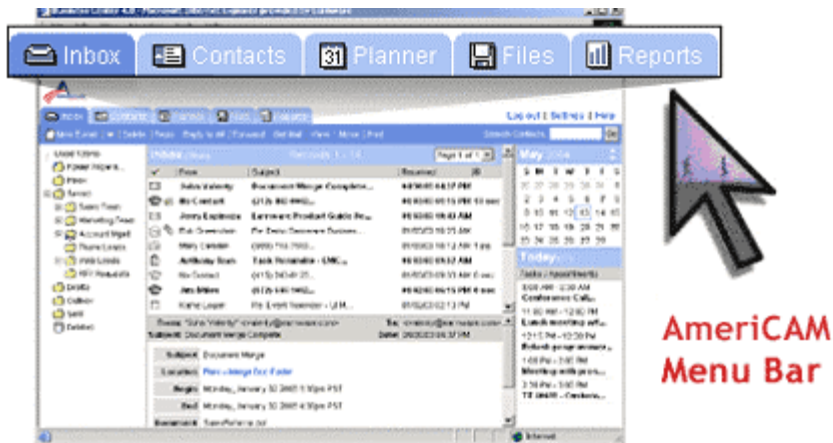


## Setting up your AmeriCAM Business Center

This document contains instructions to help you set-up and personalize your AmeriCAM Business Center. There are numerous ways to customize your AmeriCAM Business Center to suit your preferences. We recommend you print this document and go through the set-up steps.

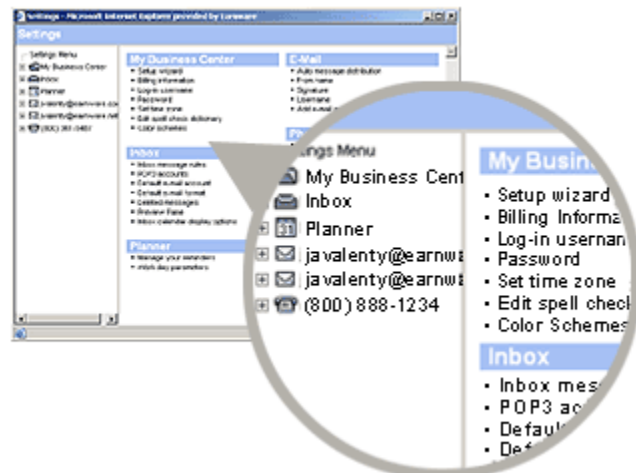
**NOTE:** If you ever need help while in your AmeriCAM Business Center, click on the [Support](#) link in the top right-hand corner of the main screen.

Below is a picture of the “menu bar.” This is what you will use to navigate from one feature to another within your AmeriCAM Business Center.



**1.) Settings** – Click on the [Settings](#) tab in the top menu bar. Instructions for setting each option are given when you click on it in the settings menu.

1. Set the appropriate time zone
2. Create a unique e-mail Username ([username@ameriplan.net](mailto:username@ameriplan.net))
3. Set-up default e-mail “From” name (first name & last name)
4. Set-up an e-mail Signature if desired
5. Choose your favorite color scheme
6. Set-up your planner (work day hours and reminder options) to e-mail you at one or more addresses when you have appointments and tasks due.
7. You can also set the event reminders to e-mail your cell phone. To do this, look under Planner in the [Settings](#) section and click on “Manage your reminders”, then click “Add” to add an e-mail address. Most people don’t know this, but all cell phones that support text messaging have an e-mail address.



You can put your cell phone's e-mail address into your Ameriplan Business Center so you can receive event reminders. Listed below are the most common phone company e-mail addresses. Each address includes the 10-digit number of your cell phone (including your area code), no hyphens or parenthesis, at yourprovider.com. Here are the major companies:

- Verizon:** your-10-digit-number@vtext.com
- Sprint:** your-10-digit-number@messaging.sprintpcs.com
- Cingular:** your-10-digit-number@mobile.mycingular.com
- AT&T:** your-10-digit-number@mobile.att.net
- Nextel:** your-10-digit-number@messaging.nextel.com

**Example:** 2125551234@vtext.com.

**Note:** **Do not put hyphens, spaces, or parentheses in the number.**

If you do not see your service listed, contact your carrier's customer service department.

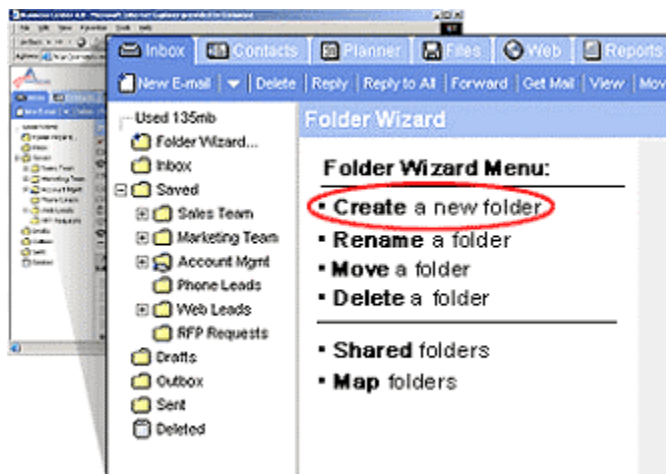
## 2.) Setting Up Inbox Folders

Click on your Inbox tab unless you are already there. Set-up any personal Inbox folders you desire by clicking on the Folder Wizard at the top of the folder tree.

### Try it now!

1. Click on the Folder Wizard at the top of the folder tree.
2. In the main screen, click on "Create a new folder."
3. Enter a name for that folder (e.g. "My Team") and click on the "Saved" folder in the second step.
4. Click on the "Add" button.

Your folder will appear in the folder tree.



Now, click on the "Inbox" folder to display all your messages.





Try this: click on one of your Inbox messages and "drag" it into your new "My Team" folder. That message will be moved out of the Inbox and into your new folder.


This is a great way to keep your Business Center organized!



### 3.) Contact Folders

Click on the “Contacts Tab” at the top of the screen. You will see two folders to the left of the main screen.

-   Outside Imports
-   Web Responses

Each folder has a blue “lock” in the lower left-hand corner. The lock indicates this is a folder that comes with your system and cannot be modified. Click on the  next to either of these folders and you will see sub-folders that are part of this system. The folders under “Outside Imports” will be used when a lead company automatically imports leads into your Business Center. The folders under “Web Responses” are associated with the forms on your ICP websites.

You can create your own folders in this section as well. Follow the same steps that you did in the Inbox to create your own folders.

### 3.) Files

You can create folders in the Files section just like you can in the Inbox and Contacts sections. The Files section can be used to store any kind of file that you would store on your computer. The great thing about this is that you can access these files from any Internet connection. You can also share these files with your team members so that they have access to documents that are important to you and your team.

Your system comes with locked folders. The first is called “Campaigns.” If you click on this folder, you will see the four campaigns that come with your AmeriCAM system. Double-click on any of these campaigns and you will see a list of e-mails that are part of the campaign. You can click on the checkbox next to any e-mail and then click on the “View” button to read it. This will help you know what is being sent out to your new Brokers and Members.

### Congratulations!

You have just finished setting up the basic functions of your AmeriCAM Business Center. Now you are ready to start improving your productivity and growing your business!

We look forward to working with you.