

Help: Sign-Up with iConnectFX™

1. SIGN-UP/REGISTER WITH iConnectFX™

- Make sure you are using a browser that meets iConnectFX™ requirements (click on “*Browser Requirements*” button in the top menu bar for more information).
- Click on the ‘*Sign-Up for Free*’ button or link on www.iConnectFX.com and complete the simple registration form.



Home Screen – Sign Up for Free

- Once you have signed-up/registered, you will receive a welcome email. The welcome email will provide the information you need to sign-in. Click on the ‘*Sign-In*’ and enter the information provided in the email.
- After signing in for the first time, Set-Up Your Account.

2. SET UP YOUR ACCOUNT

Once you have signed-up/registered, you will receive a welcome email. The welcome email with provide the information you need to sign-in.

1st. Sign into your account.

2nd. When you sign into your account, you will be presented with a screen titled “*YOU HAVE MULTIPLE RESPONSIBILITIES/ROLES*”. The Multiple Responsibilities screen allows you to conveniently switch between other WorldERP® applications (A.K.A. Responsibilities), Roles, or Locations.



Selecting Options in the Multiple Responsibilities Screen

- i. In *Step1: Select Responsibility*, select “iConnectFX”.
- ii. In *Step2: Select Role*, select “System Administrator”.
- iii. In *Step3: Select Location*, select “N/A”.
- iv. In *Step4: Click Continue*, click the “Continue” button

Note: Check the checkbox “Do not show this page at log-in” if you want to bypass the Multiple Responsibilities screen the next time you Sign-In.

You will be taken to the iConnectFX™ System Administration screen.

3rd. The ‘*My Contact Information*’ sidebar menu option should be selected, if not, select the ‘*My Contact Information*’ sidebar menu option.



My Company Information Screen

- i. Fill in all information and save.

- 4th. Select the 'Site Logo' sidebar menu option. The 'Site Logo' sidebar menu option allows you to upload an image/picture you display to other viewers for your webinars, videos, and channel on iConnectFX™ pages.

If you do not upload a Site Logo, a default logo "No Image" will be used for your channel.



Site Logo Screen

- i. If there **is** an existing logo, you must first remove the logo by clicking on the REMOVE hyperlink before uploading a new logo.
- ii. With no existing logo, click the Browse button and locate a .jpg, .png, .gif image to upload as your Site Logo.
- iii. Click the "Upload" button. This will upload the selected image that will become your Site Logo.

- 5th. Move your mouse over the 'Video' sidebar menu option and select the "Channel Name" sub-option.

