

Setting Up Your Prooph Account

1) **Visit Our Website**

Go to 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 current 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 continuing.

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 Name and Company Details**

Enter the contact information for your account. These items are used to present you and your business to prospective clients:

- a) First Name
- b) Last Name
- c) Company Name

8) **Provide a Valid Email Address**

Use an accessible, permanent email address which will serve as your Username and will receive the two-factor authentication and account notification emails for your account.

- a) **Note:** If your Username / email address needs to be changed later, this change can only be performed by our Technical Support team and may cause delays with your request.



Only Spend Where It Works

9) **Create a Secure Password**

Enter and confirm your account password. Passwords can be changed and must include:

- a) At least 8 characters
- b) At least one capital letter
- c) At least one special character

10) **Enter Your Phone Number**

Provide a cell phone number to enable text messaging functionality.

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

11) **Set Communication Preferences**

Check the two boxes to receive system-related text messages and emails from **Prooph**.

12) **Complete Registration**

Click "Sign Up!".

- a) **Note:** If there are any issues with the registration 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.
- b) **Accepted Payment Methods:** Visa, Mastercard, and American Express.
 - i) Your encrypted payment details are secured 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.

Need Help?

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