

Welcome to the SendOutCards family! We've put together this great checklist to help you build your business and spread kindness in the world!

## FOR YOUR REFERENCE:



A Heartfelt Prompting card: has a unique message to someone with an immediate send date.



A System send card: utilizes system features, such as a single card sent to multiple recipients, a single card to a single recipient with a scheduled date or a multiple touch drip campaign sent to one or more recipients.

## ACCOUNT SETUP

- Set up your personal website.** Go to *My Account* and add a photo, short bio and personalize your URL. You'll also want to set your return address and upload your contacts. You can watch our tutorials for more info on how to do this.

Username: \_\_\_\_\_ Password: \_\_\_\_\_

- Download the SendOutCards app** from the App Store or Google Play. It's important to use the desktop and mobile app version of SendOutCards to send cards and gifts so you are familiar with both. This is your best tool for on-the-go card sending.
- Download the SOC Pro App** from the App Store or Google Play. The app is filled with resources like real-time corporate communications, tutorials and training videos, shareable social images, videos, and ads, and PDF documents and lots of other shareable content to help you communicate with customers and prospects. Create a habit of sharing daily for a successful SendOutCards business.
- Submit your W-9 or W-8BEN** to [accounting@sendoutcards.com](mailto:accounting@sendoutcards.com)
- Submit your Direct Deposit form (US) or sign up for SOCWallet (International).**
- Submit your Handwriting Font & Signatures** to [myfont@sendoutcards.com](mailto:myfont@sendoutcards.com). This is not required (but recommended) and does have an additional fee.

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## EVENTS | Get more info and register at [sendoutcards.com/resources/upcomingevents](https://sendoutcards.com/resources/upcomingevents)

- Register for an upcoming **Promptings Academy**
- Register for the **Annual SendOutCards Convention**
- Register for the annual **Relationship Marketing Grand Summit**

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## STAY CONNECTED

- Join the **Official SendOutCards Facebook Group**: [facebook.com/groups/SendOutCardsCorporate](https://facebook.com/groups/SendOutCardsCorporate)
- Follow & Like the **SendOutCards Official Facebook page**: [facebook.com/SendOutCards](https://facebook.com/SendOutCards)
- Join Kody Batemen on the **SOC Weekly Affiliate Call** on Monday nights at 6 p.m. (MT) in the Official SendOutCards Affiliate Group.
- Join the **Official SendOutCards SOC Pro App Forum Facebook Group**.

**SOC PRO APP | DEVELOP BUSINESS-BUILDING HABITS**

- SEND** Familiarize yourself with the SOC Pro App, both mobile and desktop versions and review training. Start with the Get Started Now lesson in the app and everything below makes sense.
  - SHARE** Share the SendOutCards system with others as often as possible using the desktop or mobile app.
  - EARN** Work on achieving the AWARDS listed out in the SOC Pro App:
    -  **Send three Heartfelt Promptings Cards**  
If you are sending cards it is much easier for you to show others how to send cards utilizing both the SendOutCards app and desktop.
    -  **Share three Heartfelt Promptings Cards**  
Share the Free Card link from the SOC Pro App to others so they can send a FREEheartfelt card. Be sure to follow up!
    -  **Reach \$97 in Personal and Customer Volume total**  
(Your unlimited subscription counts)
    -  **Send 42 Heartfelt Promptings Cards in your first 14 days**
    -  **Reach \$485 in Group Volume total**  
This can come from your subscription and any subscription/gift purchases anywhere. Do this in your first 30 days and you'll get 2 awards and AND a \$100 FS check!
    -  **Fast Start 100 (first 30 days)**  
If you collect \$485 in Group Volume total on your dashboard in your first 30 days, you'll get \$100 and an award!
    -  **Rank advance to Manager by collecting \$970 in Group Volume total**  
from subscriptions and gifts and you'll be promoted to Manager and get an award!
    -  **Rank advance to Senior Manager** by collecting \$485 in PCV and \$4,850 in GV!
  - Familiarize yourself with Business tab in the SOC Pro App** which is your tool as an Affiliate to track your commissions, customer and group volume. For more information view the Revolution Office located in this tab.
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**CONSISTENT WORK BUILDS YOUR BUSINESS**

- SEND** cards every day.
- SHARE** the SendOutCards system with others as often as possible.
- EARN** awards which are building blocks to promote to your first rank of Manager.