

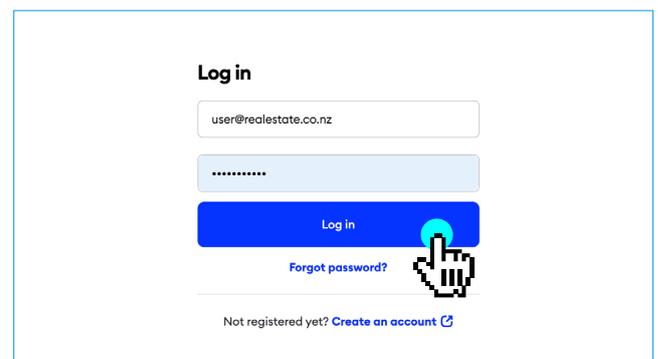
# Digital Business Card User Guide

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**Login:** [agentpro.co.nz](https://agentpro.co.nz)

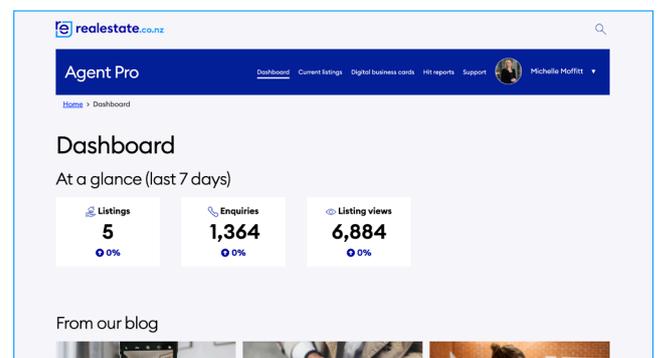
**Register:**

Enter your email or create an account if you are not registered.



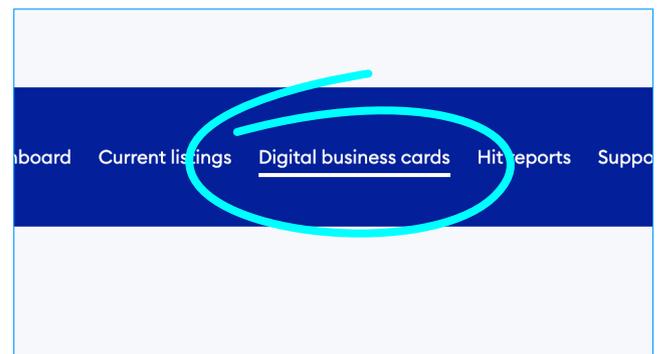
2

Once logged in, you'll land on your dashboard showing you at a glance your listings, enquiries and listing views over the last 7 days.



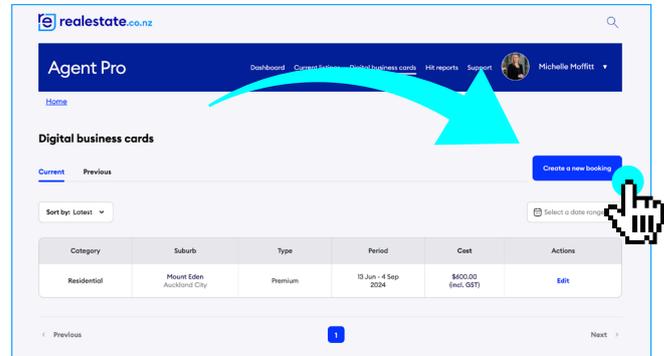
3

To create a Digital Business Card, click on Digital business cards in the top navigation bar.



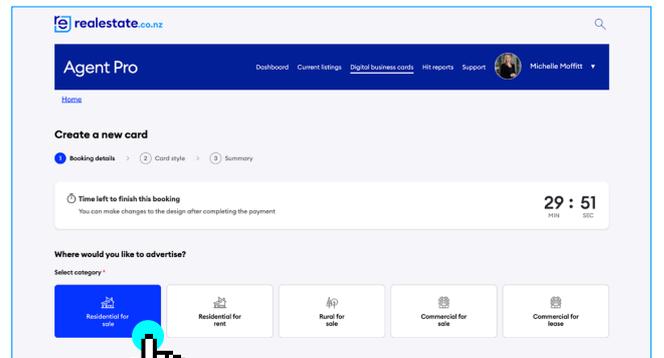
4

Click on 'Create new booking'



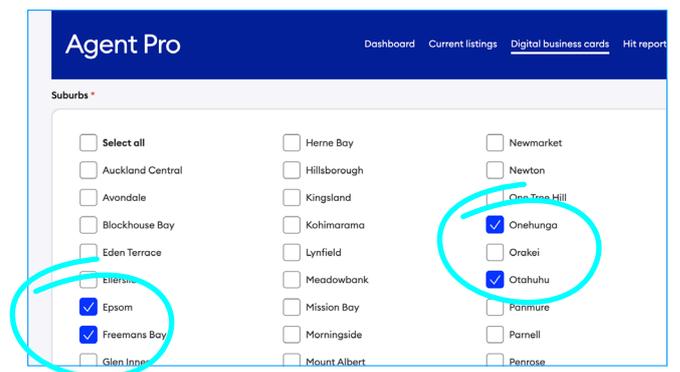
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Select where you would like to advertise i.e 'Residential for sale', then select your location – region and districts.



