

Creating a New Sub Account





Your SnailWorks account supports a **reseller structure**. Sub - accounts allow you to provide your clients with access to their mailings and no others.



Adding a New Sub Account



Via One-Step

One-Step will create new accounts as jobs are added to your SnailWorks account, you do not need to add them manually.



Via The Web

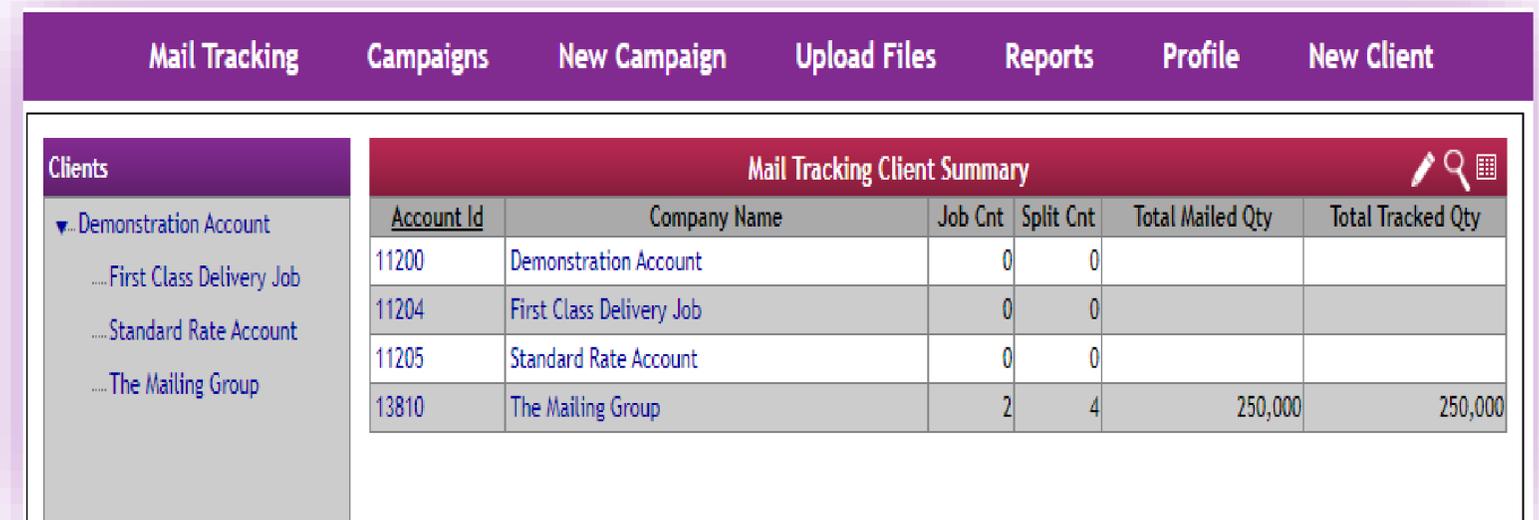
If you are creating your mail tracking jobs through the SnailWorks website you will need to add a new sub-account from the web site.

If you are a One-Step user, please refer to your One-Step Guide for details on adding a new account.



Creating a New Sub Account

Click the **New Client** button at the top of your dashboard.



The screenshot shows a dashboard with a purple header containing navigation buttons: Mail Tracking, Campaigns, New Campaign, Upload Files, Reports, Profile, and New Client. A blue arrow points to the 'New Client' button. Below the header is a 'Clients' sidebar with a dropdown menu showing 'Demonstration Account', 'First Class Delivery Job', 'Standard Rate Account', and 'The Mailing Group'. The main content area displays a 'Mail Tracking Client Summary' table with columns for Account Id, Company Name, Job Cnt, Split Cnt, Total Mailed Qty, and Total Tracked Qty.

Mail Tracking Client Summary						
Account Id	Company Name	Job Cnt	Split Cnt	Total Mailed Qty	Total Tracked Qty	
11200	Demonstration Account	0	0			
11204	First Class Delivery Job	0	0			
11205	Standard Rate Account	0	0			
13810	The Mailing Group	2	4	250,000	250,000	

Creating a New Sub Account

Add your client's name to the Company name field.

Select reseller client in the Account Type drop down.

Scroll to the bottom of the page and **click** save.

