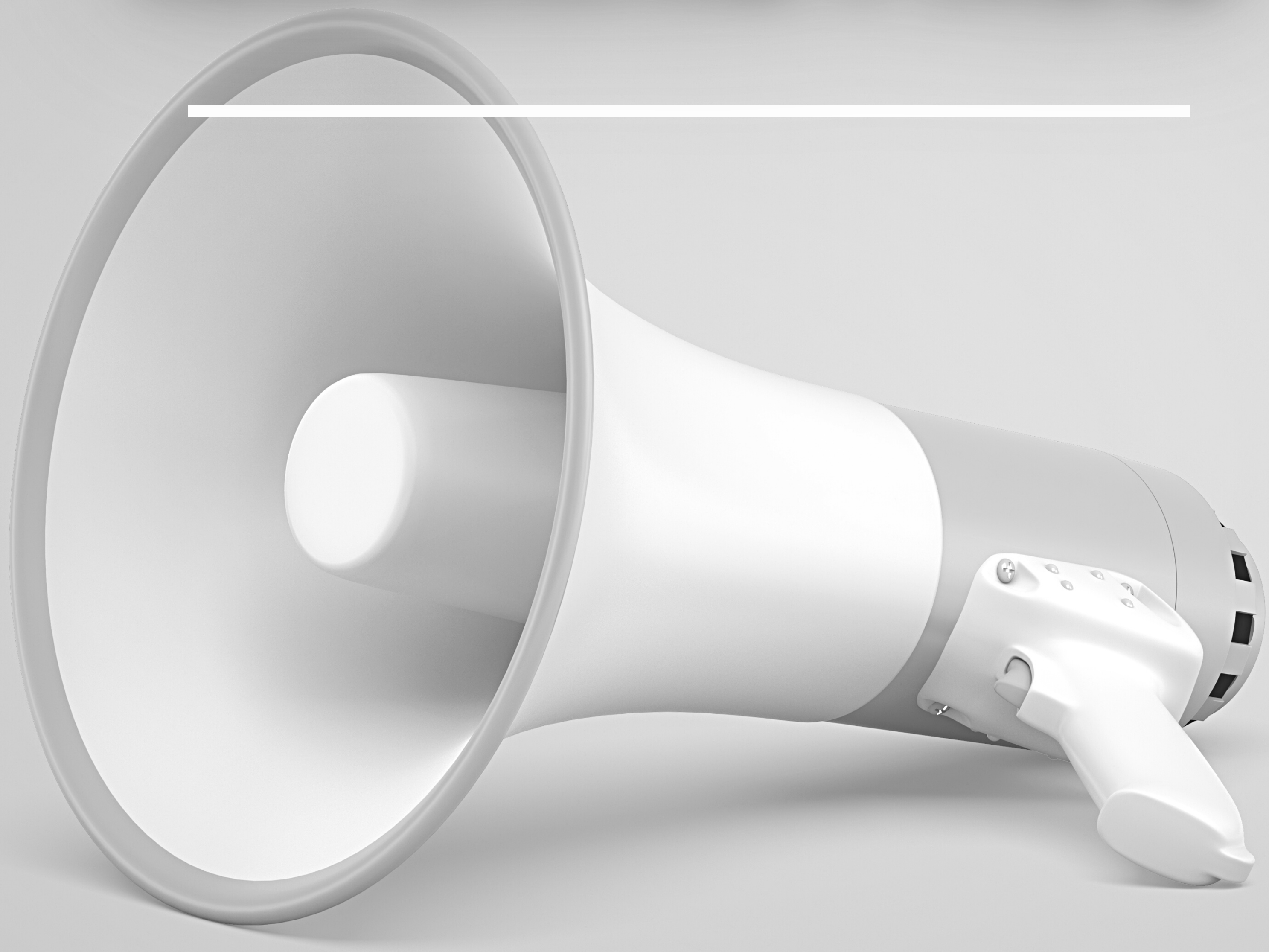
MARKETING



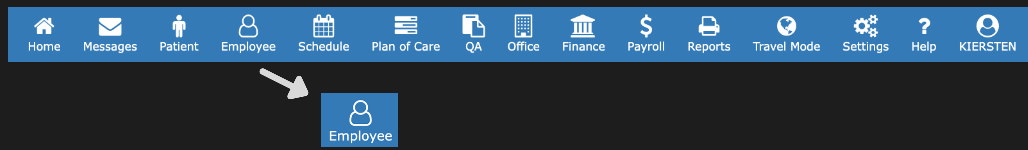
BUSINESS MODEL SOFTWARE

GoodLooking

Create a Campaign

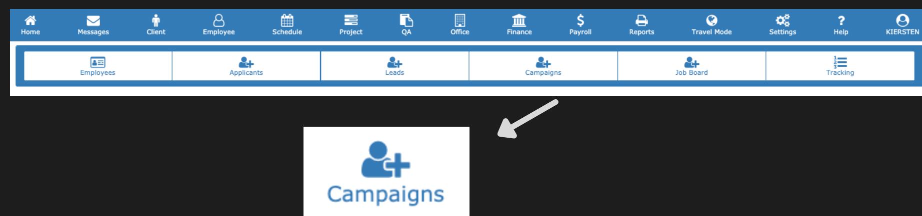
1 **Go to 'Employee' Tab**

- On your home page, click the 'Employee' tab at the top tool bar



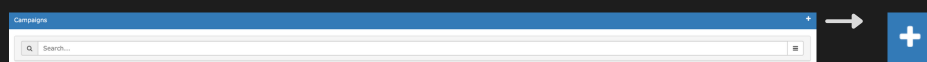
2 **Go to Campaigns Section**