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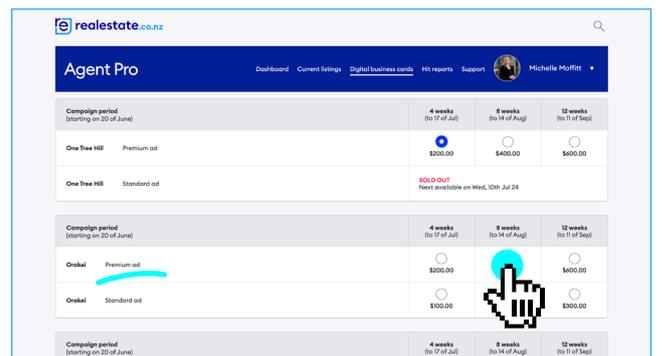
You can select multiple suburbs within your district, the system will then let you know whats available.



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Select the campaigns you'd like to run in the available suburbs.

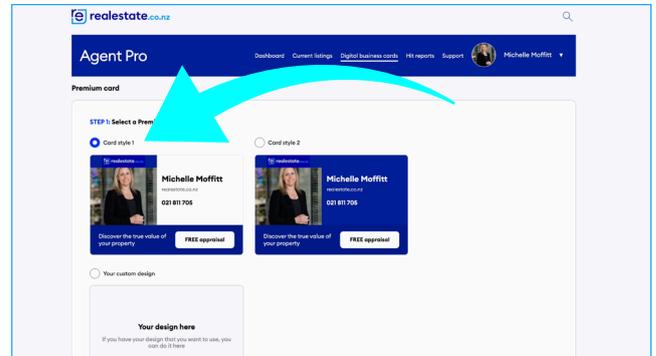
You can choose a Premium or Standard ad. To confirm, select 'Add to proceed'.



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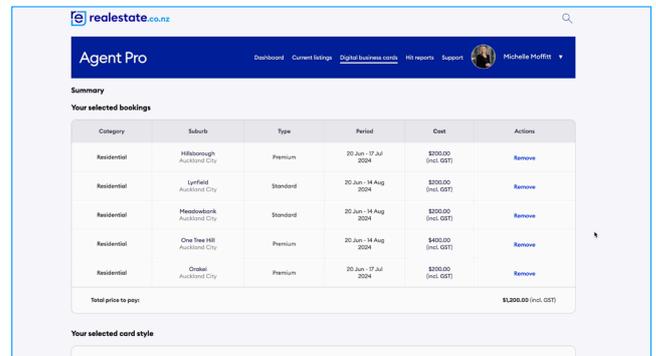
You can then edit your card style from the templates provided or use your own design. Make sure your details are correct and up-to-date. Once complete, click 'Next'.

Note: You will still be able to edit your card even after completing the payment process.



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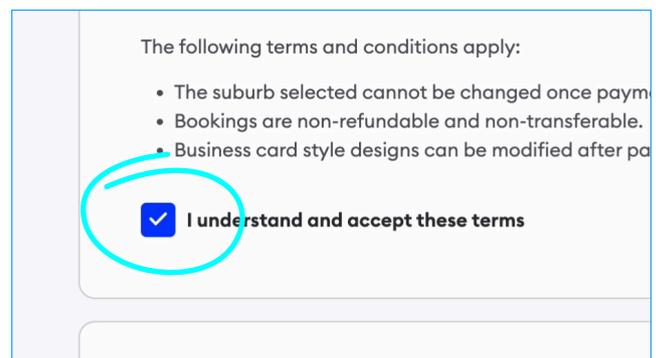
Make sure your selected bookings, card styles and information is all correct.



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You will need to accept the Terms & Conditions before proceeding to the payment screen.

Make your payment and you're all booked in!



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For any support, contact your territory manager or our in-house team. You can also watch our Digital Business Card video at [agentpro.co.nz](http://agentpro.co.nz)

We are only a phone call away  
Monday – Friday during business hours.  
Phone: 0800 732 536

