

## Creating A Prooph Campaign

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1) **Visit Our Website**

Go to [www.prooph.us](http://www.prooph.us).

2) **Start Registration**

Click the blue “Sign Up” button in the upper-right corner of the homepage.

3) **Choose a Plan**

You’ll be directed to the “Plan Pricing” page. Select the plan that best suits your business needs.

4) **Review Terms and Conditions**

After selecting your plan, you’ll be taken to the “Register” page. Click the “Terms and Conditions” link to review the page before proceeding.

5) **Return to Registration**

After reviewing the Terms and Conditions, click the “Create an account” link at the top of the page. This will return you to the registration form.

6) **Agree to Terms**

Check the first box to confirm that you agree to **Prooph’s** Terms and Conditions.

7) **Enter Account Details**

First Name: Enter your account administrator’s first name.

Last Name: Enter your account administrator’s last name.

Company Name: Provide your company name.

8) **Provide a Valid Email Address**

Use a permanent email address as your Username. It will receive two-factor authentication and account notifications from **Prooph**.

a) **Important:** If there is a need to update your email address, only the Technical Support team has the authority to make such changes. This process may result in delays.

9) **Create a Password**

Passwords must include:

a) At least 8 characters

b) At least one capital letter

c) At least one special character

Re-enter your password to confirm it.



Only Spend Where It Works

10) **Enter Your Phone Number**

Provide a cell phone number to enable text messaging functionality.

a) **Note:** Do not use a landline, as the system is designed for mobile phones.

11) **Set Communication Preferences**

a) Check the box to agree to receive text messages from **Prooph**.

b) Check the box to agree to receive email messages from **Prooph**.

12) **Complete Registration**

Click "Sign Up!"

a) **Note:** If there are any issues with the information entered, you'll need to correct them before proceeding.

13) **Provide Payment Information**

You'll be redirected to the Payment Options page. Enter your credit card details.

a) Monthly plans will be billed for the first three months, and yearly plans will be billed for the first year.

i) **Accepted Payment Methods:** Visa, Mastercard, and American Express.

(i) Your encrypted payment details are secure with Stripe.

14) **Finalize Your Account**

After payment, you'll be directed to your Account page. Complete any remaining account information and save your custom settings.

15) **Configure Your Campaigns**

Click the "Campaigns" button to start using your account.

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**Need Help?**

If you have any questions, email [billing@prooph.us](mailto:billing@prooph.us) or call us at (509) 519-1600.