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■ View My Order History

Review My Favorites

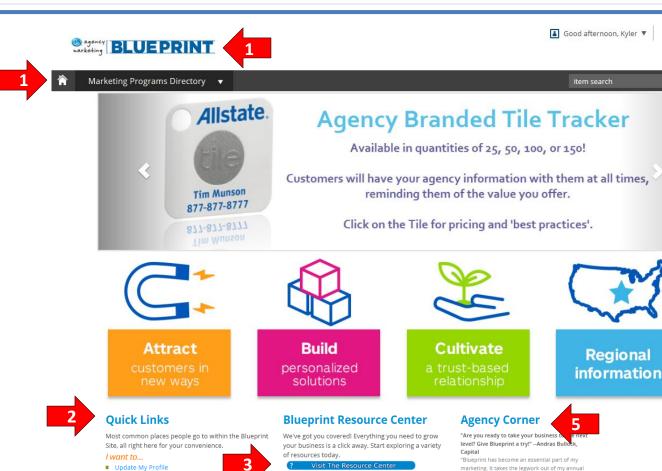
View My Account History

■ View my Activation Guides

■ View Campaign Key Dates Calendar

■ View Direct Mail Creatives & Details

■ Go to Executive Advantage Resource Center



1) Home – If at any point during enrollment you wish to return to the Homepage, simply click on either the 'Home' button or the Blueprint logo

- 2) Quick Links Easily access the site's most utilized features
- Questions about program details? Check out the Blueprint Resource Center for more information
- Contact Us Allows you to easily reach out to Blueprint Support

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- Agency Corner Hear how other agency owners have benefited from Blueprint
- Regional Information Learn more about your region and your marketing team here.

#### Contact Us

We're here to help you when you have questions or trouble with Blueprint enrollment.

Questions on the Blueprint programs or pricing?

Please contact the Blueprint team at marketingblueprint@allstate.com or your regional marketing consultant

Need technical support getting through the enrollment site?

marketing. It takes the legwork out of my annu marketing strategies. I look forward to seeing what'... read more...

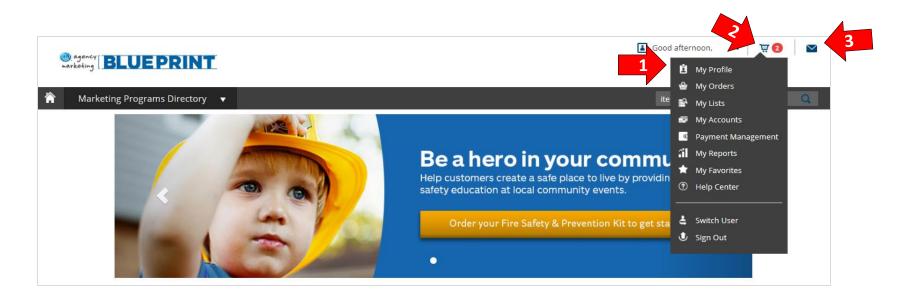
"I leverage Blueprint to profitably grow my agency while providing the best service possible" --Neil Greco, Allstate New Jersey

"Effectively managing an agency is full time work and then some. Marketing is a critical element of any successful agency. It defines not only what...

Blueprint programs are Executive Advantage approved

"What I like about Blueprint is that it provides a convenient way for me to review, evaluate and plan my Executive Advantage approved marketing opt... read more...

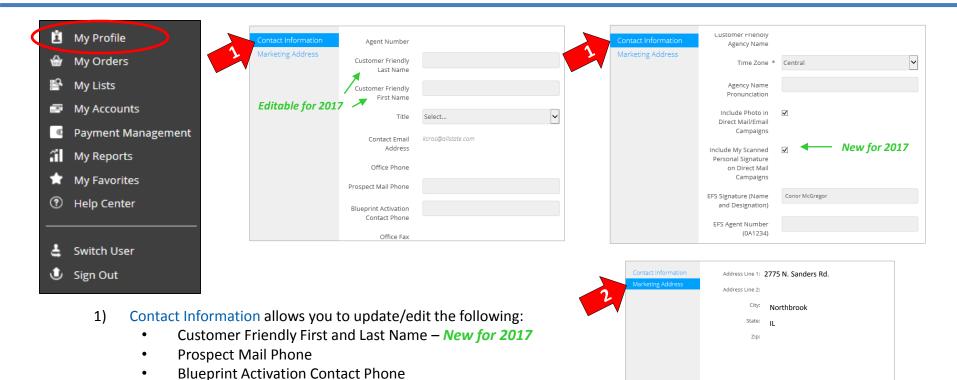




- 1) The Navigation Bar allows you to quickly access the following:
  - "My Profile" for updating contact information (Important to Complete)
  - "My Orders" to view past Blueprint orders
  - "My Lists" to view who direct mail campaigns were sent to with contact information
  - "Payment Management" to set your Direct Mail billing preferences
  - "My Accounts" to view credit cards on file
  - "My Favorites" to view programs you have starred as a favorite
  - "Help Center" for any Blueprint related questions
- 2) Your Shopping Cart is located at the top right of the screen and will highlight how many items you have selected to purchase
- 3) Your Mailbox will notify you when you have incoming messages