- Click "Campaigns" in the sub-menu bar.



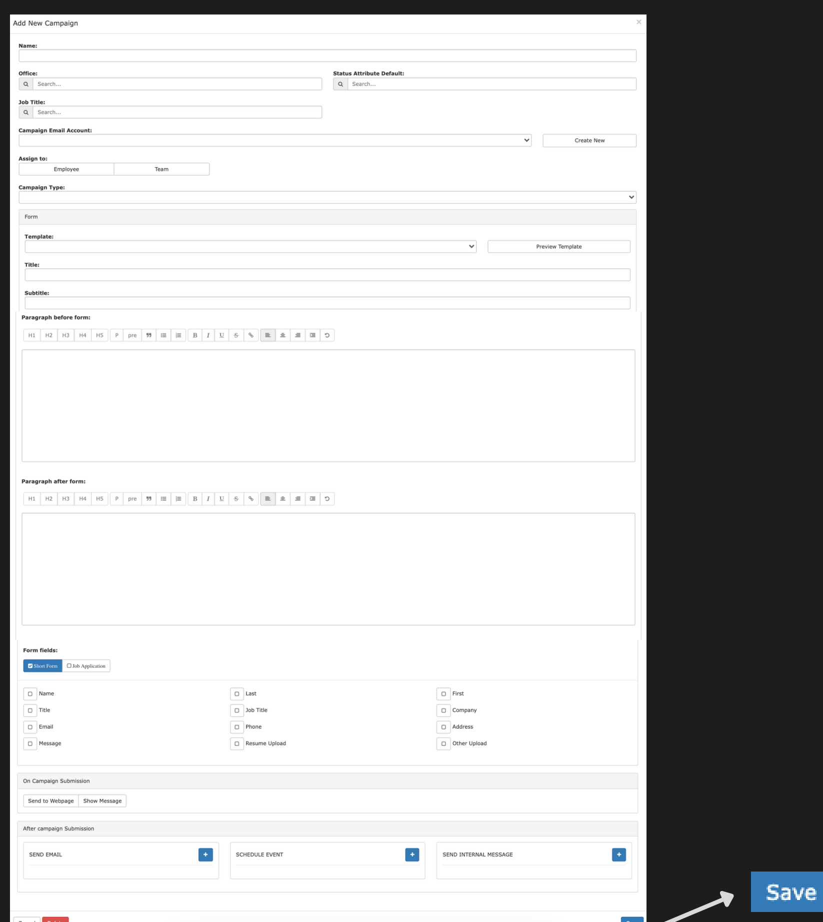
3 **Add a New Campaign**

- Click the '+' icon on the far right to the search bar.
- A form will open up.



4 **Complete the Form**

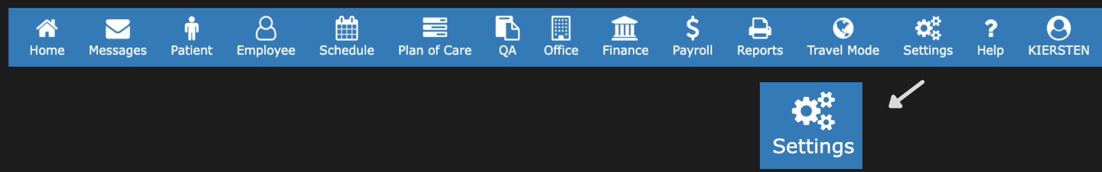
- Fill out the required fields with the Campaign information.
- Don't forget to click 'Save' on the bottom right of the form.



