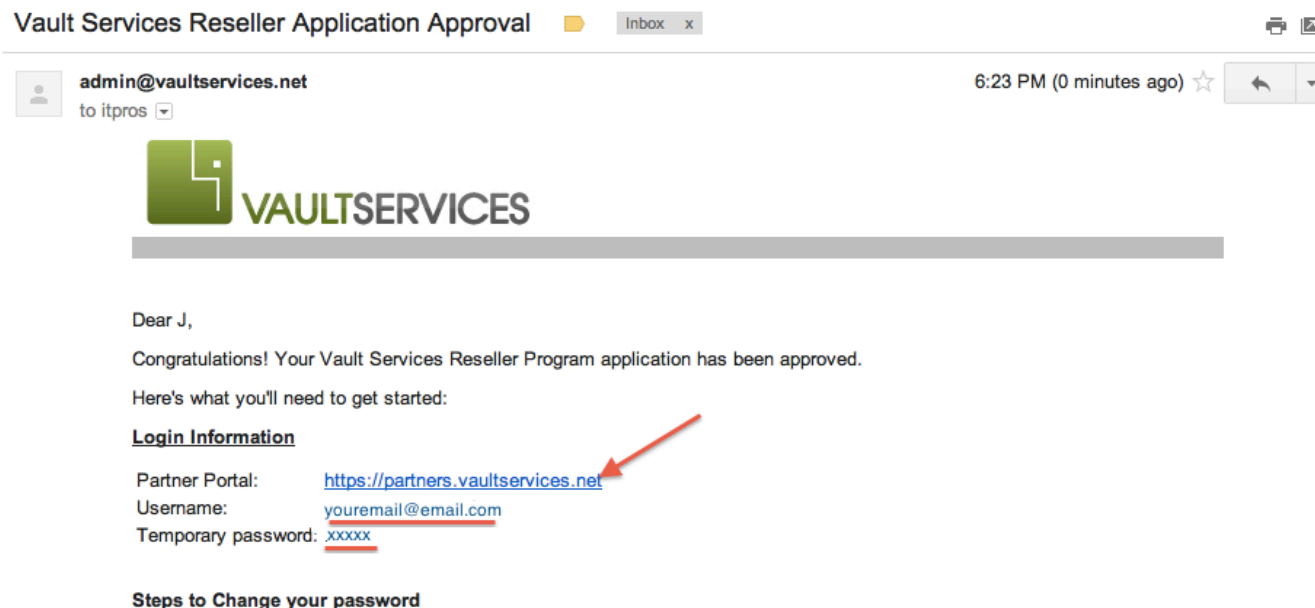


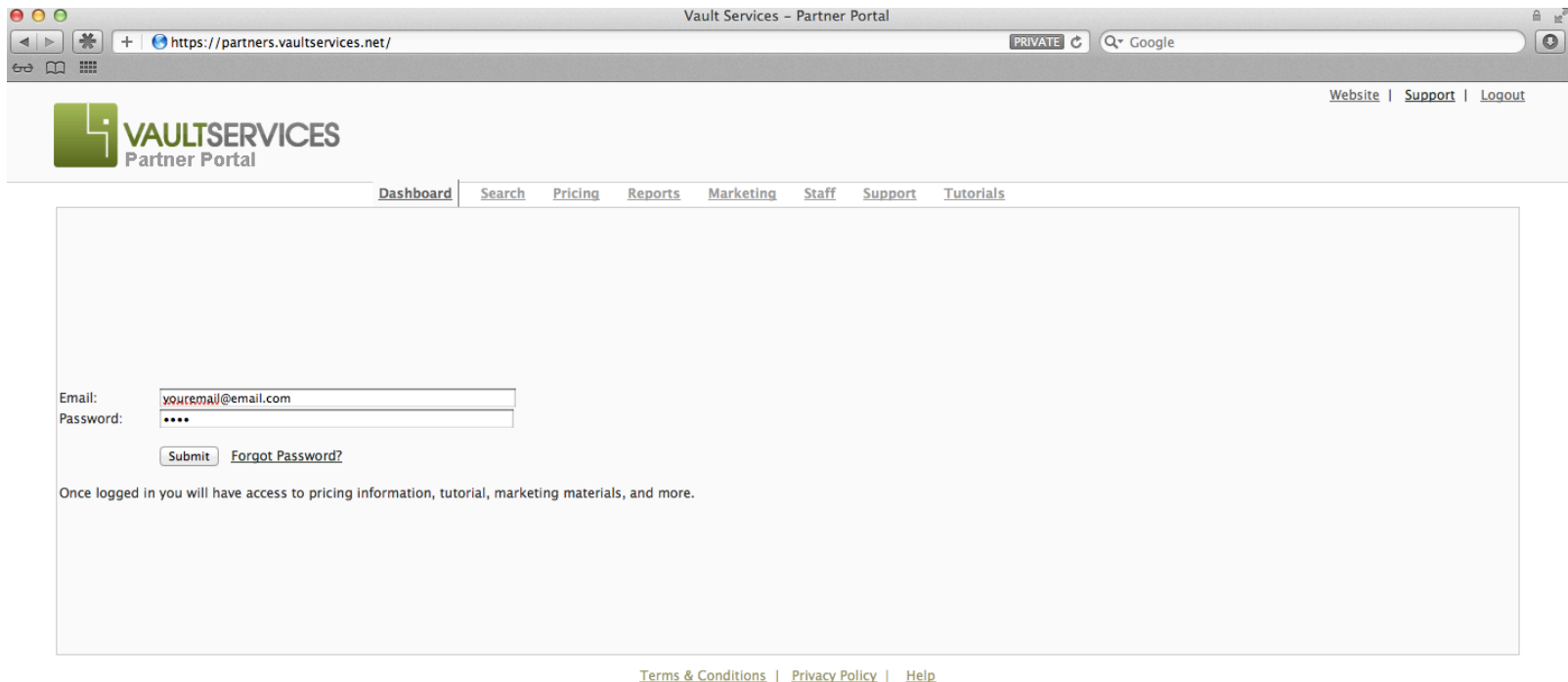
Getting Started – Account Setup Tutorial

Getting started with your new Reseller Partner account

This tutorial will guide you through the set-up process for your Vault partner portal account. Once your application has been approved, you should have received an e-mail with your log-in credentials, like the one below.



Using your log-in credentials provided in the approval email, sign in to the partner portal.




The first time you log-in to your reseller partner account, you will need to establish a billing profile. Vault will send you an invoice of your monthly bill on the second of each month and this billing profile will be charged five days later, on the seventh of each month.

The screenshot shows the 'Default Billing Profile' page in the Vault Services Partner Portal. At the top left is the logo for 'VAULTSERVICES Partner Portal'. At the top right are links for 'Website', 'Support', and 'Logout IT Pros'. Below the logo is a navigation menu with links for 'Dashboard', 'Search', 'Pricing', 'Reports', 'Marketing', 'Staff', 'Support', and 'Tutorials'. The main content area is titled 'Default Billing Profile' and contains an information icon and a message: 'Please fill out or review your Default Billing Profile information below and click "Submit" to confirm your acceptance to the VAULT SERVICES Terms of Use.' Below this is a section titled 'Credit Card Information' which includes a sub-section 'Billing Profile' with the following fields: 'First Name' (text input), 'Last Name' (text input), 'Card Type' (dropdown menu with 'Visa' selected), 'Card Number' (text input), 'CVV' (text input), and 'Expiration Date' (two dropdown menus for month and year, with 'January' and '2012' selected).

Once you input the billing information, please click *Submit* at the bottom of the page.

Default Billing Profile

 Billing Profile has been edited successfully.

Credit Card Information

Awesome! Now you have full access to the partner portal and the ability to create new accounts for your end-users. Check-out our Basic Functions Tutorial that guides you how to create new accounts and more!