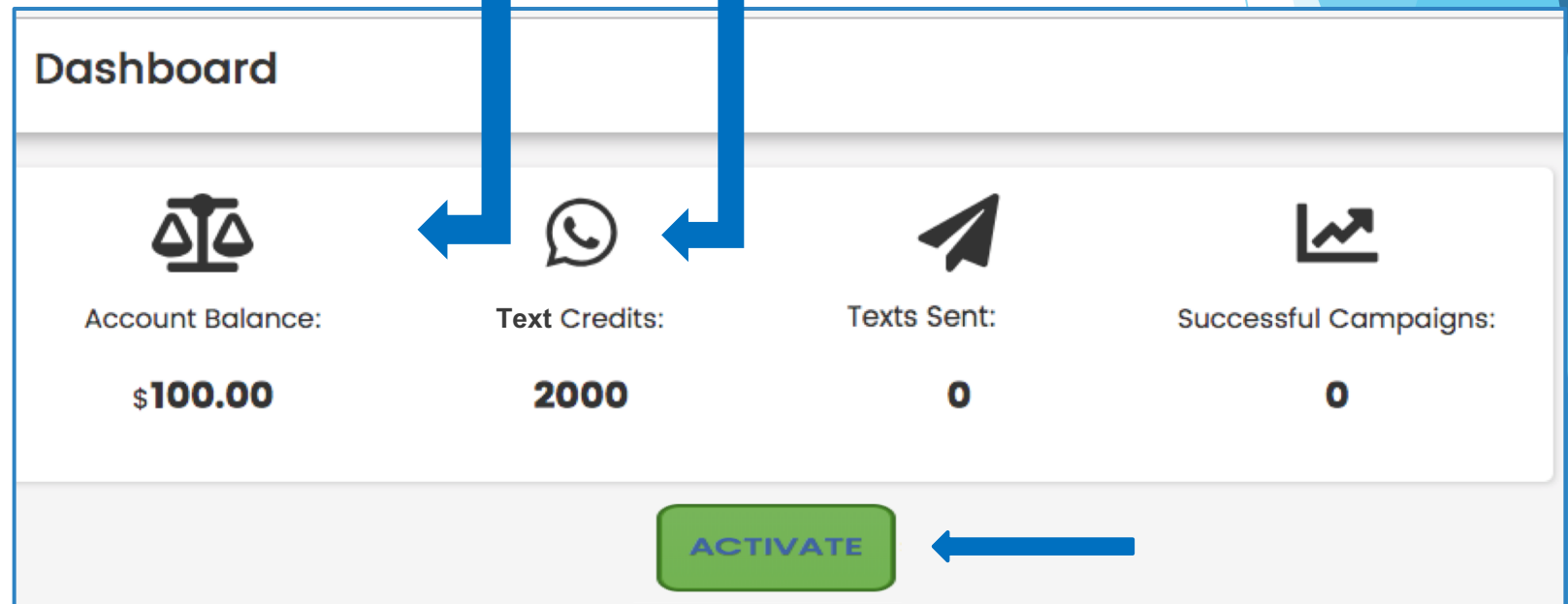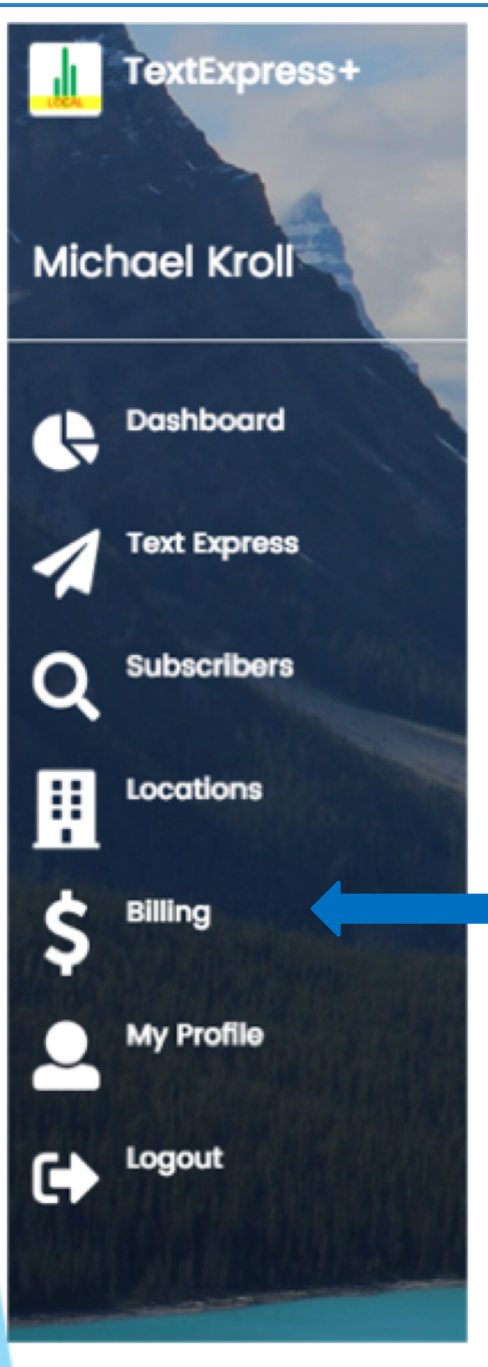After Login, you are taken to the Dashboard within TextExpress light where you'll see that you must Activate your account.

