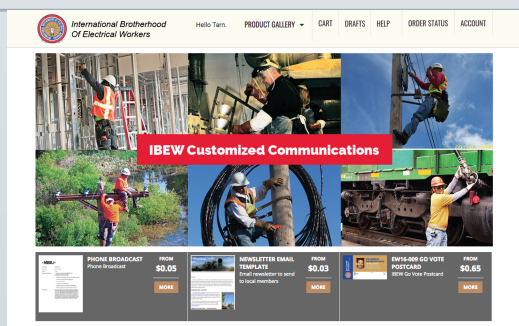




EmpowerMe is an easy-to-use online platform that allows users to customize and localize content with just a few clicks. **Creating locally-branded political, legislative and advocacy campaigns has never been easier.**

## LOGIN

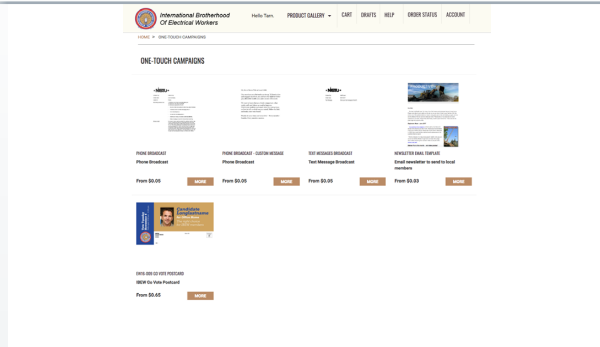
Each authorized user will have a secure login. From that login you will be able to access any campaigns or materials that have been created for your geographic or issue area.



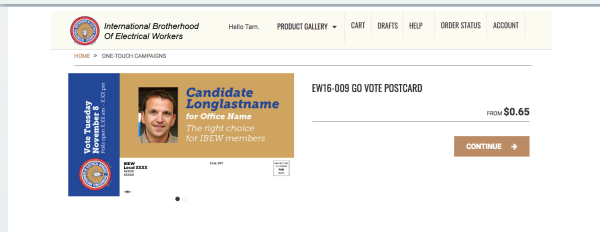
## HOMEPAGE

The home page is your hub for all of your EmpowerMe activity. You can:

- Start a new job in Product Gallery
- Review jobs that are ready for check out in Cart
- Return to started jobs in Drafts
- Check on all your jobs in Order Status
- Update all your settings in Account

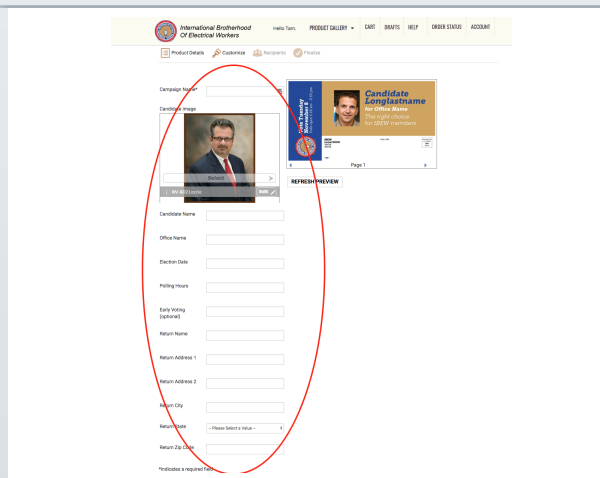


To create a new job, choose a category in the Product Gallery from the drop down menu and choose your format from the thumbnails provided.



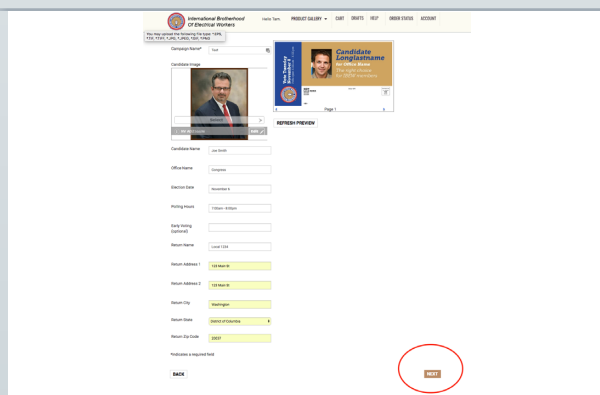
## CREATE YOUR CAMPAIGN

Choose a product to begin and click Continue.



