

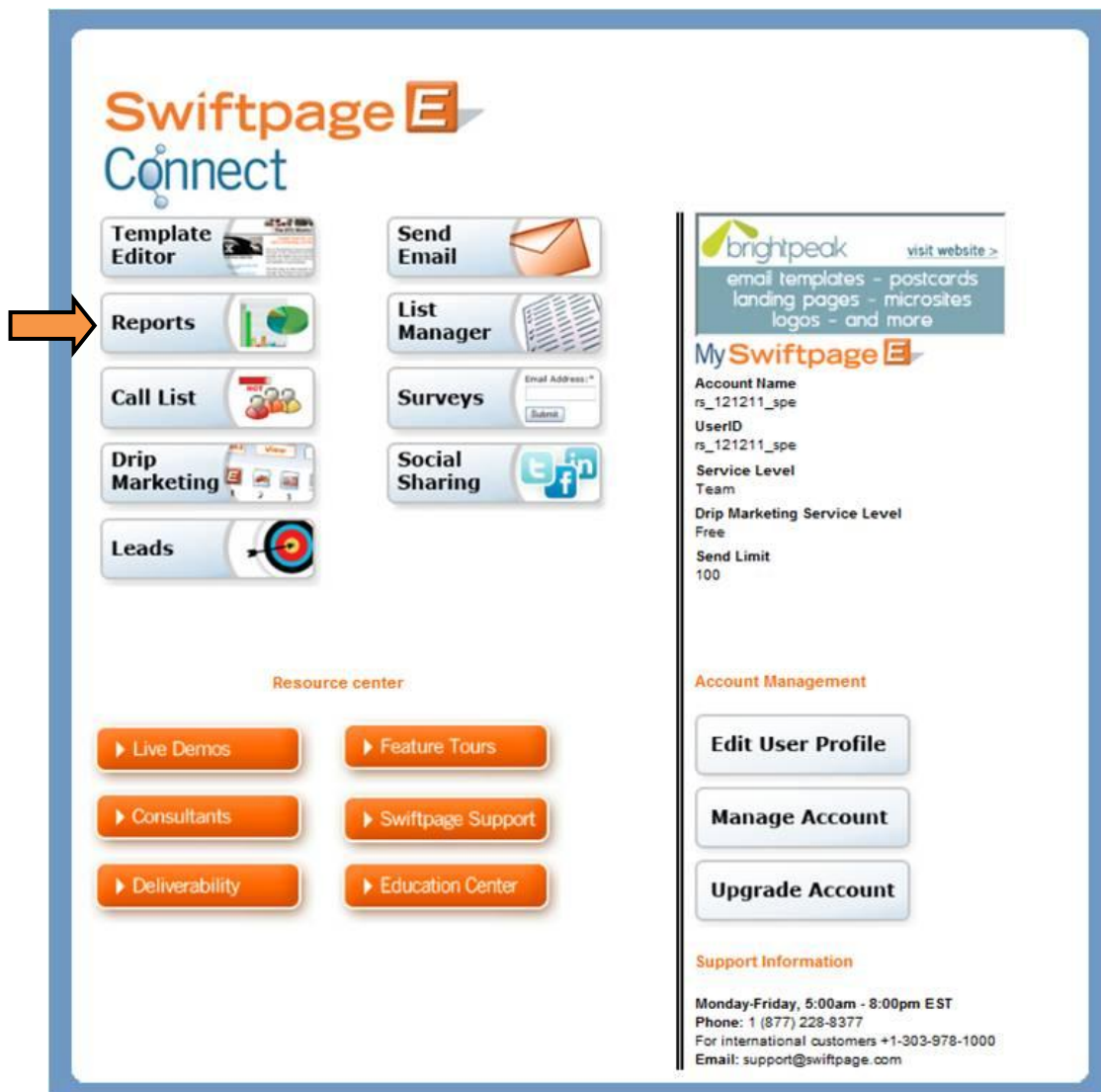


Quick Start Guide to:

Accessing Your Opt-Out List

Swiftpage maintains a list of contacts that have opted-out of receiving your emails. This Quick Start Guide outlines the steps to accessing your opt-out list.

