

VISEACTE  
create your vision



MailChimp®

**Setting up your MailChimp account + inviting a user**

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Follow these simple steps to setup your MailChimp account.

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# Create Your Account

Visit <http://mailchimp.com/> and "Sign up Free."

## Create Your Account

Get started with a free account

Sign up in 30 seconds. No credit card required.  
Already have a MailChimp account? [Log in here](#)

Email

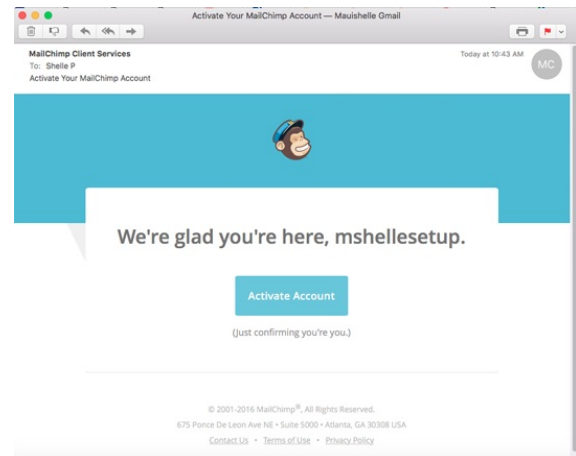
Username

Password  
  Show


Your password is secure and you're all set

By clicking this button, you agree to MailChimp's [Anti-spam Policy](#) & [Terms of Use](#).


## Confirm Your Account



## Confirm on Website



**1** Confirm humanity  
We need to confirm you're not a robot. Check the box or follow the directions below and click Confirm Signup.

I'm not a robot  reCAPTCHA  
Privacy - Terms

*MailChimp*

©2001-2016 All Rights Reserved. MailChimp® is a registered trademark of The Rocket Science Group. [Privacy](#) and [Terms](#)

# Set Up Your Account

Once you have confirmed and signed into your new account, you will be asked some general questions about your company.

## Company Information

The following information will help us automatically build your email footers to comply with the [CAN-SPAM Act](#) and [International spam law](#).

Company / organization

Website URL

[No website?](#)

Address 1

Address 2

City

State / Province / Region

Zip / Postal code

Country

### Your industry

So we can show you [how your campaign performance compares](#) to similar companies/organizations.

Education and Training

### Time zone

When you schedule campaigns, we'll use this time zone as a reference.

### Time zone

(GMT -6:00) Mountain Time

### Profile photo



Upload your photo ...

Photo should be at least 300px × 300px •

[Remove current photo](#)

Upload Photo

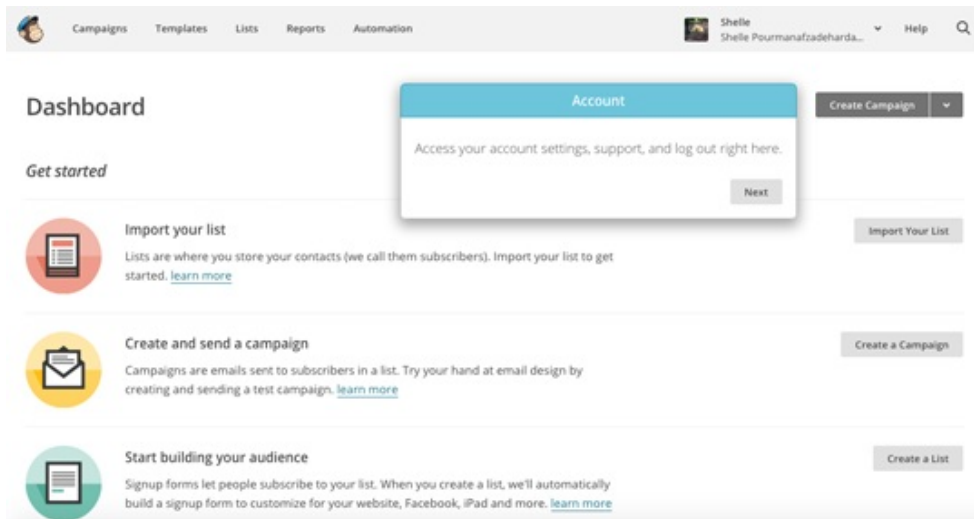
Take A Photo!

Subscribe to MailChimp Getting Started Emails, a series of emails to help you go from beginner to pro.

