change your username.

Your account is now setup and ready for use! You may continue with the next instruction sheet, the **"5-Step Ordering Process"**.

You can upload lists, logos, photos, maps, and other images to your SwiftBox at any time and have them available to you when you place an order (see **"SwiftBox Guide"**)

More instructions are available on the site by clicking the red button that says **HELP** in the **UPPER RIGHT** of your screen. The **HELP** button will display every piece of information available on the site and answer any question you have. A quick read of these documents will save you time and improve your ability to use this site most effectively. A Toll-Free customer Service line is also available at 866-999-0807.

PAST ORDERS will appear listed by date at the **LOWER LEFT** of your screen. If no orders have ever been placed, there will be no orders listed. Clicking a past order will take you to the confirmation screen, skipping the 5-Step ordering process. You may have to edit your list and/or mailing date.

To LOGOUT:

Click the button in the **UPPER RIGHT** corner of your screens that says **LOGOUT**.

There is a 30-minute time out on your account. If you leave your computer inactive for 30 minutes, you will be automatically logged out. You can simply login again to continue your order.