



Getting Started with LetterMark LITE

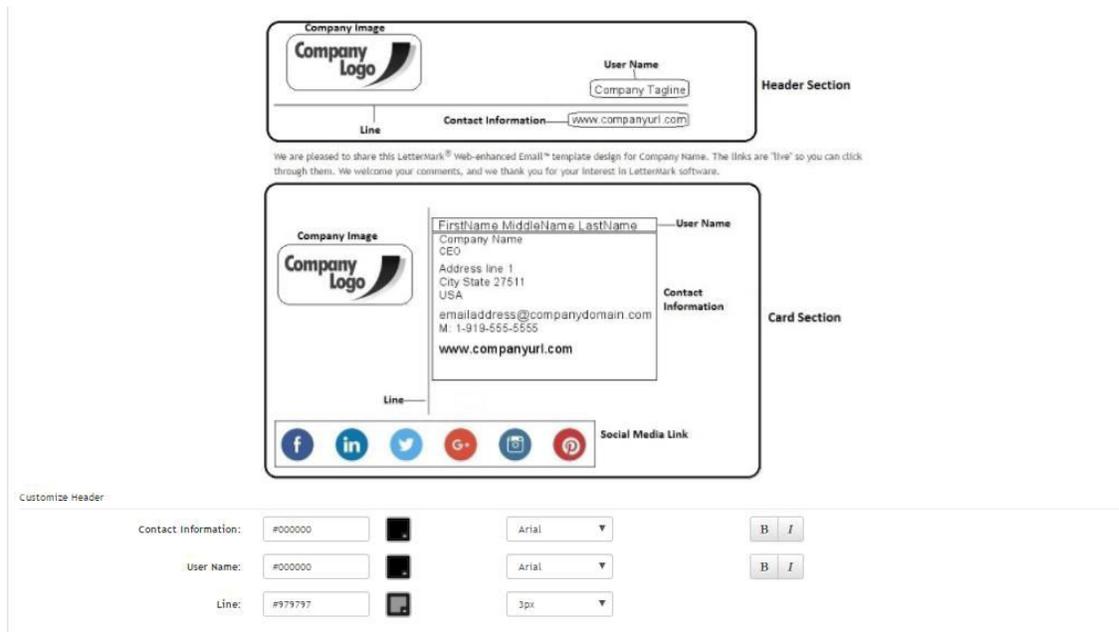
- ✓ You can login by visiting LetterMarkLITE.com and clicking Sign up now or visit the link directly at <https://af.lettermark.net/Account/Register>
- ✓ The sign up process is four easy steps LetterMark Sign-up, Customize and Preview templates, Choose company size and payment and Access Admin Account (Dashboard)



- ✓ Sign up page: you will now be directed to the sign up page to fill out your company's information upload your company logo and fill in your personal profile information.

A screenshot of a web browser showing the LetterMark LITE Sign Up page. The browser address bar shows "Secure | https://af.lettermark.net/Account/Register". The page header includes the LetterMark LITE logo and "Sign In" and "Sign Up" buttons. Below the header is a progress bar with four steps: Step 1: LetterMark LITE Sign Up (active), Step 2: Customize & Preview your Templates, Step 3: Payment Gateway & Choose your Company size, and Step 4: Go to your Admin account. The main content area is titled "Company Information" and contains a form with the following fields: Company Name, Address Line1, City, Zip, Phone, URL, Email, Address Line2, Country (dropdown menu showing "United States"), State (dropdown menu showing "... Select State ..."), Fax, and Internal Domain.

- ✓ Once you have completed your information save and continue
- ✓ Customize and preview templates: Your LetterMark LITE templates will populate which will take a few minutes and you will be able to review them and customize the colors and font by clicking the customize button that is beside each template.



- ✓ Once you have your templates customized how you want them you can save and continue to the payment gateway and choose your company tier
- ✓ Choose company size and payment: Pick the tier (company size) you want and enter your credit card information. (You will be billed monthly and the amount is stated by the tier you selected) click save and continue

Step 1:
LetterMark LITE Sign Up

Step 2:
Customize & Preview your Templates

Step 3:
Payment Gateway & Choose your Tier

Step 4:
Go to your Admin account

Choose Tier

Tier *

Continue without Credit Card:

Trial Period End Date: * (DD/MM/YYYY)

I, the holder of the above credit card, authorize the transaction and shall not dispute the charge

▶ Pay & Continue
[← Back to Templates](#)

- ✓

Congratulations, you have successfully signed up for LetterMark LITE. You should have received an email with your password and License Key. Click the link provided and follow the instructions in the email to download the software.
- ✓

Access Admin Account (Dashboard) You will now be directed to the main dashboard to see or edit Users, Templates, Company details etc.
- ✓

You can login to your dashboard by signing in with your email address and the password you chose when you signed up.

Name	Seat Key	Email	Job Title	Status	Date Created	Last Updated	Action
FUJTFM-ASSD		sales@rtsz.com	sales	Active	06/12/2017		👁 ✉ ✎ ✖ 🗑

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- ✓ To have others start using LetterMark LITE, you must set them up clicking on the plus icon
- ✓ Once you have set up their profile you can send them an email Invitation (Invite). Click the Mail icon on the Users Page to send an Invite.

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Active	06/12/2017		    
			 

- ✓ Once you send the Invite they will also get an email and the link to get started using LetterMark LITE and download the software.
- ✓ Every user has a unique license key that holds their profile information. The license key will be in the invite email as well as on the user page. Company admin will also be able to see each user's information.

Please contact support at support@rtsz.com for any additional questions or problems.