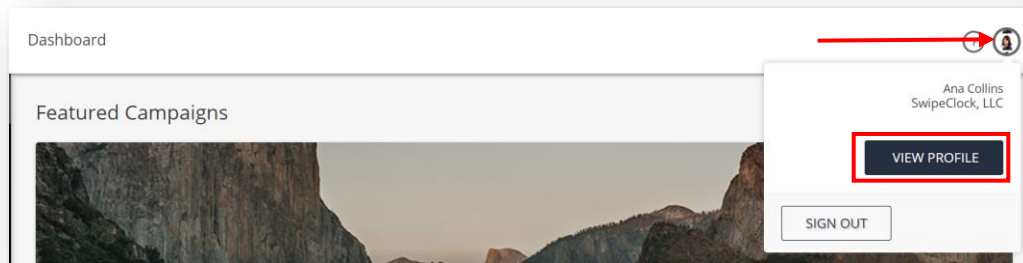


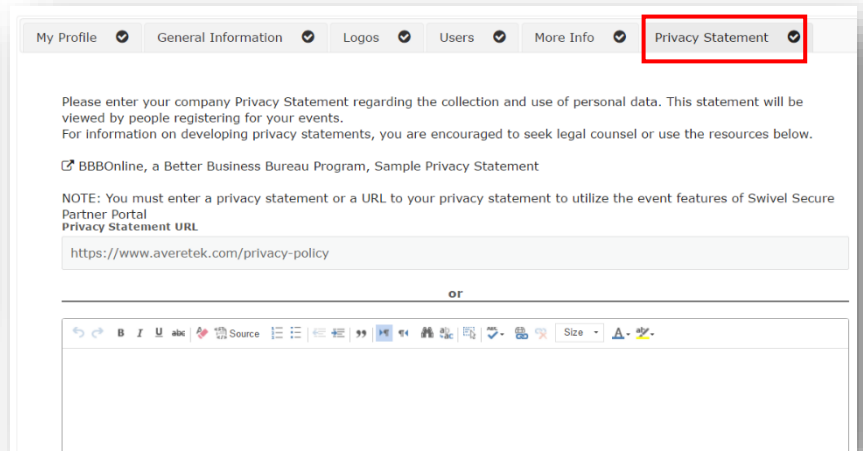
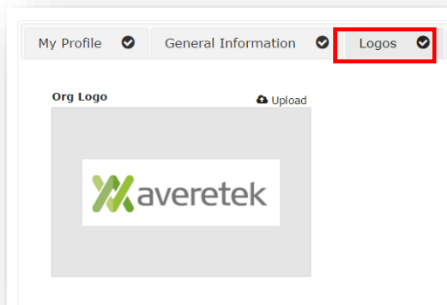
GETTING STARTED

To get started with the Payroll Servers Marketing platform, you must set up your profile. This will allow you to access the pre-built content and customize it.

1. There are two ways to access your profile. Click on the avatar on the top right corner and select View Profile, or use the left navigation to click to Manage > My Profile.



2. Some profile information was already added when your account was created. Enter the additional information like your Title and Phone number. This information will populate into some of the marketing templates.
3. Be sure to add a company logo and a privacy statement. You can add as many images as you like into the Logos section. Your privacy policy can be typed into the text box or you can insert the link to your existing Privacy page.



4. Save all your changes. Remember that anything you change in the company profile will apply to all other users from your organization.

Now you are ready to start using the available marketing material and customize the pre-built templates!