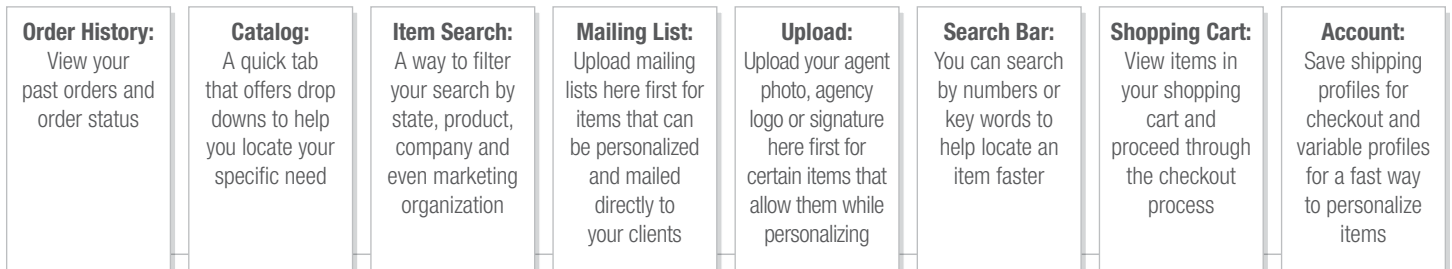


TRANSMARKETINGSM OVERVIEW

TRANSFORM YOUR TOMORROW[®]



Welcome to TransMarketingSM



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Helpful tips to get you started:

- First, upload your professional headshot, agency logo and signature to the Upload tab and your mailing lists to the Mailing List tab before you start any pieces with personalization.
- Save your variable profile in the Account tab to quickly load personalized files.



TRANSMARKETINGSM FAQ

TRANSFORM YOUR TOMORROW[®]

Q: What is TransMarketing?

A: TransMarketing is a web-based application that will allow you to order your print documents through an online shopping cart.

Q: How do I log in to TransMarketing?

A: Log in to taagentnetinfo.com

- At the top of the page, click on Sales Tools then TransMarketing
- Welcome! You're logged into TransMarketing

Q: How do I order standard print materials?

A: Once you find an item you want, enter the desired quantity and select the order method from the drop down

- Check the 'Select Item' box and click 'Add to Cart'
- If you decide you want to increase or decrease the quantity that you are ordering, change the number accordingly and click 'Update Qty' on the right side of the screen in your cart
- Continue searching for items

Q: How do I order download and email only materials?

A: If you find an item you want to order and the 'order method' displays 'receive file via email' as static text or in the drop down

- Check the 'Select Item' box and click 'Add to Cart'
- Quantity does not apply to email or download items
- Continue searching for items

Q: How do I order personalized print materials?

A: Items that can be personalized have the words "**Personalization available**" in red below the item description

- If you want to include an agent photo, signature or agency logo on an item, use the 'Upload' tab at the top of the screen before adding personalized items to your cart
- If you want to use a mailing list to send available items directly to your clients, upload your list via the 'Mailing List' tab at the top of the page before adding the item to your cart
- For materials that allow you to mail directly to your clients there are two items listed. The words "**mail to client**" or "**mail to me**" will appear in red below the item description. If you plan to use an uploaded mailing list, select the "**mail to client**" option. If you want all of the items to be sent directly to you, enter the desired quantity
- Check the 'Select Item' box and click 'Add to Cart'
- Enter information into the required fields and any other fields you would like included.
- Click 'Preview' at the bottom of the page to view a PDF proof
- When you are satisfied with the look, check the 'Approve Proof' box at the bottom of the page
- When the box is checked, click 'Add to Cart'

- If you decide you want to increase or decrease the quantity that you are ordering for '**mail to me items**', change the number accordingly and click 'update qty' on the right side of the screen in your cart
- Continue searching for items

Q: How do I check out once I have all of the materials I want in my shopping cart?

A: If you are not in your shopping cart, navigate there by clicking 'Shopping Cart' at the top right of the screen

- Make sure that you have all of the materials you want and click the red 'Check Out Now' box
- Follow the instructions to check out
 - If you want to change something as you are going through the process, simply click the 'Back' button
 - If you are satisfied with the information you have entered click the 'Next' button
- The last page will be an order summary
 - Check the box for an e-mail confirmation if you would like to have a receipt of your order emailed to you
 - Look over the information to ensure it is all correct
 - Once you have approved the details click 'Submit Order' and wait for your materials to arrive!

Q: Is there a way I can save items that I want to order frequently?

A: If you are ordering the same item multiple times or want to navigate to certain items quickly, add them to your favorites.

- Navigate to the item
- Click 'Add to Favorites' on the right side of the item

Navigate to your Favorites:

- Click on the gray 'Item Search' tab at the top of the screen
- Underneath the 'Marketing Org.' drop down box click 'Favorites List'
- Delete a material from your Favorites by clicking 'Remove From List' at the right side of the page

Q: Where can I find more details about TransMarketing?

A: Navigate to the home page and click on the '[Quick Start Guide](#)' for a step by step look at the features TransMarketing has to offer.