Integrations: Domain

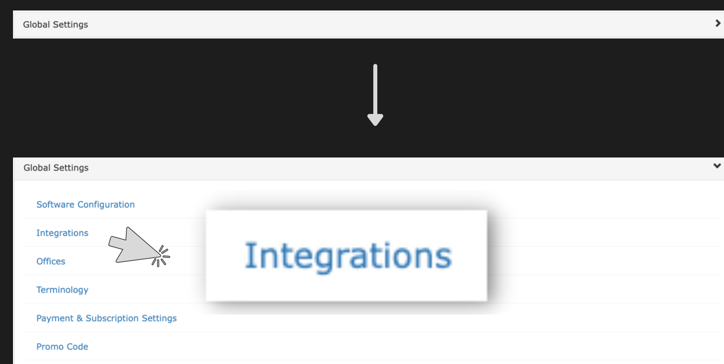
1 **Go to 'Settings' Tab**

- On your home page, click the 'Settings' tab at the top tool bar.



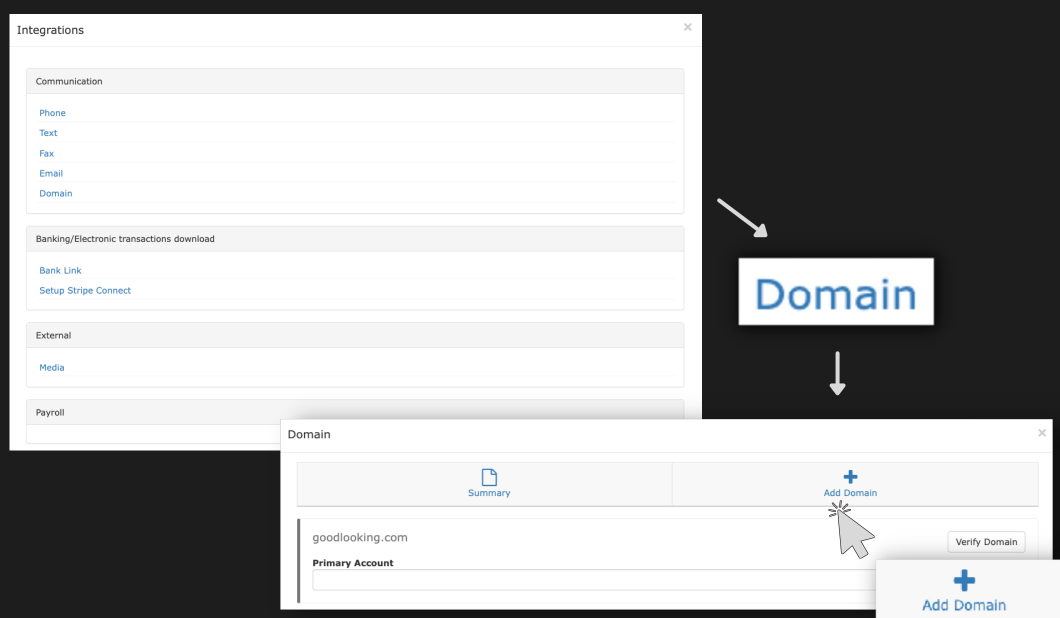
2 **Global Settings → Integrations**

- Click "Global Settings" in the list so a drop down opens.
- Click the 'Integrations' option.



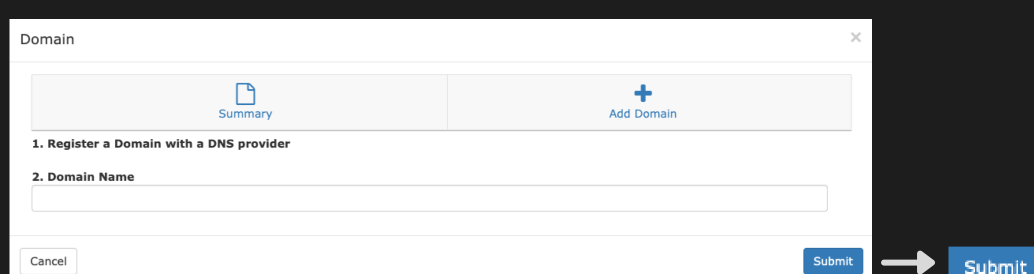
3 **Click on 'Domain'**

- When the Integrations page open, click on the 'Domain' option under Communication.
- A Domain page will open up. Click on 'Add Domain'.



