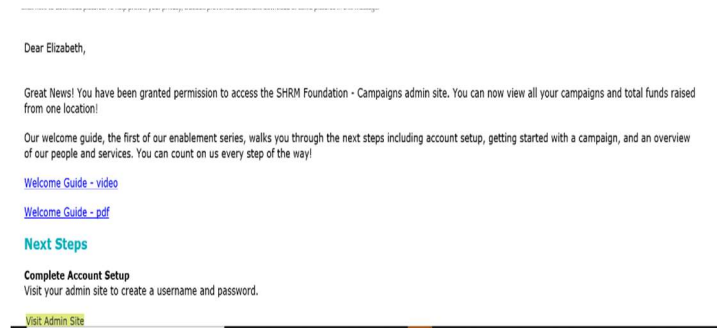


GETTING STARTED?

Step 1: First, things, first. Your organization needs access to the system. Send an email to: givesmart@shrm.org with a subject header: I want to get started! Include your first name, last name, email and cell phone number.

Step 2: We will take care of setting you up in system with the information you provided. Within 24 hours, you will get an email from SHRM givesmart@shrm.org telling you it is done and an email from GiveSmart giving you your log in information to start your campaign.

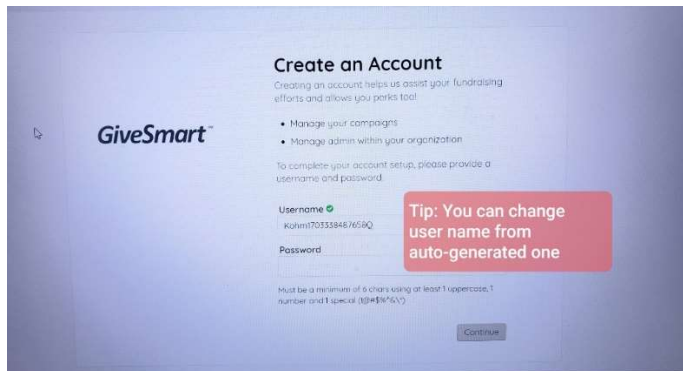
What their email looks like:



Note: You can watch the Welcome Guide video and review the PDF but we have also prepared SHRM specific information for you in this user guide

Step 3: Click on [Visit Admin Site](#)

Step 4: Create User Name and Password

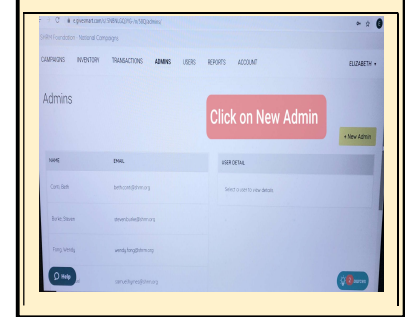


Step 5: Write down your username and password

Troubleshooting Tip
If you do not receive the email, it could have been labeled spam by your IT security. Check in your spam folder for an email labeled: no-reply@givesmart.com

Peer -to-Peer Ideas

Have an intern who is particularly good at IT? Arizona SHRM State Council did and gave them this opportunity to learn and take project ownership. Give them access or someone else you designate by going to Admin section and adding them.



Name	Email	User Details
Carl Berk	carl@shrm.org	Select user to view details
Eric Olson	erics@shrm.org	
Tracy Smith	tracy@shrm.org	
Carly Smith	carly@shrm.org	

Congratulations, you are now ready to begin using GiveSmart...