www.mamarketing.ca

Marketing Resource Centre

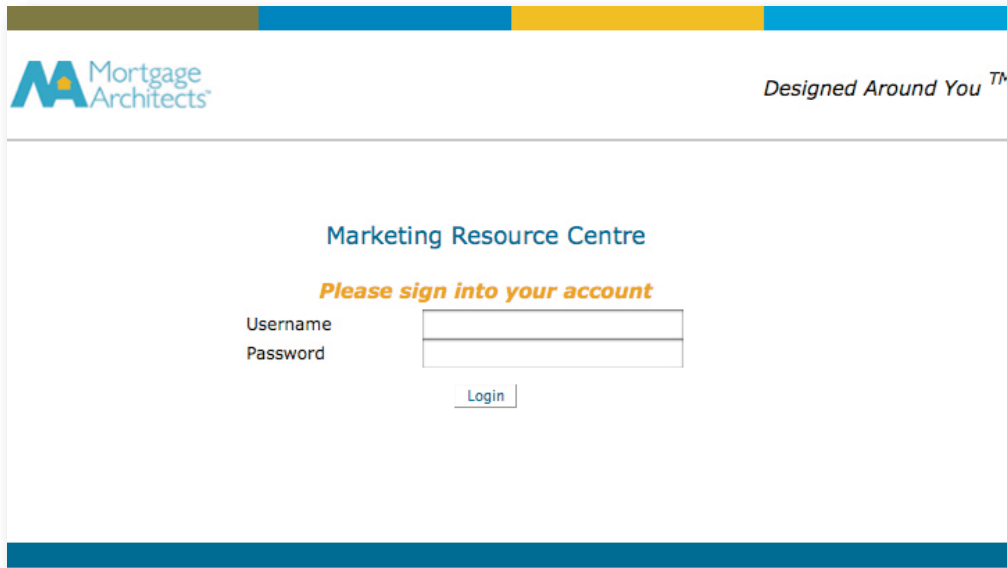### February 2010

Mortgage Architects™

Planner Network

Getting to the site

To login to the site go to: http://www.mamarketing.ca and enter your username and password. Initially you have been set up with your username and password based on:

Firstinitiallastname

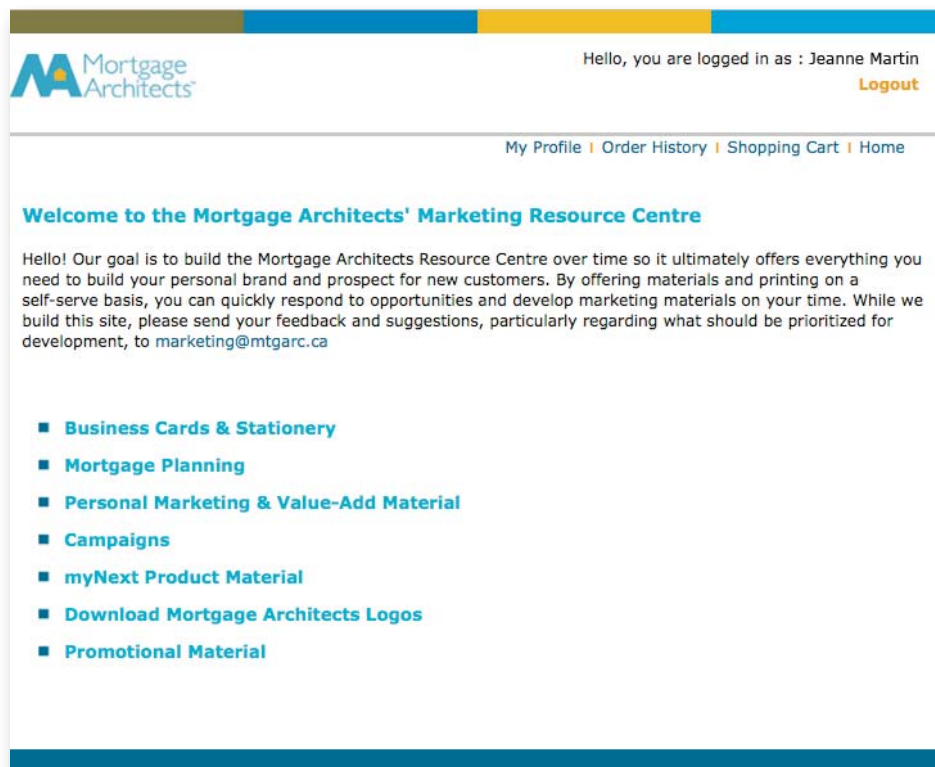For Jean Smith, username and password is initially "jsmith"

