









### Email Aliases (optional)

If you are using this service for email, please outline the email aliases you want to capture (e.g. sales@yourcompany.com, accounts@yourcompany.com) and which of the above users should be responsible for which alias.

Please print clearly

User Email	Aliases

## Workflow Alerts

Who should be notified of the following, and how they should be notified (via email and/or SMS). If everyone can be notified, write "ALL", or "N/A" if not applicable. Any exclusions or instructions provide in the other instructions column.

Please print clearly

	User Email	Notify via SMS?	Other Instructions
Online Orders			
Contact Form Submissions			
Online Bookings			
Other Items (as discussed with your representative)			



## Customer Database Set Up

This section is optional, and may incur extra cost.

Do you have an existing database (from ACT, Outlook or other) that you would like to import into the system?

Would you like these people added to an email marketing list or member only area?

*If yes, you will need to provide an import file in the standard format. If you have more than one list then you will need to supply each list in a separate list file.*

Your representative will provide guidance on this.

---

## eCommerce Set Up

This section is optional, and may incur extra cost.

We support several Payment Gateways:

- DPS (US, UK, AU, NZ, ZA, SG, MY and Pacific Islands)  
<http://dps.co.nz>
- Authorize.net (US only)
- EWay (Australia only)  
<http://eway.com.au>
- ESec (Australia only)  
<http://esecpayments.com.au>
- PayPal Website Payments Standard  
<http://paypal.com.au>
- DPS PX Pay (3DSecure)

You will need to sign up with one of the above.

Would you like us to set up your payment gateway for you\*?

If so, please provide your account number and password. (For Paypal, please provide your account email address and "PayPal Payment Data Transfer Token")

Would you like us to set up shipping options for you? If so, list your shipping options below, with desired shipping price next to them.

You may list up to 6.

---

---

---

---

---

---

---

Would you like us to complete your product import? If so, prepare your products in an excel file using the appropriate template file (which we will provide in due course). Images should be supplied separately

\* You will need a merchant account with your bank, a payment gateway account with any supported payment gateway, or an account with PayPal. Please note that payment gateways have a transaction charge for each sale you make.