4 **Complete the Form**

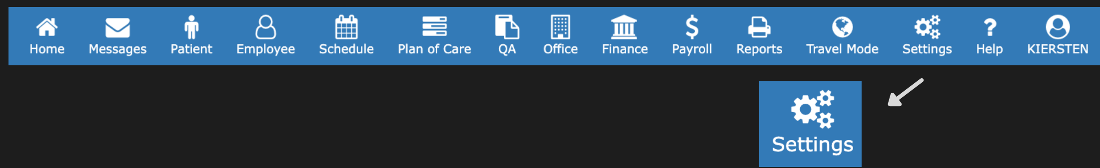
- Fill out the required fields with the domain information.
- Don't forget to click 'Submit" on the bottom right of the form.



Integrations: Claims Clearinghouse

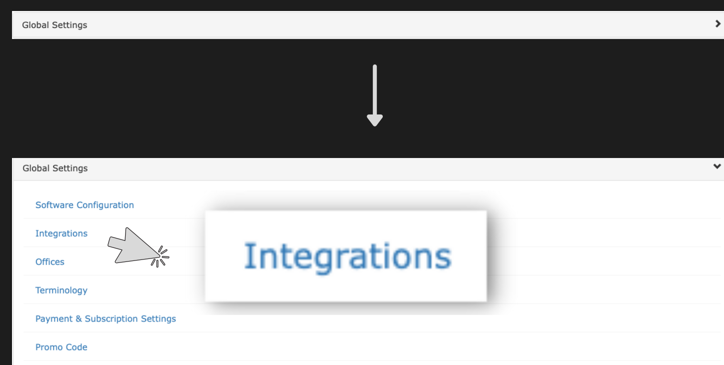
1 **Go to 'Settings' Tab**

- On your home page, click the 'Settings' tab at the top tool bar.



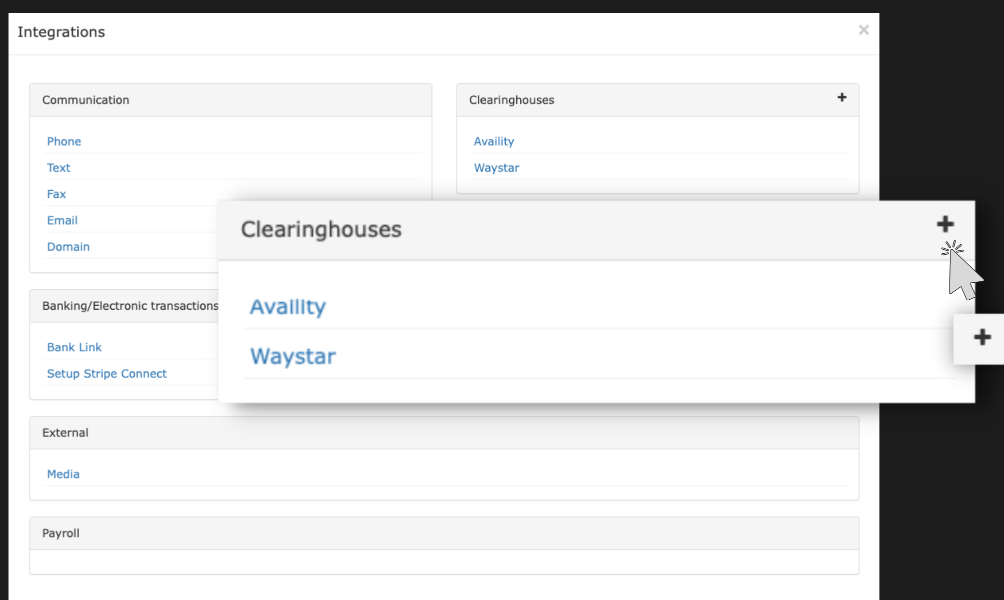
2 **Global Settings → Integrations**

- Click "Global Settings" in the list so a drop down opens.
- Click the 'Integrations' option.