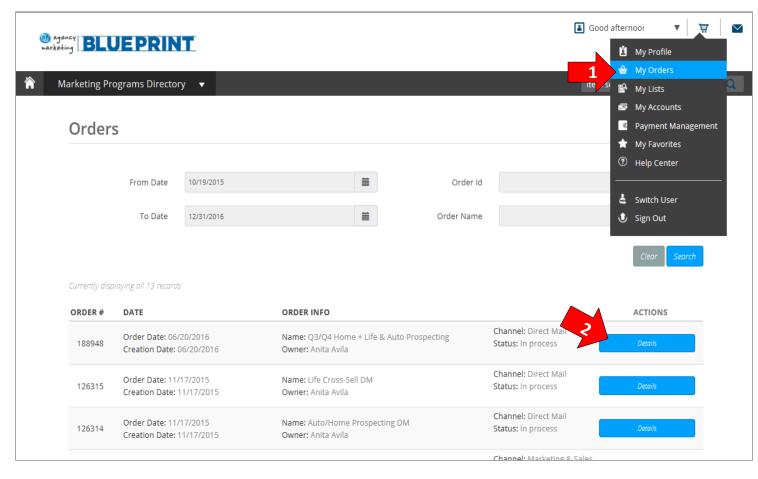


Time Zone



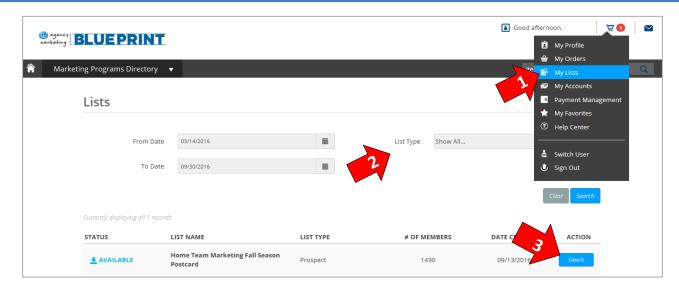
- Include Photo and Scanned Personal Signature in Direct Mail/Email Campaigns New for 2017
  - Your photo from BrandMuscle (if available) and your scanned personal signature from TaG (if available)
     will be included in direct mail/email campaigns. Your photo will not be pulled from your Allstate website.
     To opt out of these, uncheck each box.
- EFS Signature (Name and Designation) & EFS Agent Number
  - If you have an EFS partner, include his/her information here. This will allow him/her to be included on applicable programs.
- 2) Marketing Address: please confirm your address is listed correctly. This information is pre-populated from the address on your website.



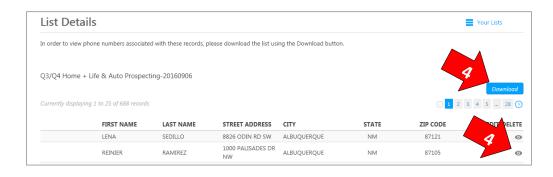


- 1) My Orders Use
  My Orders to view
  what you have
  purchased and its
  status, including
  programs and
  DM/Email
  campaigns
- Details View more information on the program(s) and DM/Email campaigns you chose



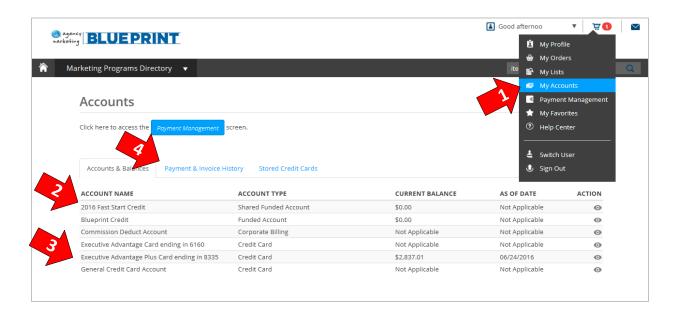


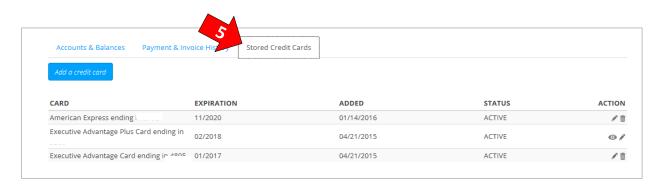




- My Lists Use My Lists to view who your Direct Mail campaigns were sent to
- 2) List Type Use the drop down to view prospecting campaigns, cross-sell campaigns or both
- View Details Use the View Details button to either preview the list or download the list to an excel document
- 4) When using view details to preview a list in your browser, click the eye for more customer/prospect information. Click download to download into an Excel document.