After you get into the site, go to "My Profile" and change your password.

Once you get into the site, take some time to explore and see what is available to you. This site will allow you to quickly personalize marketing material with your picture and contact information and download logos on your time.

My Profile; how to change your contact information and password

If you get a new phone number or change locations, you can easily change your profile information. This information is used to populate all of the custom marketing pieces and is the default for your shipping address.

Please change your password shortly after you first log onto the site.

If you click the edit checkbox, the following form will appear for editing:

Creating PDFs

You can create and use a pdf without ordering print, for instance if you want to use the pdf as an email attachment or to print a few copies in your own office. If you are ordering print you should create the pdf so you can see how the piece will look like in print.

When you have selected a piece that you want to use, even if you aren't ordering print, you still need to click on "SELECT", and then "Preview PDF" just the same as if you were ordering print. "Preview PDF" should really say "Preview & Download PDF". The PDF will then launch so you can save it to your desktop. To save a pdf, click the button on the top left – "save a copy" or click on disk icon. You can do that without ordering print; that is not a requirement, it's just a service we offer.

You may find that when you create a PDF, a pop up blocker appears on your computer. This is your anti virus software hard at work. All you have to do is click on the pop up block message at the top of your screen and then click "always allow pop ups from this site". PDFs, while very prevalent in business today, are considered pop ups by most anti virus software.

Google Toolbar

The Google Toolbar also includes pop-up blocking. If this is being used, it also must be closed. To close the Google toolbar:

1. Right-click on the toolbar and a drop-down menu will appear with a listing of all of the toolbars.

2. Uncheck the **Google** option.

To re-enable the Google Toolbar, right-click again in the toolbar area and recheck **Google**.

Another possible cause of blocked pop ups is the version of Adobe Acrobat Reader that you have installed on your computer. If you have an older version of Adobe Acrobat, you won't be able to view the previews. You can download the latest version for free at adobe.com.

Uploading Your Picture

Your user profile will most likely have your photo already on file; in which case, if you want to use your photo in any marketing material, you can simply select the "Use Picture Provided by Mortgage Architects" option.

However, if you would prefer to use another photo for a specific campaign, you also have the option of uploading a picture from your own computer, provided that the photo is properly sized and prepared (see image requirements below). If you require assistance preparing your photo for uploading, contact records.admin@mtgarc.ca.

Note that when uploading a photo from your own computer, it does not replace the photo on file in your user profile and is not permanently stored for future use. It is for one-time use only. If you wish to replace the photo on file for you, contact records.admin@mtgarc.ca.

To upload a photo for one-time use, follow these instructions:

1. Select the item you would like to order

2. Follow the instruction on the screen for uploading picture

You have two choices; to use the photo on file with Mortgage Architects, or upload your own picture. If the option to use picture provided by Mortgage Architects is grayed out then there currently is no picture for you on file.

Upload your picture or artwork

Click "Browse" to find the JPEG image you want from your computer

/Desktop/JeanneMartin_Print.jpg   Browse...

3. Select browse to locate your photo on file. Once you select your photo, click save. You will then see the file path to your photo.

4. Select preview to see the marketing piece with your photo.

Who to contact

➜ For order queries please email **support@thefsagroup.com**.

➜ Please email marketing@mtgarc.ca for

- Suggestions to improve the site;
- Priority items for development…what materials would you like to see developed and put on the site?
- General questions.

➜ For questions regarding the payment of an order, please contact **commissions@mtgarc.ca**