

www.mamarketing.ca
Marketing Resource Centre

February 2010



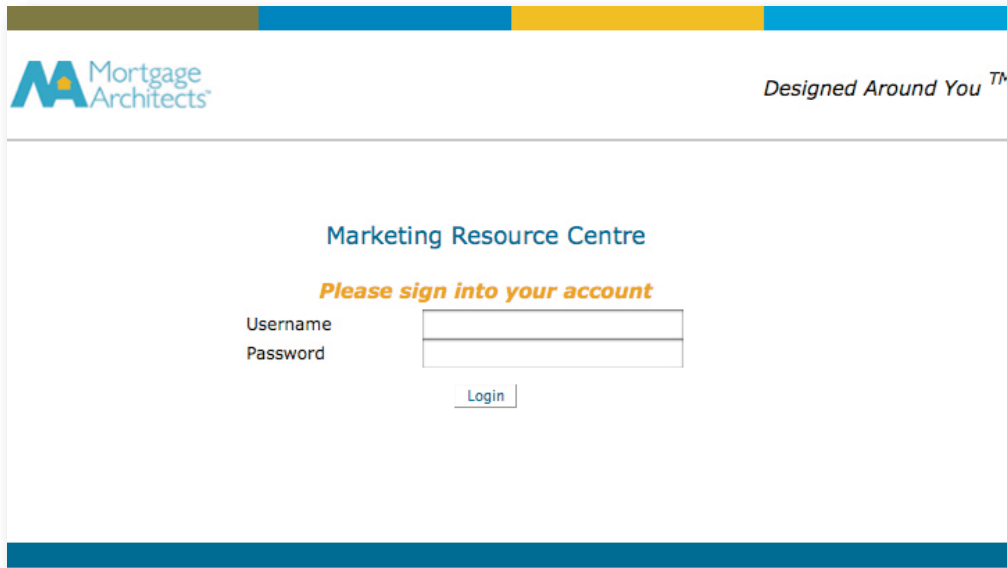
Getting to the site

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

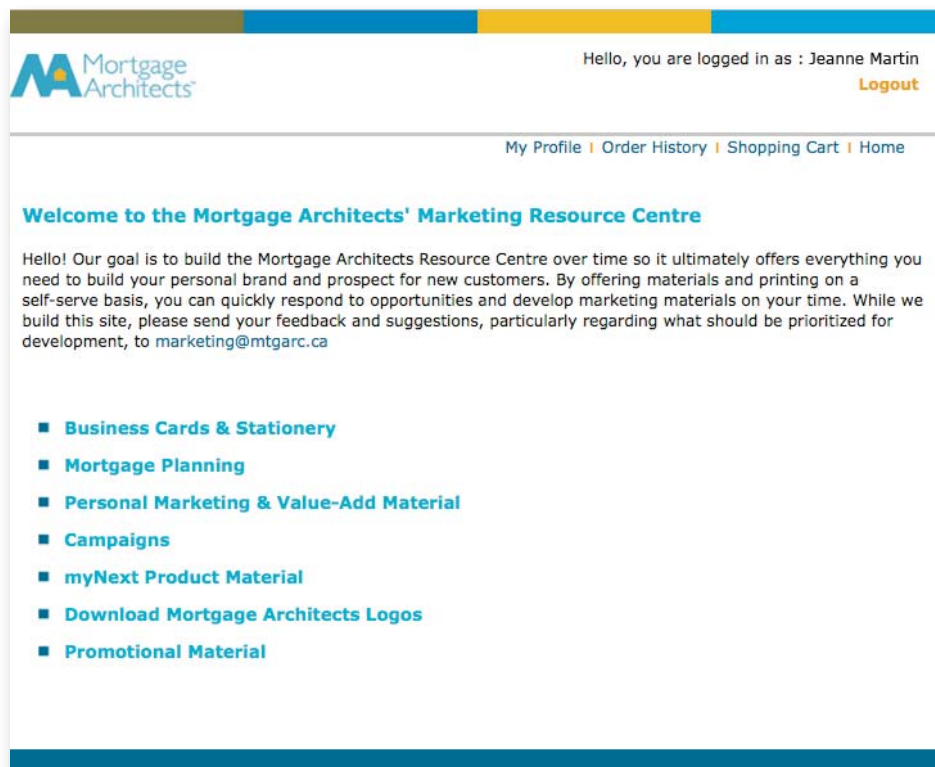
For Jean Smith, username and password is initially “jsmith”

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



The screenshot shows the login page for the Mortgage Architects Marketing Resource Centre. At the top left is the Mortgage Architects logo, and at the top right is the tagline "Designed Around You™". The main heading is "Marketing Resource Centre" with a sub-heading "Please sign into your account". Below this are two input fields: "Username" and "Password". A "Login" button is positioned below the password field.

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.



The screenshot shows the dashboard after logging in as Jeanne Martin. The top navigation bar includes the Mortgage Architects logo, the user name "Hello, you are logged in as : Jeanne Martin", and a "Logout" button. Below the navigation bar are links for "My Profile", "Order History", "Shopping Cart", and "Home". The main content area features a welcome message and a list of available resources:

- [Business Cards & Stationery](#)
- [Mortgage Planning](#)
- [Personal Marketing & Value-Add Material](#)
- [Campaigns](#)
- [myNext Product Material](#)
- [Download Mortgage Architects Logos](#)
- [Promotional Material](#)

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.

Mortgage Architects
Hello, you are logged in as : Jeanne Martin
Logout

My Profile | Order History | Shopping Cart | Home

My Profile

First Name:	Jeanne	Phone:	905.542.9100
Last Name:	Martin	Cell:	555.777.8888
Designation:	AMP	Toll free number:	1.888.555.6767
Title:	Mortgage Planner	Fax:	555.989.8989
Broker/Agent #:	Agent #M0808888	Email:	jeanne.martin@mtgarc.ca
Street:	123 Any Street	Website:	www.mtgarc.ca/jeannemartin
City:	Anytown		
Province :	ON		
Postal Code:	A1A 1A1		

Please click here to edit your personal information

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

Please click here to edit your personal information

Username	jmartin
Password	
Confirm Password*	
First Name*	Jeanne
Last Name	Martin
Designation	AMP
Title*	Mortgage Planner
Broker/Agent #:	Agent #M0808888
Street*	123 Any Street
City	Anytown
Province	Ontario
Postal Code*	A1A 1A1
Phone*	555.454.4343
Extension	
Toll Free number	1.888.555.6767
Cell	555.777.8888
Fax	555.989.8989
Email	jeanne.martin@mtgarc.ca
Website	www.mtgarc.ca/jeannemart

Update Cancel

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

No Picture
 Upload your own picture
 Use picture provided by Mortgage Architects

Upload your picture or artwork

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

Image Information

Requirements
File Format:JPEG CMYK
File Size: Under 4MB
Resolution: 300 DPI
Image Dimensions: 1.6 in x 1.3125 in

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**