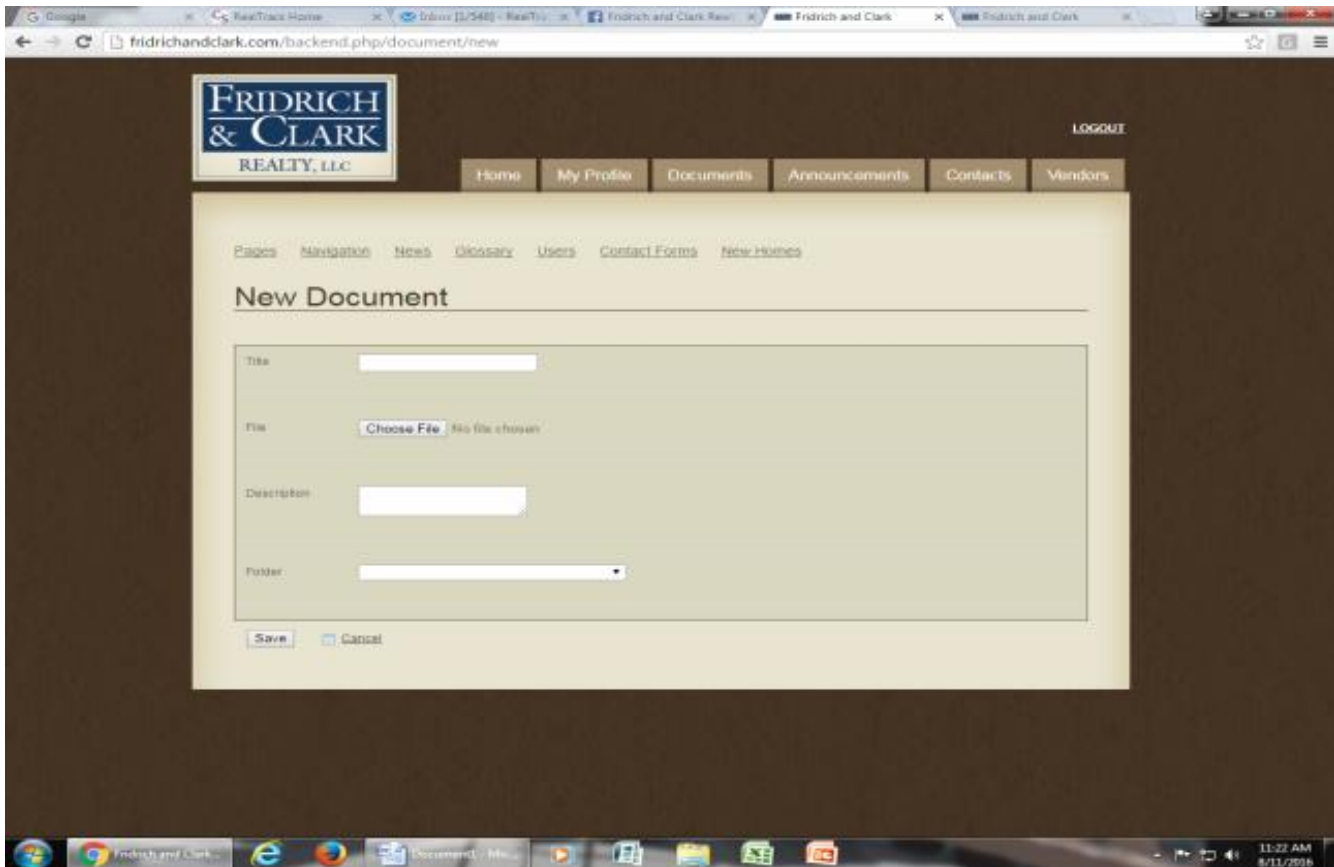


How to Add a link for a Newsletter to an Agent's Page

Example: Jennifer Stadler's page.

- (1) Log into the backend of the website and click on Documents to be taken to Document Manager
- (2) Click on the NEW DOCUMENT BUTTON located on the right side of the page
- (3) This will open the following page where you will choose the file to be uploaded



- Title: Agent Name - Document Name
- File: Click on choose file to upload a PDF version of the Newsletter or Document
- Description: Add a few words to describe, For example Summer Newsletter
- Folder: Click on the arrow and select Agent Page Links

(4) After saving the document you will see a page similar to the following.



(5) Right click on download to get the LINK to the document, in this case Jennifer's newsletter.

(6) Go to the agent's profile page and edit her information, inserting the link.

Select open in new Window.