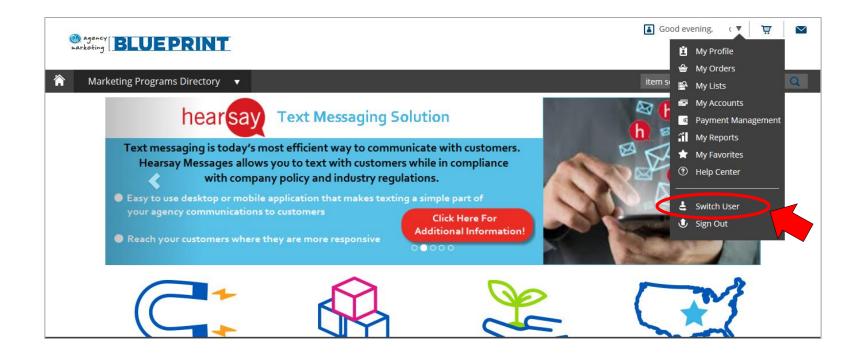






- My Accounts Use My Accounts to view your credits and credit cards on file.
- Credits Your Fast Start Credit and Blueprint Credit will display first
- 3) Executive Advantage Cards Your Executive Advantage Plus Card will be in the system and your balance will display. These balances are updated weekly
- 4) View payment history with the Payment & Invoice History tab
- 5) Stored Credit Cards Agents will also be able to see stored credit cards in this section



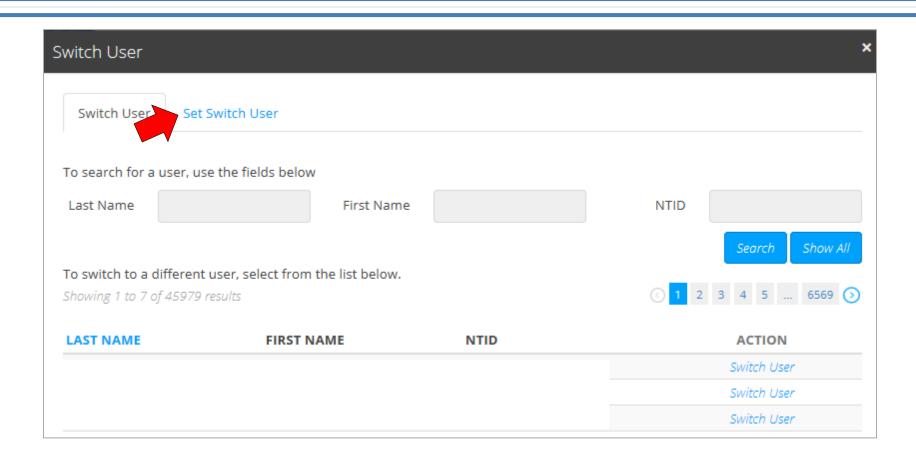


Set Switch User functionality allows you to give your office staff the ability to impersonate you and place orders on your behalf.

In order to grant this permission, select Switch User in the Navigation Bar.



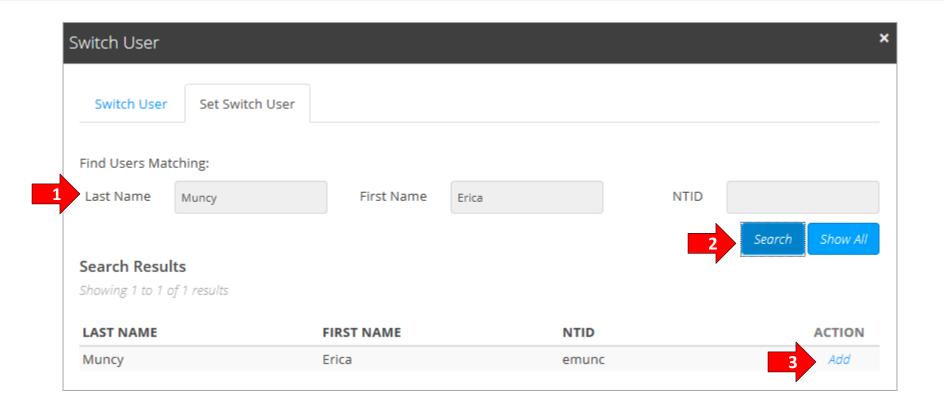
# Set Switch User Functionality Cont'd...



Select the 'Set Switch User' tab



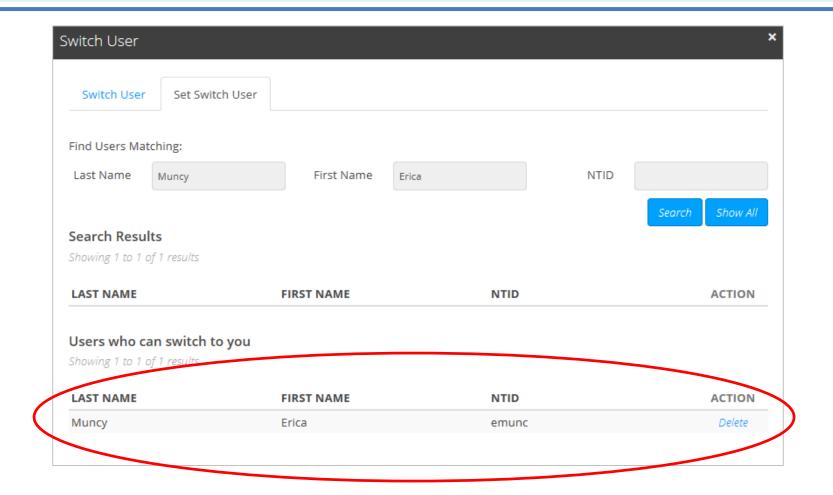
## Set Switch User Functionality Cont'd...