Mail Tracking Campaigns New Campaign Upload Files Reports Profile New Client

Add / Edit Company

Company Name:

Account Type: --Choose One--

Virtual Parent Company: Demonstration Account

Client Type: All - SnailWorks & Mail Tracking

Remote Login Key:

Mailing/Shipping Address

Contact Name:

Street:

Address Line 2:

Mail Tracking Preferences

Preferred Page: View By Map

User-defined Column Labels

UDC	Enabled	Label
1	<input type="checkbox"/>	<input type="text"/>
2	<input type="checkbox"/>	<input type="text"/>
3	<input type="checkbox"/>	<input type="text"/>
4	<input type="checkbox"/>	<input type="text"/>
5	<input type="checkbox"/>	<input type="text"/>

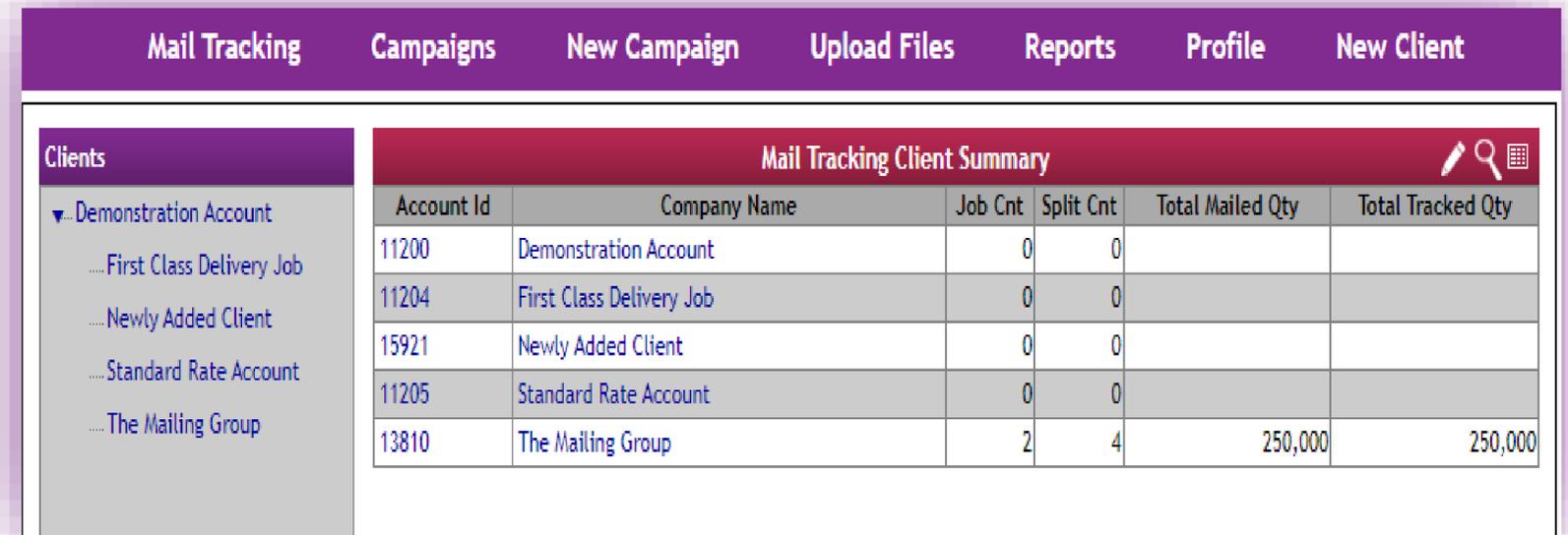
Save

Date Created:
Date Modified:

[Unmatched Scans](#)
[Scan Volume By MID](#)

Creating a New Sub Account

Your **new account** now is displayed in your listing of accounts.



The screenshot displays a web application interface with a navigation menu at the top: Mail Tracking, Campaigns, New Campaign, Upload Files, Reports, Profile, and New Client. Below the menu is a 'Clients' sidebar on the left and a 'Mail Tracking Client Summary' table on the right. The table contains the following data:

Account Id	Company Name	Job Cnt	Split Cnt	Total Mailed Qty	Total Tracked Qty
11200	Demonstration Account	0	0		
11204	First Class Delivery Job	0	0		
15921	Newly Added Client	0	0		
11205	Standard Rate Account	0	0		
13810	The Mailing Group	2	4	250,000	250,000



Closing Reminder

One-Step users do not need to add new account the application will do that for you!



QUESTIONS?

We love to hear
from our clients!



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