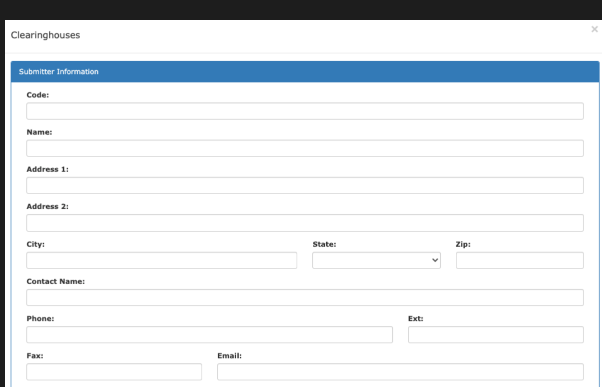
3 **Add a Clearinghouse**

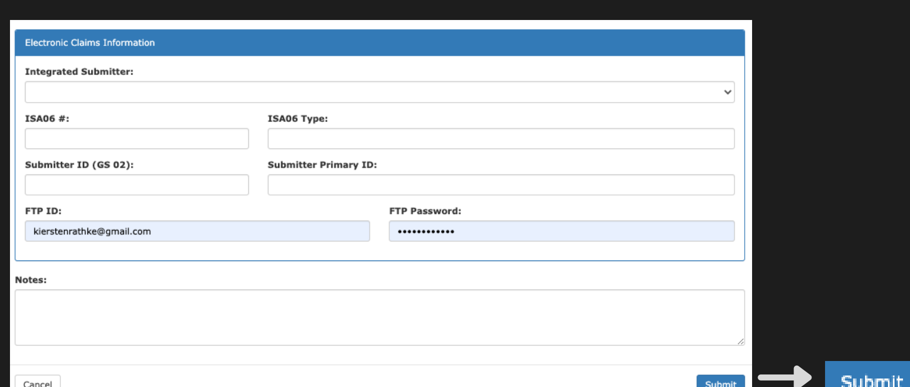
- When the Integrations page opens, click on the '+' to the right of Clearinghouses.
- A form will open.



4 **Complete the Form**

- Fill out the required fields with the Submitter and Electronic Claims information.
- Don't forget to click 'Submit" on the bottom right of the form.

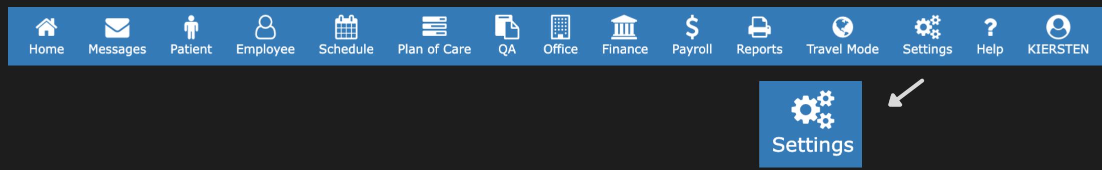




Integrations: Email

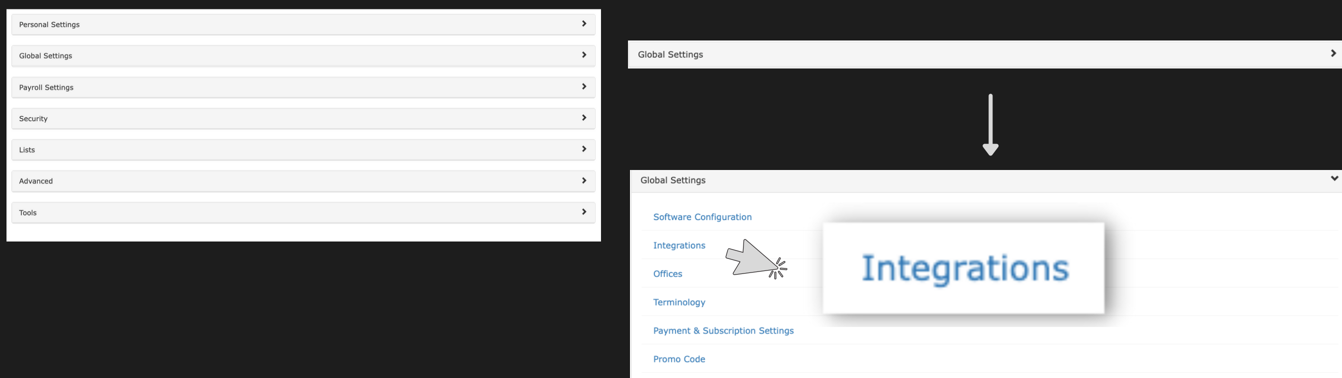
1 Go to 'Settings' Tab

- On your home page, click the 'Settings' tab at the top tool bar.