Your beginning Account Balance will be $100, which is the Monthly charge for 2000 Text Credits.

Dashboard

Account Balance:	Text Credits:	Texts Sent:	Successful Campaigns:
$100.00	2000	0	0

ACTIVATE

Note the TextExpress link is Red and the Billing is Green. When you click Activate or either TextExpress or Billing you will be taken to the billing screen where you enter your credit card information.

TextExpress+

Michael Kroll

- Dashboard
- Text Express
- Subscribers
- Locations
- Billing
- My Profile
- Logout

Card on File

MIKE MIKE
VISA **** **** **** 2017
Exp: 02/01/2021
977 WESTVIEW DR.
CORAL SPRINGS, FL, 33076

UPDATE

You will load your credit card information here so payment is automatic. You will NEVER be charged unless you run campaigns and are over the 2000 text limit.

Text Express
Balance: $100.000

Min Balance: $50.00

Reload Amt: $100.00

Price Per Text: $0.050

Your initial balance will be $100 with a Min. Balance of $50 and a reload of $100. Price per text is always 5 cents. You can change these settings except Price Per Text.

Confirmation

Are you sure you would like to proceed?
Note: Your credit card statement will show the charge coming from 3itechworks.

CANCEL   PROCEED

After you Submit your information you will receive the following message to ensure you want to proceed and who will be charging your card, in this case **3itechworks.**

TextExpress+

Michael Kroll

Dashboard

Text Express

Subscribers

Locations

Billing
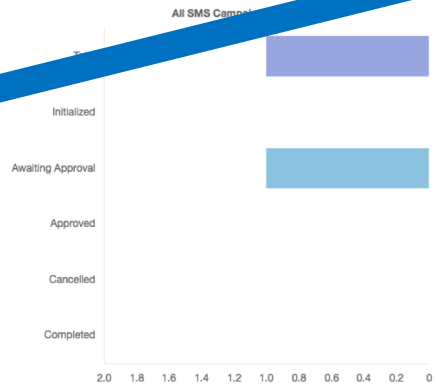
My Profile

Logout

Text Marketing

Manage My Campaigns

Create a Campaign

Edit a Campaign

Staged Campaigns

Full Logs

Archived Campaigns

All SMS Campaigns

Initialized

Awaiting Approval

Approved

Cancelled

Completed

2.0 1.8 1.6 1.4 1.2 1.0 0.8 0.6 0.4 0.2 0

Here you can Create/Manage your Campaigns.
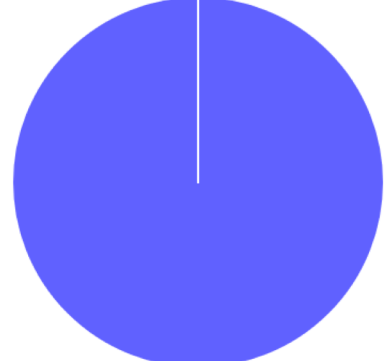
Manage My Audience

My Audience

Audience Scrubbing

Inactive Audience

Total Number of Contacts: 3

Scrubbed   Duplicates   Errors Found   Unchecked
Deleted   Opted-Out

In this section above you can manage your audience.