Your product can now be customized.

- ▶ You can add photos, logos, local or other custom information and edit images in the column on the left.



- ▶ After completing customizations, Click Next to proceed to list selection.

Product Details Customize Recipients Finalize

**Upload your Recipient List**

Upload your Recipient List file, or Download a recipient list template using the Download Recipient List Template link. Edit the template using any spreadsheet editor such as Microsoft Excel or OpenOffice Calc. Save the recipient list as XML Spreadsheet. Upload it back using the "Browser" button.

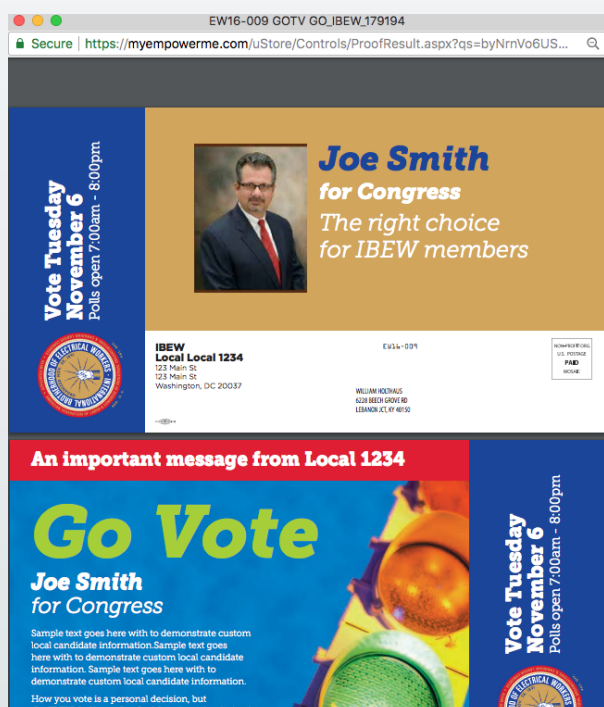
File (\*.xml, \*.xls, \*.xlsx, \*.mdb, \*.accdb, \*.csv delimited by ";")  
Choose File No file chosen

List Name:

Download Recipient List Template

☒ Use an existing Recipient List

- You can upload your own local list, or use an existing list that has been loaded to the system previously.



- A proof of your material is now available. Simply click Proof to review the job. Details of the order will be available above the Proof button.

*For lit or other bulk material, a summary page that includes shipping information is provided first.*

*Scroll through the proof to confirm any individual level data (such as on the email sample provided) is appearing correctly*

Confirm all details are correct and click “continue”. Any customization that repeats within the campaign will automatically populate for next contacts.

Product Details Customize Recipients Finalize

Quantity Per Recipient: 1 Items

New Quantity: 343 Items

Number of Recipients: 343

Your Delivery Price: \$0.00 (will be calculated during checkout)

Total Price: \$0.00 USD

## CHECKOUT AND SUBMIT

Complete your campaign by clicking Add To Cart. A summary of each order completed will be available. Complete your order by clicking Continue to Checkout and verifying billing and shipping information necessary.

SHOPPING CART ITEMS - TO CHECK OUT NOW

	Name	Units	Price
X [X]	Local Race Postcard	Recipients: 343 Quantity Per Recipient: 1 Items Total: 343 Items	\$0.00 USD
X [X]	TR17-003 Workers First Card	Recipients: 343 Quantity Per Recipient: 1 Items Total: 343 Items	\$0.00 USD

Subtotal:

SAVED ITEMS - TO CHECK OUT LATER

	Name	Units	Price
X [X]	Local Race Postcard	Recipients: 343 Quantity Per Recipient: 1 Items Total: 343 Items	\$0.00 USD
X [X]	Local Race Postcard	Recipients: 343 Quantity Per Recipient: 1 Items Total: 343 Items	\$0.00 USD