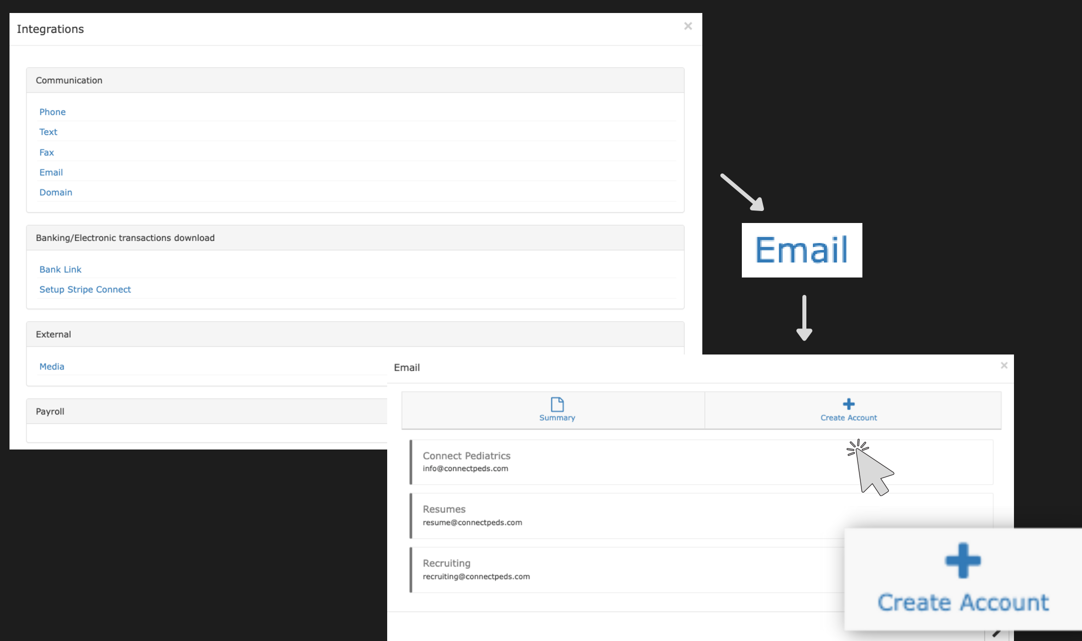
2 Global Settings ⟶ Integrations

- Click "Global Settings" in the list so a drop down opens.
- Click the 'Integrations' option.



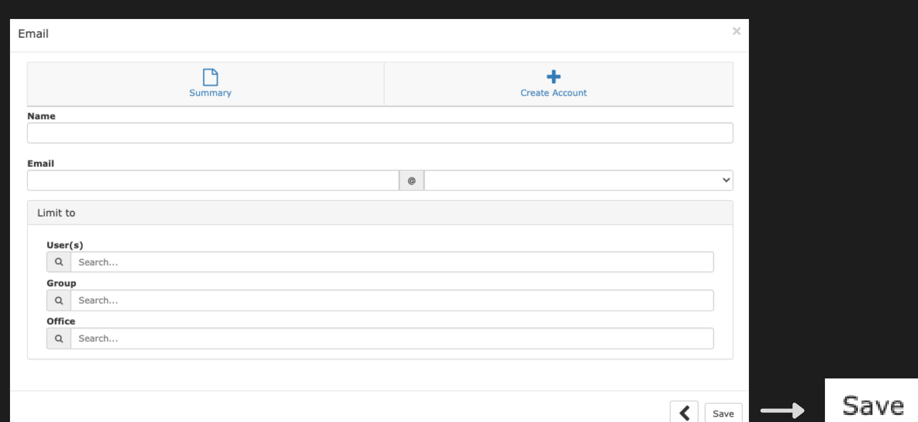
3 Click on 'Email'

- When the Integrations page open, click on the 'Email' option under Communication.
- An 'Email' page will open up with a summary of the existing emails linked.
- To add an account, click 'Create Account'.



4 Complete the Form

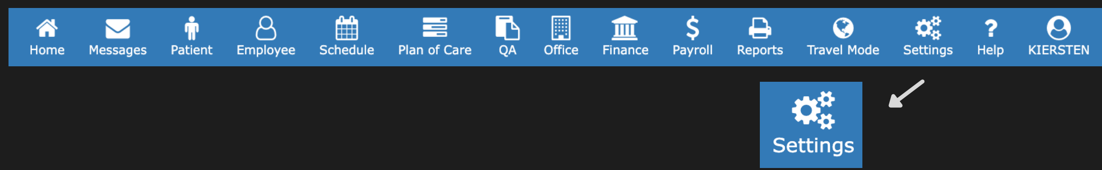
- Fill out the required fields with the email information and Limits settings.
- Don't forget to click 'Save' on the bottom right of the form.



Integrations: Fax

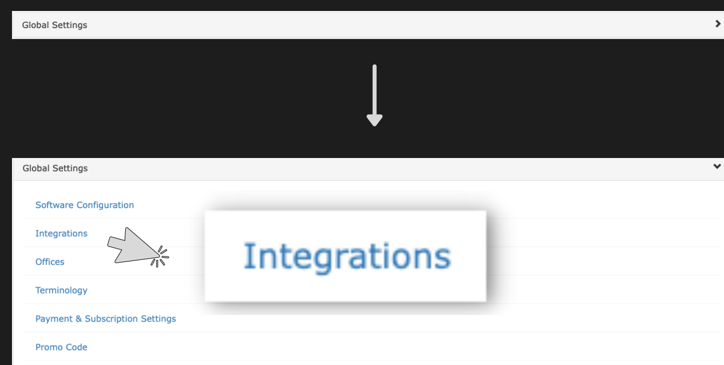
1 Go to 'Settings' Tab

- On your home page, click the 'Settings' tab at the top tool bar.



