



10-Step Quick Start Instructions

Go the *LeadSourcePro+* website either by clicking on the links in the ILG website (www.ilgsalescorp.com) or by direct access at www.quantumdigital.com/ilg.

Upon arrival at the *LeadSourcePro+* home page, enter **your email address** and **assigned password** on the lower left side of the screen. Your email and password must match what ILG has entered for you in the setup process. If you need assistance, contact ILG Sales Support at (800) 925-6000, ext. 5333.

After entering your email address and password, you will be taken to the **“Start Page.”** To select mailers to order, click on the **“Print and Mail”** option.

You will now be asked to **Select Your Media Type**. We have mailers available in the following categories:

- Standard 5.5” x 4.25” Postcard Mailer
- Jumbo 8.5” x 5.5” Postcard Mailer
- 8.5” x 11” Detachable Business Reply Card Mailers

Select one of the media types above to view the available direct mail piece(s) from ILG. For example, click on **“Jumbo Postcard”** to view the ILG approved postcard mailer. A thumbnail picture of the available piece will appear on the next screen.

1. Click **“Preview”** to see an enlarged version of the thumbnail picture, or
2. Click **“Use This Design”** to select this card for ordering (note that you may need to disable any pop-up blockers on your browser to continue).
3. The address side of the selected card will appear next, pre-loaded with your name, telephone number, etc. that ILG has on file for you. The address side of the card is available for order in either full color or black and white (the front side is always in color). If you choose color for the address side, an additional fee will be assessed per piece ordered.
4. Once the name, phone number, etc. is shown exactly the way you want it displayed on the printed order, click the green **“Next”** button on the top bar. You may then receive a pop-up dialogue box asking if you want to save this design in your library. You may select to save it or select a one-time use only by clicking the appropriate button. Following this, a PDF preview copy of your mailer will appear. The text, “Sample – Not for Reprint” will appear on your PDF preview; however, this message will NOT be printed on the finalized order.
5. Review your PDF *very carefully*. If you are satisfied with the PDF proof as shown, click the green **“Accept”** button. Otherwise, click the red **“Edit”** button to make changes. Note that you are

responsible for ensuring that the sample text is shown exactly the way you want your final order to appear. *If you proceed with an order with incorrect text, etc., you will still be charged for the order.*

6. The next screen asks, **“Where would you like your marketing pieces to be mailed?”** You may select from the following options (for complete information on any option shown on this screen, simply click the **“?”** to the right of the option):
 - a. Neighborhood Mail: select an address, and mailers are sent to addresses around the target address
 - b. Radius Mail: select a central address, and mailers are sent to surrounding addresses based on the number of miles from the target address
 - c. Street Mail: select specific street names, and mailers are sent to residents on those streets
 - d. Zip Mail: select one or more zip codes, and mailers are sent to residents within those zip codes in the quantities you specify (min. 20)
 - e. Demographic Options: you must always select whether your mailers are to go to:
 - i. *Homeowners and renters* (included in basic lead cost)
 - ii. *Renters only* (included in basic lead cost)
 - iii. *Targeted demographics* (for an extra charge per lead, you may select from up to 15 specific demographic criteria to further narrow the audience of your mailers)
 - f. Easy Farm: you specify the street names and *LeadSourcePro+* automatically selects the addresses on those streets (this option allows you to save your selected information in order to continuously mail, or “farm,” this area for constant exposure of your name and services)
 - g. Personal List: here you may upload your existing list(s) or manually enter names and addresses for future use. For example, you may choose to enter names of all existing clients so that you may mail to this specific group for cross-selling opportunities.
 - h. InfoUSA: as an added service of *LeadSourcePro+*, provided at your option for an additional fee, you will be directed to InfoUSA in order to create and rent a mailing list using your specific criteria. InfoUSA lists include both individual homeowners and business owners. You may purchase as few as 20 leads per order from InfoUSA.

7. After selecting your targeted mailing area, the next screen allows you to select your **final order options**:
 - a. Paper Options: choose the quality of the paper on which your mailers will be printed. The default option is “80# Matte Cover,” which is included in the basic cost per mailer. You may select heavier card stock and/or glossy card stock for an additional fee.
 - b. Time Sensitive Information: The type of mailers we are using are not considered time sensitive. You should check “No” for this option.
 - c. Mailing Options: Select “Standard Mail” or “First Class Presort.” Standard mail is included in the basic cost per mailer. Typical delivery time is 8-14 days from date of order.
 - d. Or Current Resident: checking this box allows your mailer to be delivered to the selected address even if the named recipient is no longer a resident of the address.
 - e. Digital Color on Address Side: the basic cost per mailer includes full color printing on the front of the mailer and black and white printing on the address side. If you would like your mailer to be printed in full color on both sides, at an additional cost of 8¢ per mailer, select this box.
 - f. UV Coating: for protective UV coating of your mailer, which is typically not recommended, click the box. You will be charged an additional 4¢ per mailer for this option.
 - g. Confirmation Card: if you would like a confirmation card mailed to you at your stored address, click this option. This allows you to confirm that your mailers were sent and are being received by your prospects.
 - h. Follow Up Report: you may request a follow-up report of the leads ordered for an additional fee, as shown.
 - i. Promotional Code: if you have a promotional code from ILG Sales for your order, enter that code here. The value of the promo code will be deducted from your order total on the next page.

8. The next page illustrates **your order summary, including the total cost including sales tax**. If you have not placed a credit card number on file and the total cost of your order exceeds the value of any promo code(s) and/or lead credits you have in your *LeadSourcePro+* account, you will be asked to enter a credit card on this page.
9. If the order summary page is accurate, click **“CheckOut”** to continue and finalize your order. You may also select **“Cancel Order”** if you choose. If you select **“CheckOut,”** your credits and/or credit card will be charged for the order at this time.
10. That’s it! You have successfully placed your *LeadSourcePro+* order. Questions about *LeadSourcePro+*, depending on the nature of your question, should be directed to:

LeadSourcePro+/QuantumDigital Customer Service regarding questions or problems related to the ordering process, payment information, etc.

(800) 637-7373

7 a.m. – 7 p.m. Central Time Monday-Friday

or

ILG Sales Corp. Sales Support regarding questions about your agent setup, password, lead credits, etc.

(800) 925-6000, ext. 5333

8 a.m. – 4:30 p.m. Central Time Monday-Friday