- 1) Enter the name or NTID of the staff person you would like to provide access to
- 2) Click 'Search'
- 3) The staff name will appear in the search results section. Next, click 'Add' to grant permission.



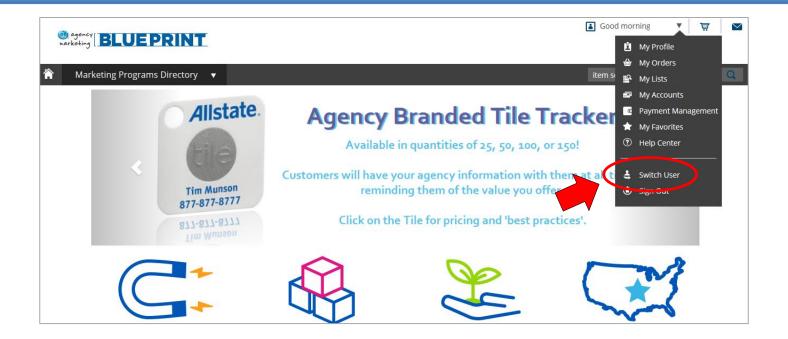
# Set Switch User Functionality Cont'd...



The staff person will now show as a user who can impersonate (switch to) you.



# Switch User Functionality for Staff

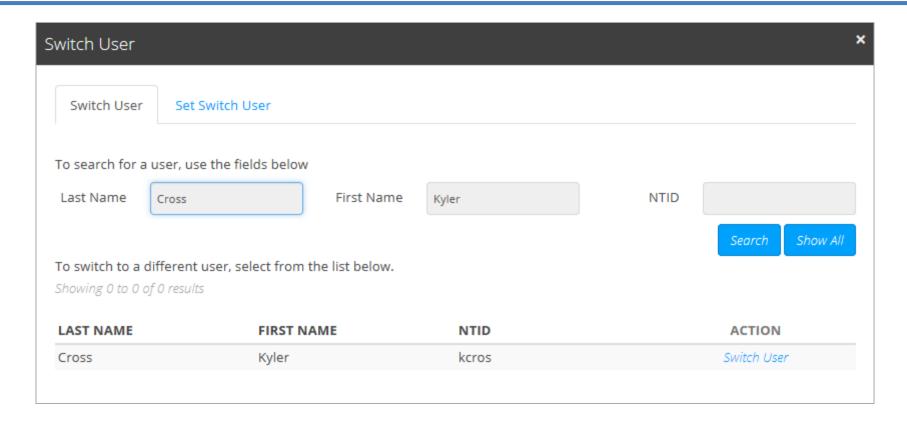


Once you have provided access to your staff, they now have the ability to impersonate you and place orders on your behalf.

In order for them to do this, they will log into the Blueprint site and select 'Switch User' in the Navigation Bar.



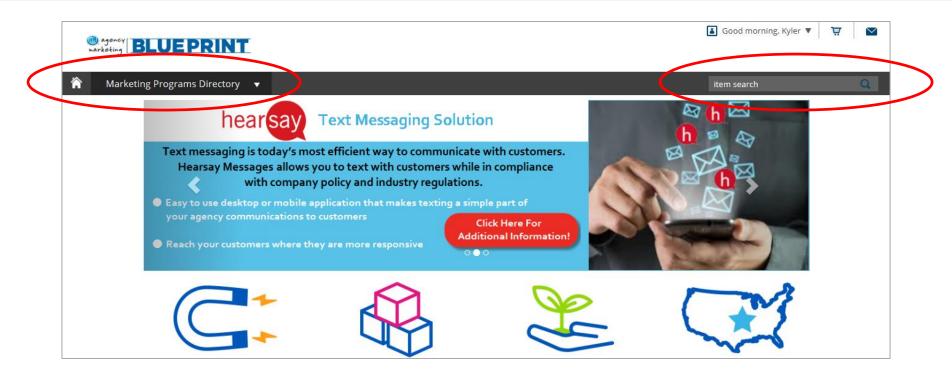
### Switch User Functionality for Staff, Cont'd...



On the 'Switch User' tab, the name of users your staff person can impersonate (switch to) will be listed. If you have granted them permission using the steps on the previous pages, your name should appear here.

Your staff person will then click 'Switch User' in the Action column. They will now have the ability to impersonate and place orders on your behalf.

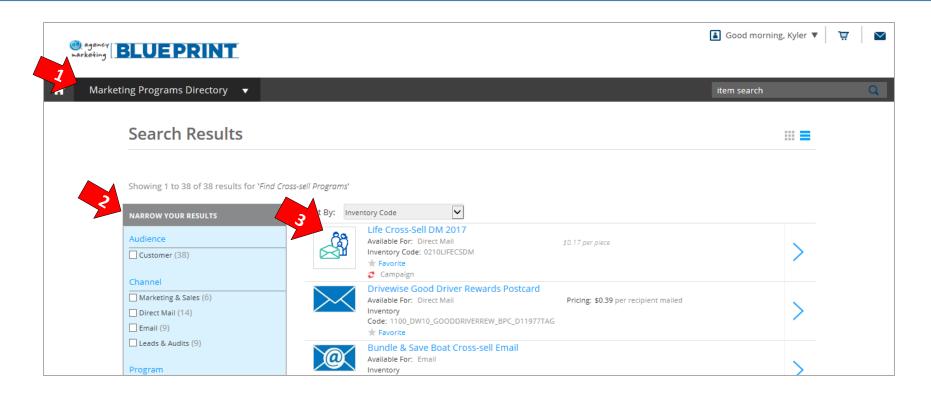




Once you have decided on the tactics you would like to purchase, you can begin the process of placing an order.