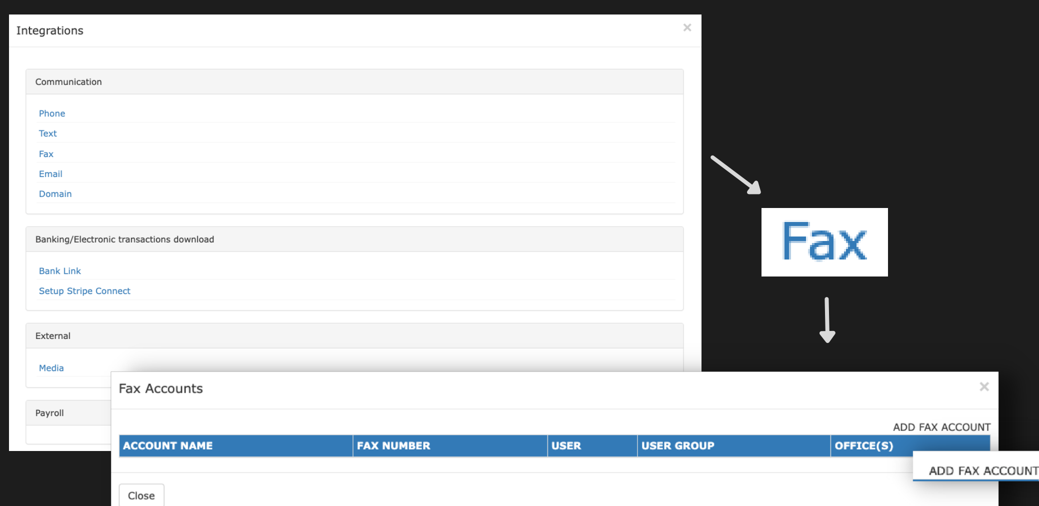
2 Global Settings → Integrations

- Click "Global Settings" in the list so a drop down opens.
- Click the 'Integrations' option.



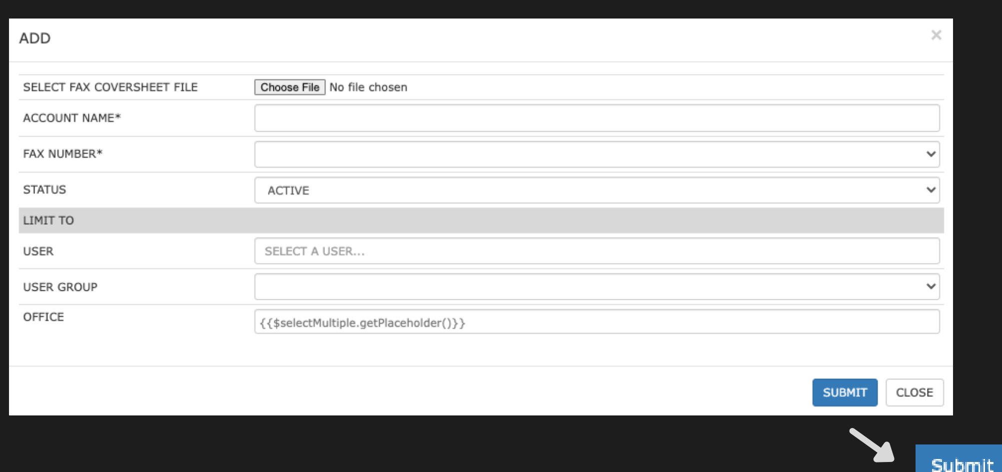
3 Click on 'Fax'

- When the Integrations page open, click on the 'Fax' option under Communication.
- A 'Fax Accounts' page will open up. Click 'Add Fax Account' on the far right above 'Office(s)'



4 Complete the Form

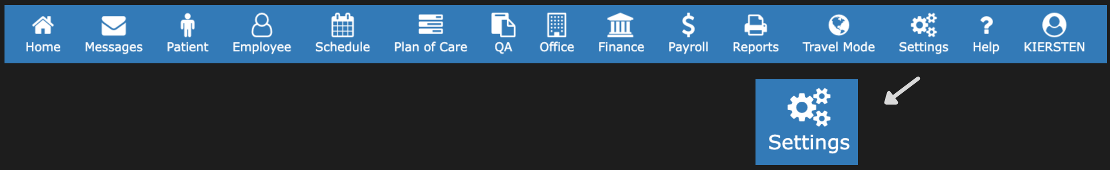
- Fill out the required fields with the Fax information and input the Limits settings.
- Don't forget to click 'Submit' on the bottom right of the form.