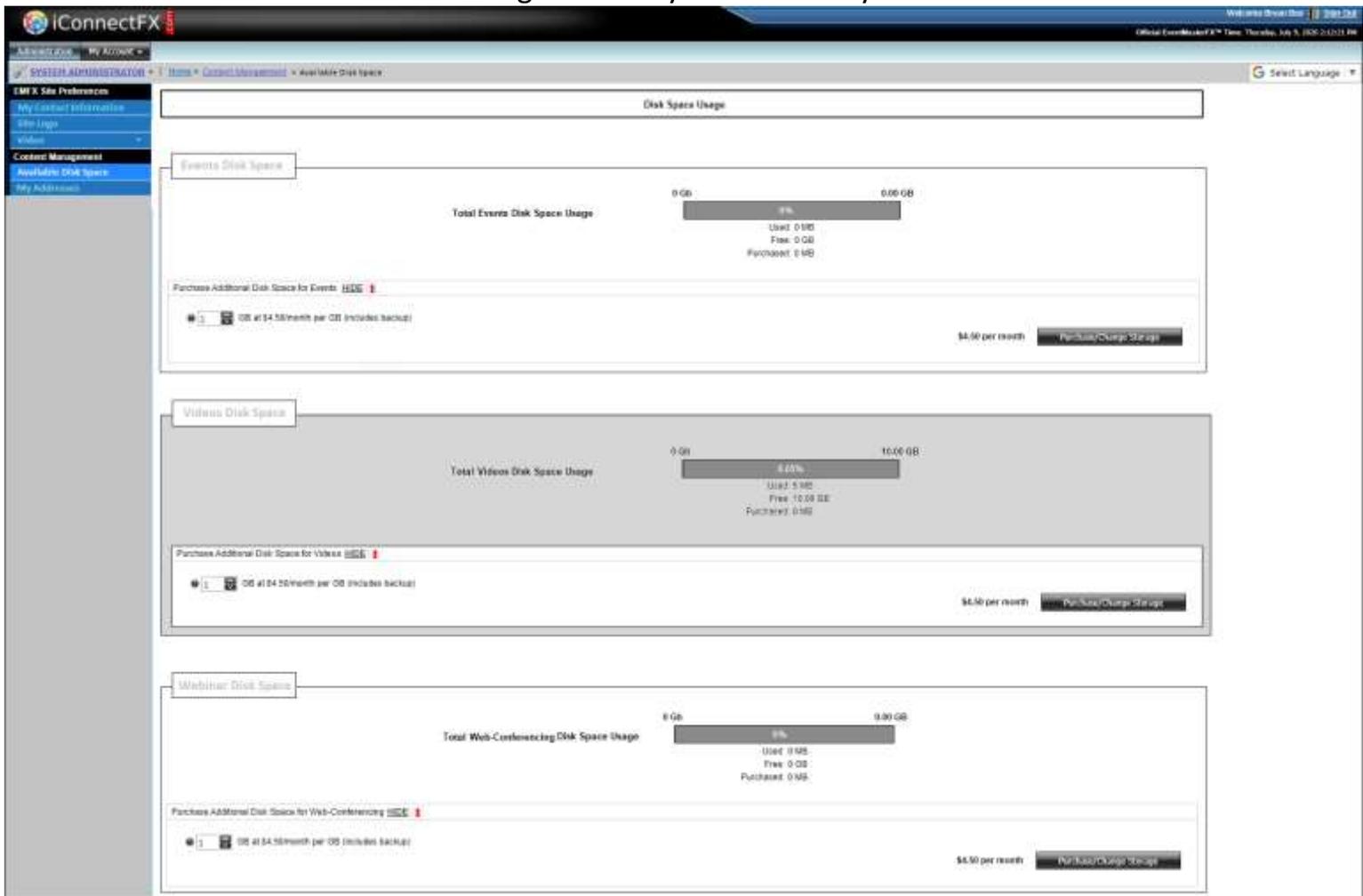
Your Channel Name is the official name for your channel on iConnectFX™. There are several different types of Channel Names, including a person's first and last name (example: John Doe) or a name that describe a channel's overall topic (like: 5-Minute Crafts).



Site Logo Screen

- i. Fill in a Channel Name and save.

- 6th. Select the 'Available Disk Space' sidebar menu option. The 'Available Disk Space' sidebar menu option shows you how much disk space you have available to you based on the settings in the My Account > My Services.



Available Disk Space Screen

- i. You should not need to make any changes at this point, so just make a mental note that this screen exists.

- 7th. Select the 'My Addresses' sidebar menu option. The 'My Addresses' sidebar menu option shows all of the delivery locations associated with your account. For example, if you wish to purchase something on the site the item would be shipped to an address defined in the My Addresses.

Initially, the 'My Addresses' sidebar menu option should show only one address. The initial address is populated when you enter information in the 'My Contact Information' sidebar menu option.



My Contact Information Screen

- i. Click the 'Add' link to add more addresses.

You have completed the setup of iConnectFX™



Now that you have set up iConnectFX™, start broadcasting videos and live streams, host and record web-conferences, generate revenue, and more!

To get started, you need to change your role from the **System Administrator** to the **Super User** role. To do this, select the 'Change Responsibility' option in the 'My Account' drop-down.



My Account > Change Responsibilities Menu Option



Selecting Options in the Multiple Responsibilities Screen