Programs can be found by searching for their names or keywords in the Item Search bar, or you can access them through the Marketing Programs Directory drop down menu in the upper left corner.

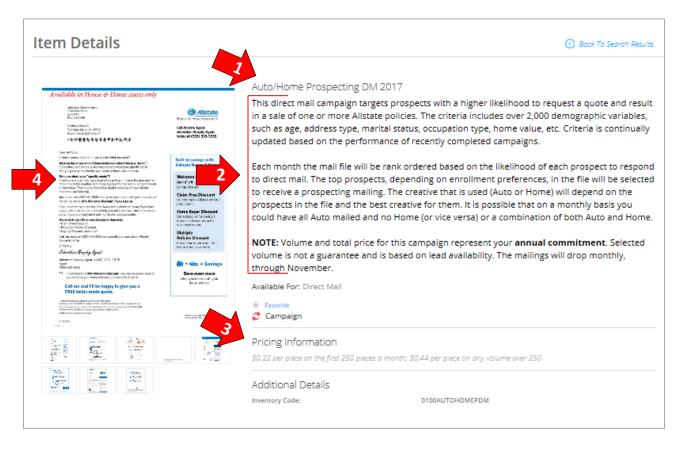




- 1) Marketing Programs Directory Clicking a Business Objective from the Marketing Programs Directory will display relevant programs, direct mail campaigns, and email campaigns.
- 2) Narrow Your Results Use the filters to narrow down results by target, availability and/or program type TIP: You can use multiple filters at once!
- 3) Choose a Tactic To see more details about the offering or see which vendors are available, you can select the tactic by clicking on it.



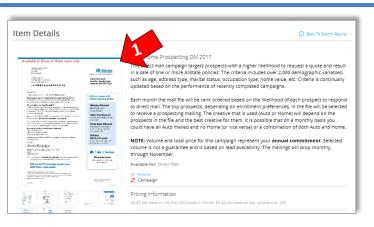


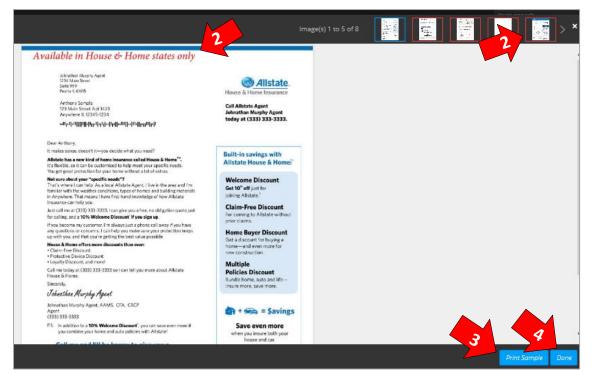


- Select a Direct Mail Campaign – Click the Direct Mail campaign you are interested in from the results page (shown on prior page)
- Direct Mail Details –
  Read the description
  of the direct mail
  campaign for more
  details
- Pricing Information –
   This will explain the price per pierce
- 4) Creatives Click the picture of the creative to see a larger view, print samples and view regional variations (more details on following page)



### Placing an Order for Direct Mail – View Creative

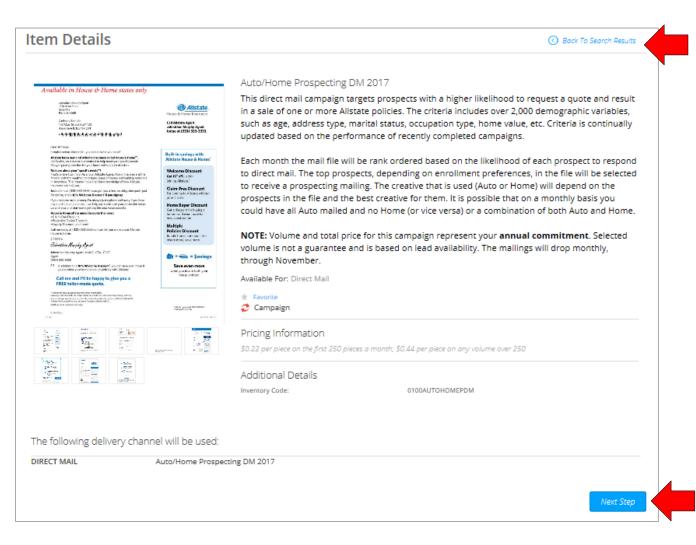




- Click the Creative –
   Click the creative from
   the tactic screen to
   preview the creative
   image
- 2) Regional/State
  Variations Scroll
  through the creative at
  the top to view
  regional/state
  variations. Text on the
  creative will indicate
  it's usage.
- 3) Print a Sample Creative– Click "Print Sample"
- 4) Click "Done" to return to the tactic screen