Campaign Feedback

Approved and In-Progress Campaigns:

None Selected

INSPECT

You may also Inspect a campaign to see how it did stats wise. You must select a campaign first to inspect it.

From Manage my Campaigns page, click/tap Create a Campaign.
Note: You can also Edit, see Staged Campaigns, Archived Campaigns, and Full Logs.

On Create new Campaign screen, enter a Campaign Name, Schedule Date, and your Message, then click/tap Create Campaign.
Note: All messages must include 'If you no longer wish to receive our texts, reply STOP'.

Manage My Campaigns

Create a Campaign

Edit a Campaign

Staged Campaigns

Full Logs

Archived Campaigns

All SMS Campaigns

Total
Initialized
Awaiting Approval
Approved
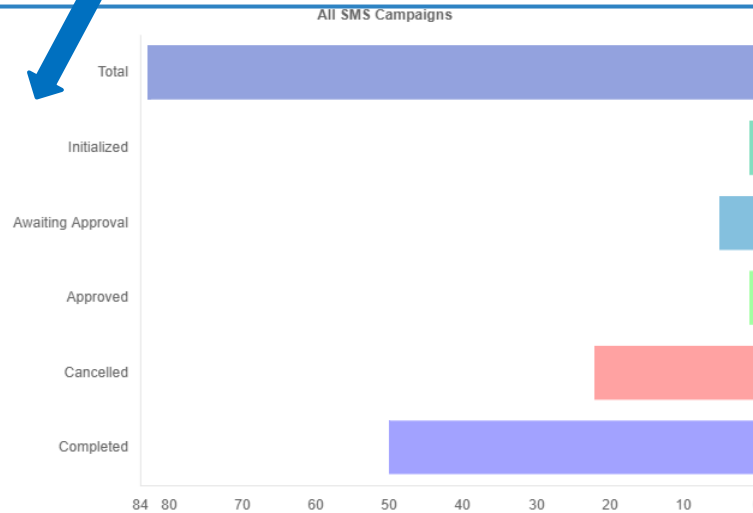Cancelled
Completed

84 80   70   60   50   40   30   20   10   0

Create new Campaign

Campaign Name:

Sales Campaign

Scheduled Date:

03/20/2018 21:00

Text Body: (24/155)

This is a sales campaign.

CREATE CAMPAIGN

Campaign Created Successfully

Your Campaign is empty and needs an audience!

GO TO STAGING AREA

You'll receive a message that your Campaign is created successfully.
Click/tap Go To Staging Area.

In the Staging Area, you will see your Campaign Name, Scheduled Date and Status. Here you can Edit or Add your Audience. You cannot Edit the campaign words here, you must go to Edit Campaign mode.

Click/tap Add Audience.

Name:
Sales Campaign
Scheduled:
03/20/2018 21:00
Status:
No Audience

This is a sales campaign.

ADD AUDIENCE

EDIT CAMPAIGN

Click/tap Add List To Campaign button. Your Audience is listed below.

On the Audience page, select a Campaign from the Apply List To Text Campaign drop down.

Apply List To SMS Campaign | Sales Campaign ▼

ADD LIST TO CAMPAIGN   **EDIT CONTACT**   **DELETE CONTACT**

CONTACT LOCATIONS

Copy | CSV | Excel | Show 10 ▼ entries

ID	First Name	Last Name	Phone	Email	Location	Birthday	Gender	Address	City	Joined	
⊕ 710	mj	kroll	+15619262043	–	here , Deerfield ,-, boca	–	–	–	coral springs	01/31/2018	i
⊕ 351	Ryan	Teixeira	+19545314850	–	here , Deerfield	09/20/2018	–	–	Boca Raton	05/01/2017	i

Note: Other options are Edit Contact, Delete Contact, and Contact Locations.

Once you add your list, you'll receive a confirmation message that Target List Created Successfully.

It will show you how many were added. Click/tap Go To Staging Area button.

Target List Created Successfully

3 entries added to a new target list

CLOSE   GO TO STAGING AREA