



## Welcome!

Congratulations on becoming our newest partner! **PartnerOn** provides you with consistent, relevant, and customizable content to share with your customers and prospects in just a few clicks.

Let's get you [logged in](#) and ready to start publishing content!

## Join our weekly Office Hours - Thursdays at 10am EST

[During this time](#), we'll review how to use PartnerOn to streamline your content marketing and help you close more sales. Great opportunity to ask our team questions about PartnerOn. Don't forget to add to your calendar today! You will learn how to:

- Set up your account
- Select content channels that match your business and appeal to your audience
- Publish content to your email lists, website, blog, and social media in a few clicks

## Here's what you need to set up your account:

### 1. Your Profile Information

The information you provide in [My Profile](#) will be added to your marketing materials. You will need:

- Business name
- Business physical address
- Business phone number
- First name, last name, and email address of your default sender (for your email campaigns)
- Website (URL)
- Privacy Policy (URL)
- "About Us" copy for emails and your microsite

### 2. Your Banner and Logo

To add branding to your email content, **upload a banner (600 pixels wide)** in JPG or PNG format. Also **upload your company's logo** to brand your microsite. Ideally, your company's logo will be a PNG file with a transparent background.

### 3. Your Network Connections

To easily schedule and share your content, [connect your PartnerOn account](#) to your social media accounts, your blog, and/or email lists. You can post directly to:

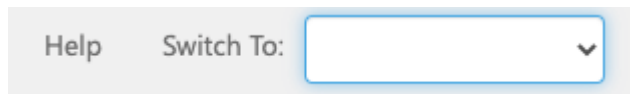
- Your personal LinkedIn Account and/or your LinkedIn Company Page (must be an admin)
- Your Twitter account
- Your company Facebook Page (must be an admin/editor)
- Your email marketing lists - to upload to DMC or connect through your existing email provider
- Your Wordpress, Hubspot, Blogger or Tumblr blog

Have the usernames and passwords ready for these accounts. If you plan to send email campaigns from lists you imported to PartnerOn, [please review this article](#).

## Here's how to link two or more accounts:

- [Log into](#) one of your accounts
- From the settings gear, click **Link Accounts**
- If your email address is associated with additional accounts, you will be asked whether you would like to connect to the accounts. **Click Yes or No**
- You will be sent a confirmation email from [support@contentmx.com](mailto:support@contentmx.com). Within the email, **choose to approve or decline the linking request**

You can now log into one account and easily switch to another account using the dropdown feature in the right hand corner of your screen



## Need help?

Head over to our [Knowledge Base](#) for videos, articles, and special-topic webinars.

Please email [support@contentmx.com](mailto:support@contentmx.com) with any questions about your PartnerOn account.