### Placing an Order for Direct Mail

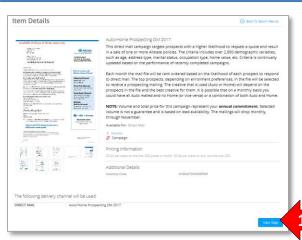


Click "Back to Search Results" to return to the results screen and view other direct mail campaigns, emails or other programs

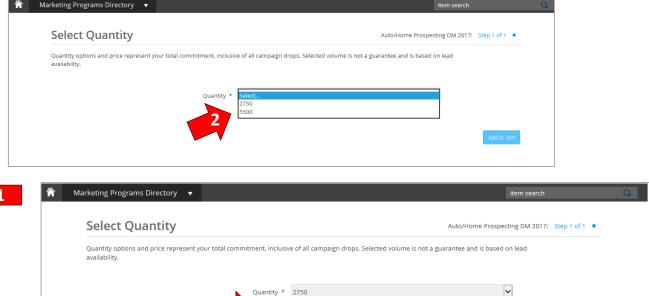
If you want to enroll in this campaign, click "Next Step" to continue to volume options



### Placing an Order for Direct Mail - Choosing Quantity

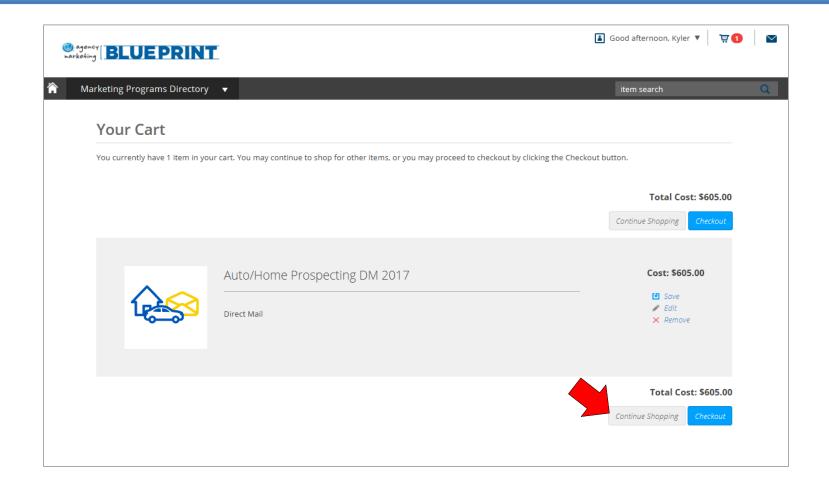


- Click "Next Step" on the tactic page to continue to the Quantity Selector
- Choose your quantityNote: This amount includesALL campaign drops
- The price will reflect total cost of all campaign drops
- Select "Add to cart"





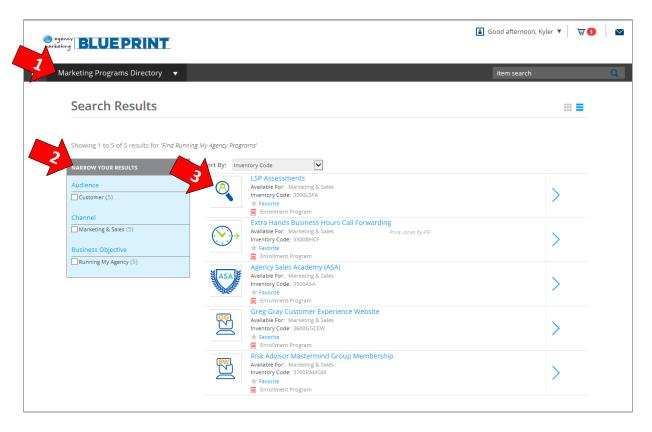




The direct mail campaign is now in your cart. Let's continue shopping!



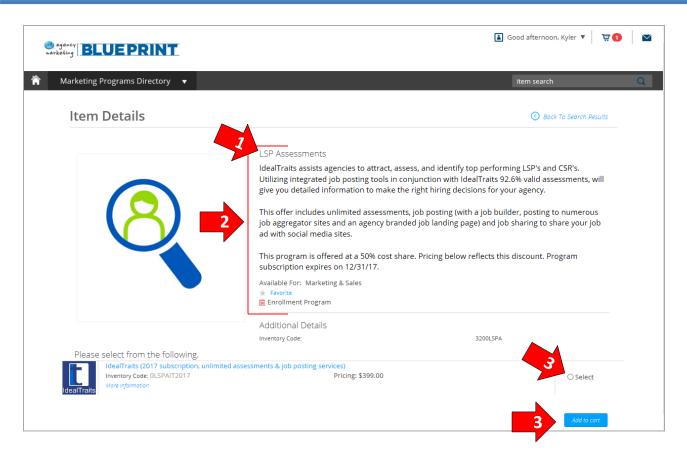
# Placing an Order for a Program



- Marketing Programs Directory Clicking a Business Objective from the Marketing Programs Directory will display all relevant programs, direct mail campaigns and email campaigns.
- 2) Narrow Your Results Use the filters to narrow down your results by target, availability and/or program type
  TIP: You can use multiple filters at once!
- 3) Choose a Tactic To see more details about the offering or see which vendors are available, you can select the tactic by clicking on it



