

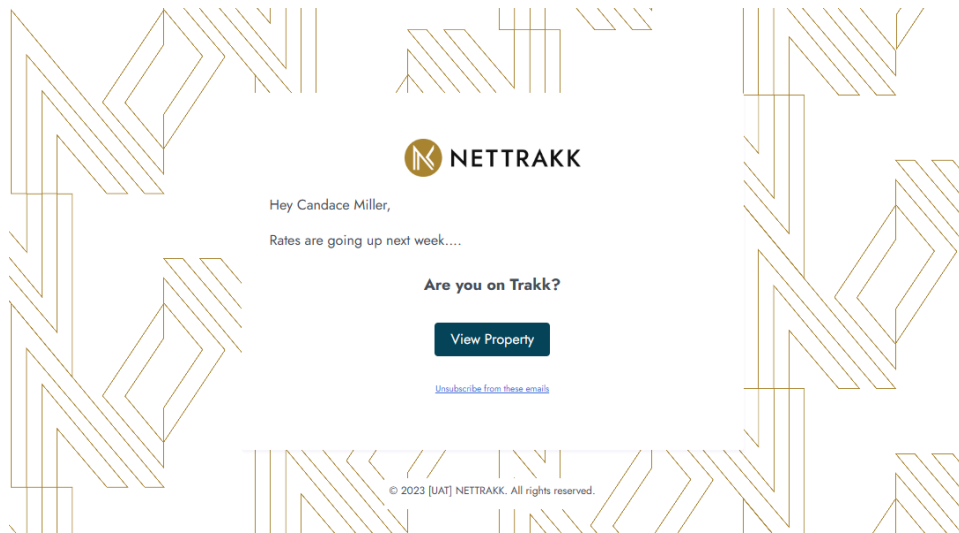
Customize Email

At the beginning of every month NETTRAKK is going to automatically send out an email to your database with an invitation to enter the site and engage in the application. The message is short and sweet to entice your clients. You also have the ability to customize every message before it is sent.

Here are the steps you need to take to customize your monthly emails:

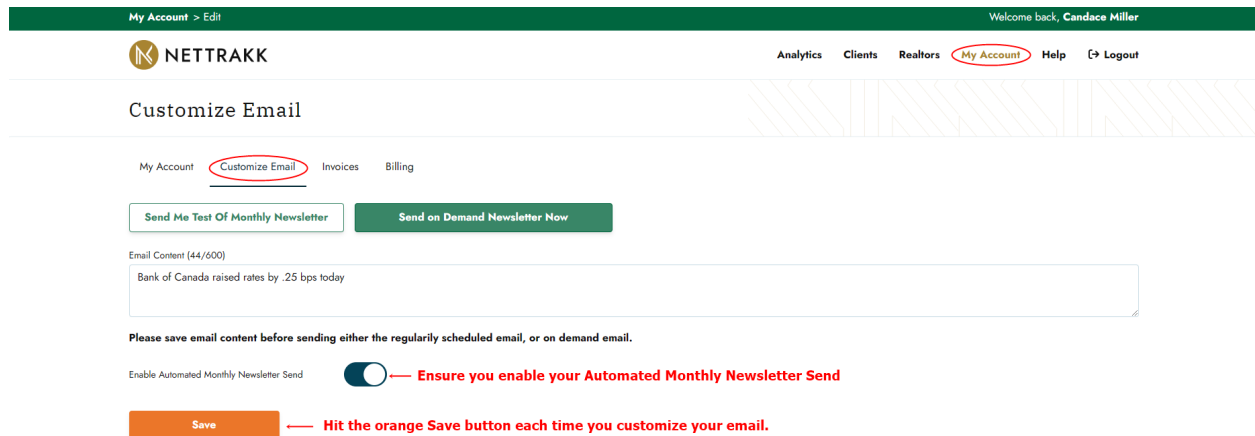
The screenshot displays the 'Customize Email' page in the NETTRAKK user interface. At the top, there is a green navigation bar with 'My Account > Edit' on the left and 'Welcome back, Candace Miller' on the right. Below this, the NETTRAKK logo is on the left, and a menu with 'Analytics', 'Clients', 'Realtors', 'My Account', 'Help', and 'Logout' is on the right. The main heading is 'Customize Email'. Underneath, there are tabs for 'My Account', 'Customize Email', 'Invoices', and 'Billing'. Two buttons are present: 'Send Me Test Of Monthly Newsletter' and 'Send on Demand Newsletter Now'. A text area for 'Email Content (44/600)' contains the text 'Bank of Canada raised rates by .25 bps today'. Below the text area, a note states: 'Please save email content before sending either the regularly scheduled email, or on demand email.' There is a toggle switch for 'Enable Automated Monthly Newsletter Send' which is currently turned off, with a red arrow pointing to it and the text 'Ensure you enable your Automated Monthly Newsletter Send'. At the bottom, there is an orange 'Save' button with a red arrow pointing to it and the text 'Hit the orange Save button each time you customize your email.'

1. Go to “My Account” in the Menu bar and click on “Customize Email”
2. Type in the message that you want added to your email for the current month
3. Ensure you have enabled the monthly send button
4. You must hit ***“Save”*** after you make any changes to ensure they are changed for the next scheduled email
5. You do not need to do anything further after you hit “Save” as your regularly scheduled email will be sent out at the beginning of the next month
6. If you would like to see a test of this monthly email, please select that option and check your inbox
7. If you are satisfied with your message, you do not need to do anything further



You also have the ability to send an on demand email when there is important information that cannot wait until the next scheduled mail out.

Here are the steps you take to send out an on-demand email:



1. Go to “My Account” in the Menu bar and click on “Customize Email”
2. Type in the message that you want to send out right now – ensure you hit ***“Save”***
3. Ensure you have enabled the monthly send button
4. Next click “Save”
5. Then click “Send on Demand Newsletter Now”
6. Your email has now been sent to your clients
7. ***If you do not change your message prior to the beginning of the next month, this same message is going to be included in your next regularly scheduled email
8. Change your email content for the next scheduled mail out