Integrate Phones

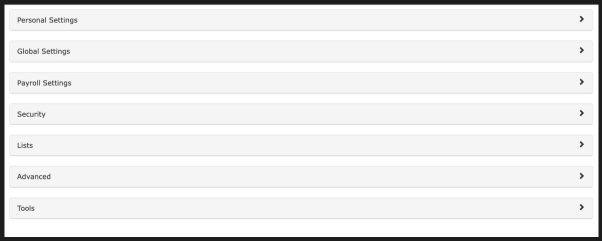
1 Go to 'Settings' Tab

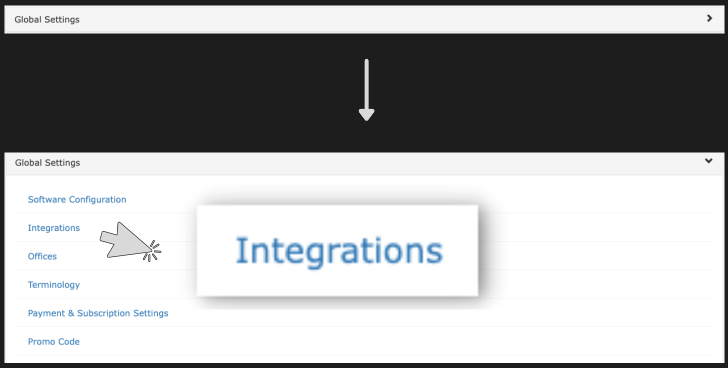
- On your home page, click the 'Settings' tab at the top tool bar.



2 Global Settings → Integrations

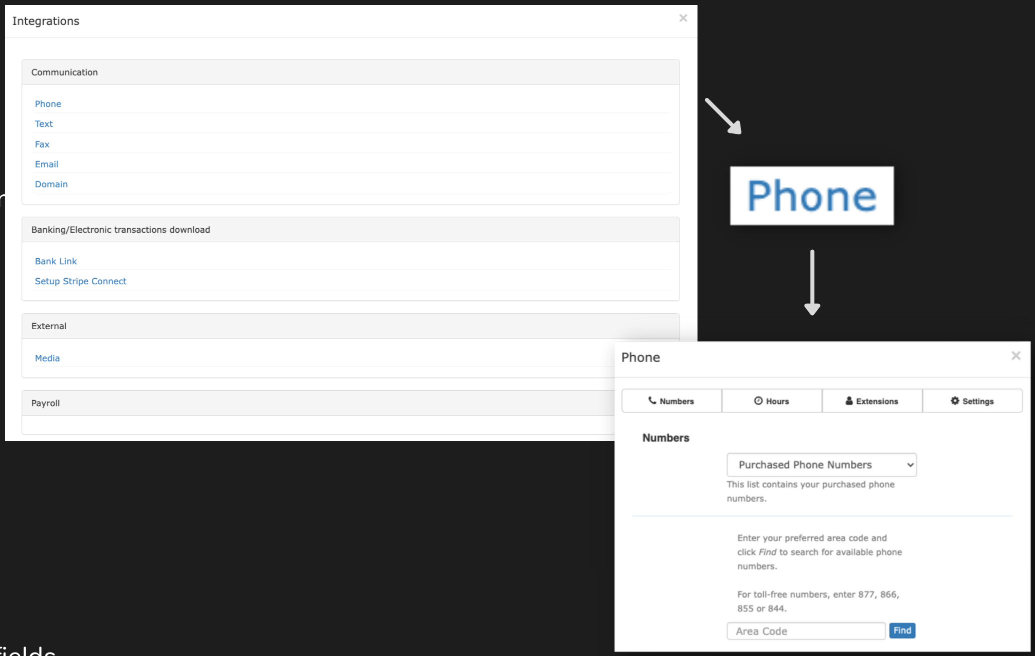
- Click "Global Settings" in the list so a drop down opens.
- Click the 'Integrations' option.





3 Click on 'Phone'

- When the Integrations page open, click on the 'Phone' option under Communication.
- A 'Phone' page will open up.



4 Complete the Form

- Fill out the required fields with the lead's information.
- Don't forget to click 'Save' on the bottom right of the form.