# Placing an Order for a Program



- Select a Program Click the tactic you are interested in from the results page (shown on prior page) to view available vendors and programs
- Tactic Details Read the description of the tactic for more details
- 3) Select and Add to Cart –
  When you have selected
  the program you want to
  enroll in, you can "Add to
  Cart"



# Placing an Order for a Program – Radio Buttons vs. Check Boxes

Marketing Corporation	TRI (2017 Home: Next Day Email Delivery, 60 leads) Inventory Code: 0OTTRINDED60NE More Information	Pricing: \$1,170.00	Select
Marketing Corporation	TRI (2017 Auto: Live Call Transfer, 60 leads) Inventory Code: 0OTTRILCT60 More Information	Pricing: \$1,170.00	○ Select
Manieding Corporation would be served to	TRI (2017 Auto: Next Day Email Delivery, 120 leads) Inventory Code: 0OTTRINDED120 More Information	Pricing: \$1,980.00	○ Select
(HBW)	HBW (2017 Home: Next Day Email Delivery, 60 leads) Inventory Code: 0OUUHBWNDED60NE More Information	Pricing: \$1,170.00	○ Select
(HBW)	HBW (2017 Auto: Next Day Email Delivery, 120 leads) Inventory Code: 0OUUHBWNDED120 More Information	Pricing: \$1,800.00	○ Select

Programs on the site will either have 'Radio Button' or 'Checkbox' functionality. If the program is selected by clicking on a circle icon, or Radio Button, you may only enroll in one program on the screen.

Example: Agent may choose one of the tactics above, such as TRI 60 leads. Agent will not be able to select multiple offers within this page.



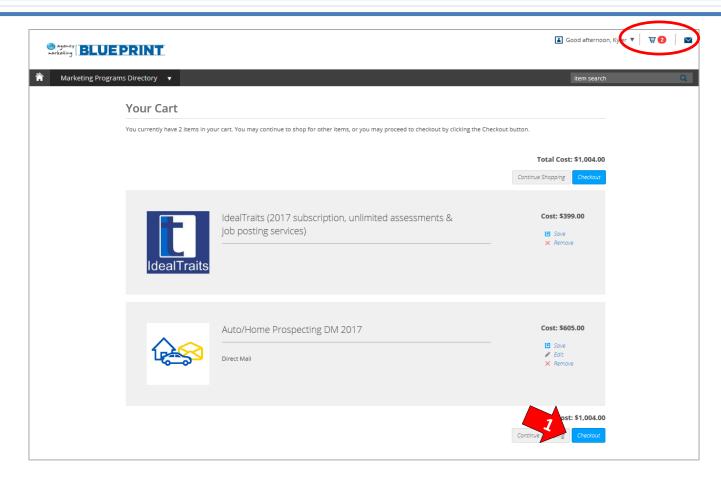
# Placing an Order for a Program – Radio Buttons vs. **Check Boxes**

	e select from the following.  Purple Purse 2017 "Purse-onalize" Your Community Toolkit		
	Inventory Code: 01PPCT  More Information	Pricing: \$15.00	<b>☑</b> Select
	Purple Purse 2017 Domestic Violence Curriculum and Coaching Guide Inventory Code: 02PPDVCCG More Information	Pricing: \$30.00	<b>☑</b> Select
THE	X the TXT 2017 Inventory Code: 03XTT More Information	Pricing: \$90.00	<b>☑</b> Select
WE	WE Volunteer Now 2017 Grant Activation Kit Inventory Code: 04WE More Information	Pricing: \$10.00	Select
•	Allstate Foundation Disaster Preparedness 2017 Toolkit (20 kits) Inventory Code: 05AFDP20 More Information	Pricing: \$20.00	☐ Select
~	Allstate Foundation Disaster Preparedness 2017 Toolkit (40 kits) Inventory Code: 05AFDP40 More Information	Pricing: \$40.00	☐ Select

If the program is selected by clicking on the square check boxes, you may only enroll in multiple programs on the screen.

Example: Agent may choose one, a few, or all of the tactics above. In this example, the agent has decided to enroll in Purple Purse (x2), X the TXT and We Volunteer from the listed offers.