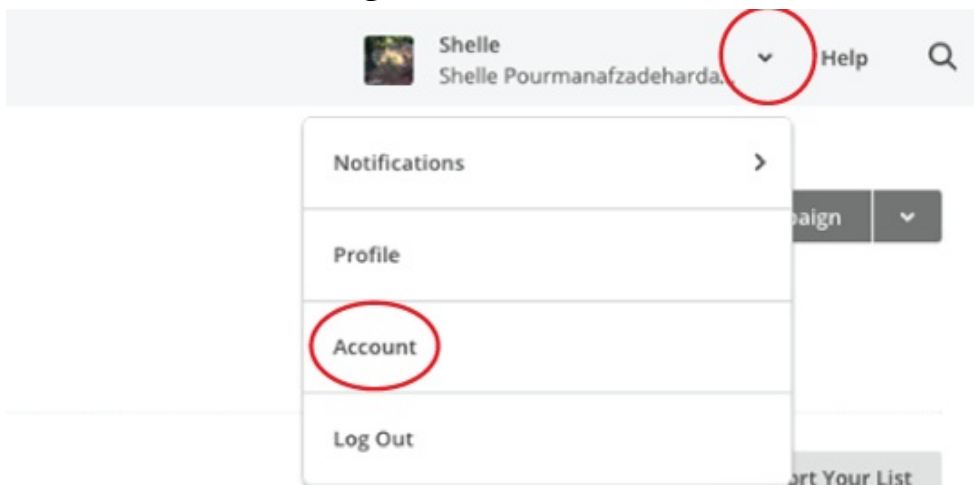
# Accessing Your Account

Once you have completed your account information, you will be taken to your dashboard.

## Dashboard



## Account Settings

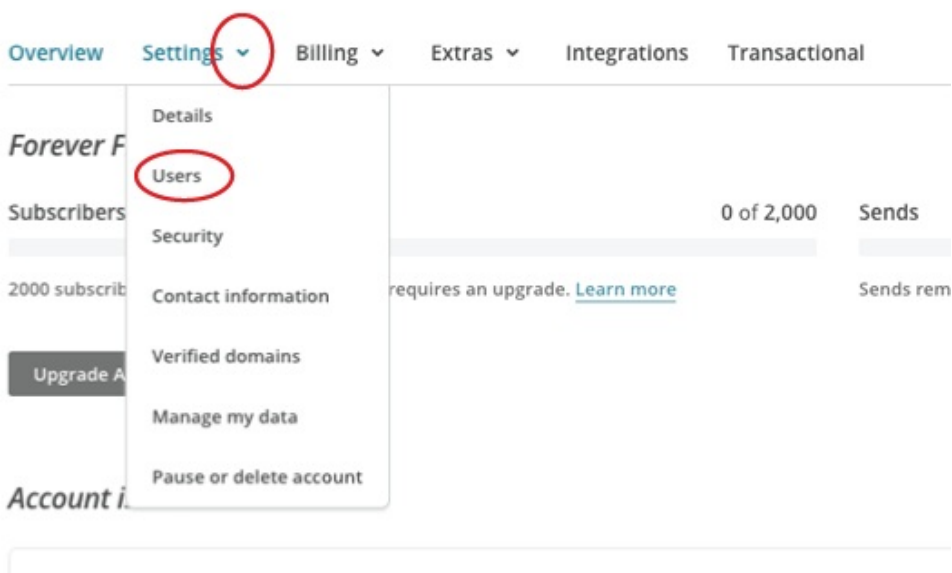


Go to account settings in the upper right hand corner by clicking on the down arrow and choose account.

# Account Information

## Account Dashboard

Shelle Pourmanafzadehardabili



Here you will see the options for your account - choose settings and users

## Invite a New User

Shelle Pourmanafzadehardabili



Click to invite a new user that will have access to your account in order to manage certain aspects of your email marketing.

# Enter User Information and Invite

[← Back to account users](#)

## Invite a user

Email address

shelle@viseate.com

User type

- Viewer**  
Can only access reports.
- Author**  
Has access to reports plus the ability to create/edit campaigns, templates, and automations, but can't send campaigns.
- Manager**  
Has full access except for billing, add-ons, user management, and list exports.
- Admin**  
Account user with full access.

A message from you (optional)

Hi. Join our MailChimp account.

Add new user's email address, access (grant full admin access if this person will be helping manage your lists and campaigns) and send a message (optional).



# Next Steps



Now that you have set up your account, let Viseate know that you are ready to move forward! Book a 30, 60 or 90 minute appointment now!

[CLICK HERE](#)