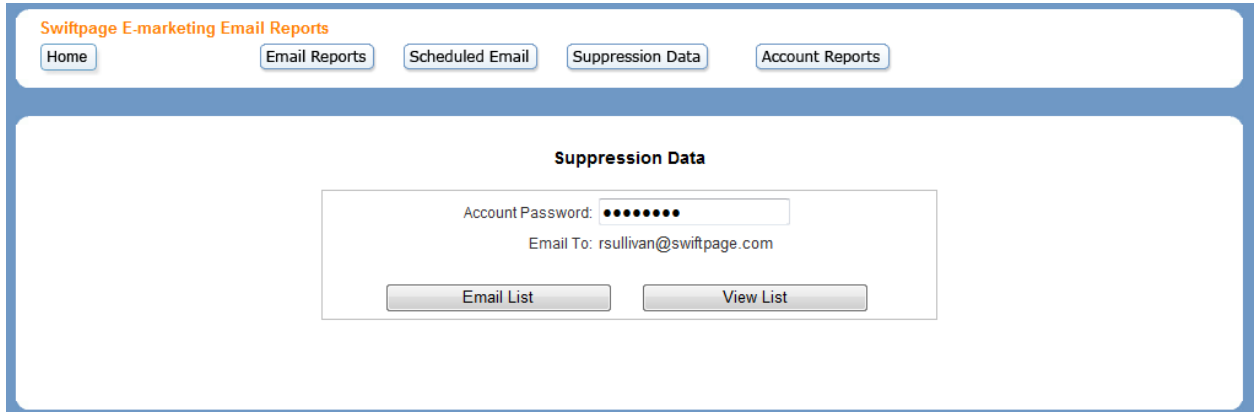
1. Go to www.Swiftpage.com.
2. Enter your account details at the top of the screen and click Submit.
3. Once you are on the Swiftpage Connect Portal, click Reports.



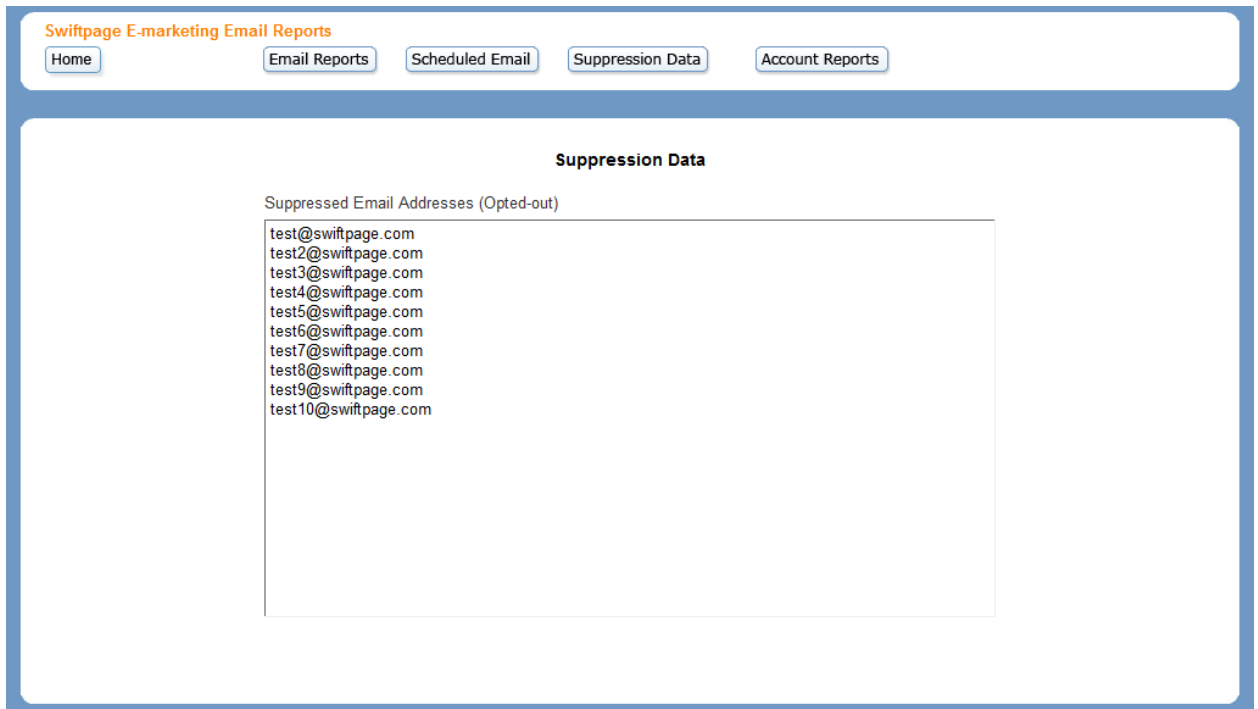
4. Click Suppression Data.



5. Enter your account password in the field provided. Click Email List to send a CSV file listing the opt-out contacts to the email address associated with the account. Click View List if you would prefer to view the suppression data online.



6. If you view the list online, the suppressed email addresses will appear in alphabetical order.



Note: please email customercare@swiftpage.com with your account name to request a copy of your 3-Bounce Suppression file.