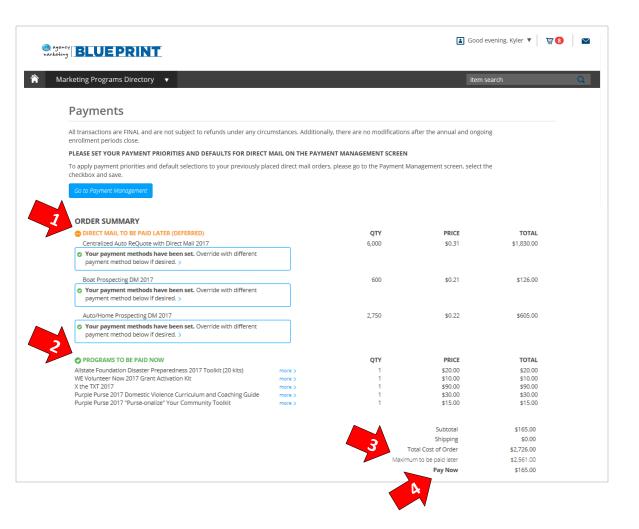
1) When you have finished adding your desired direct mail campaigns, email campaigns and/or programs to your cart, you can select "Checkout" to continue to the Payment Screen

TIP: You can click the shopping cart (top right) at any time to return to your cart





### Checkout Cont'd, Payments Screen

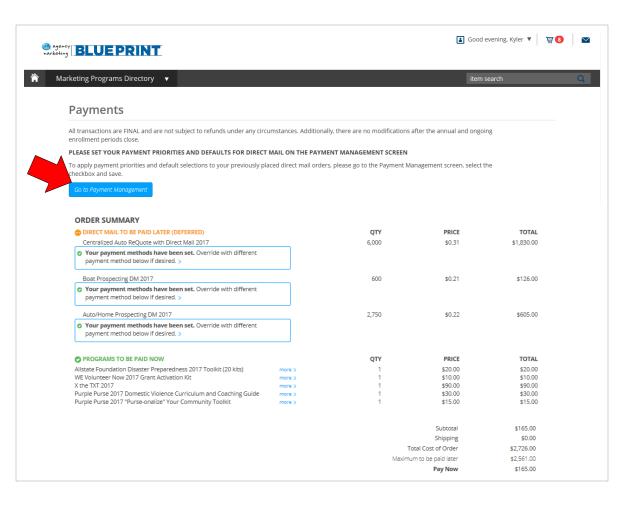


Once you select "checkout" you will be directed to the Payments screen. Here you will see the breakdown of your order.

- Direct Mail To Be Paid Later

   This lists the direct mail in your cart. Direct mail is a deferred payment, so you will not pay this charge at the time of checkout.
- 2) Programs To Be Paid Now This lists the programs in your cart. Programs are paid at the time of checkout.
- 3) Maximum to be paid later Direct mail is billed based on the quantity mailed, so you will only pay for what you use. This total represents the full amount of mail possible that could be charged.
- Pay Now This lists the total amount to be paid at the time of checkout.

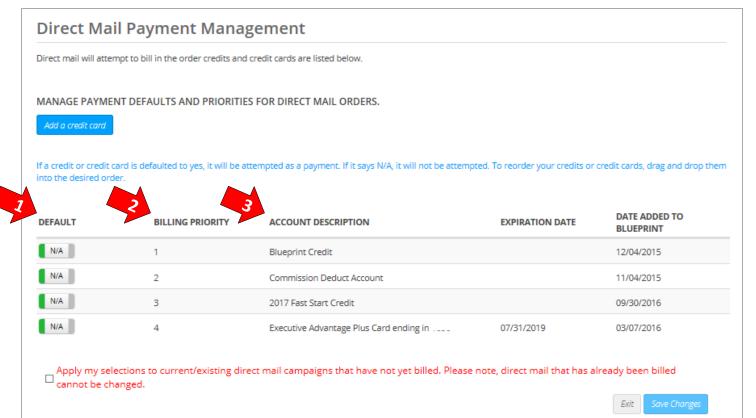




Once you are comfortable with the campaigns and programs on the payments screen, you will want to go to the Payment Management Screen to set your Direct Mail billing preferences.

This screen can be accessed by selecting the blue "Go to Payment Management" button located above the **Order Summary**.

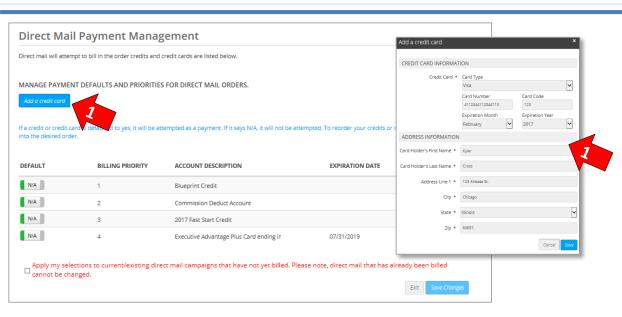




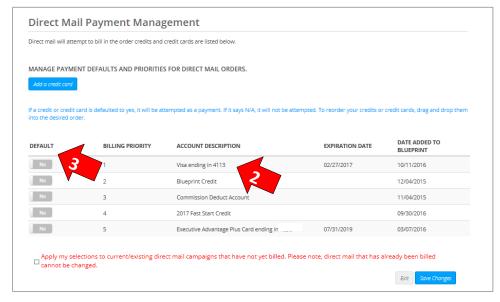
The Payment Management Screen is where you will set your billing preferences for Direct Mail.

- Default This toggle feature indicates if you would like a particular payment method to be used for billing.
- 2) Billing Priority This indicates the order in which you would like the site to attempt to bill your Direct Mail. If the top billing priority does not have enough funds to pay for the campaign, the site will bill the next payment method listed as a billing priority (example scenario ahead).
- Account Description –
   This displays the payment methods available on the site.

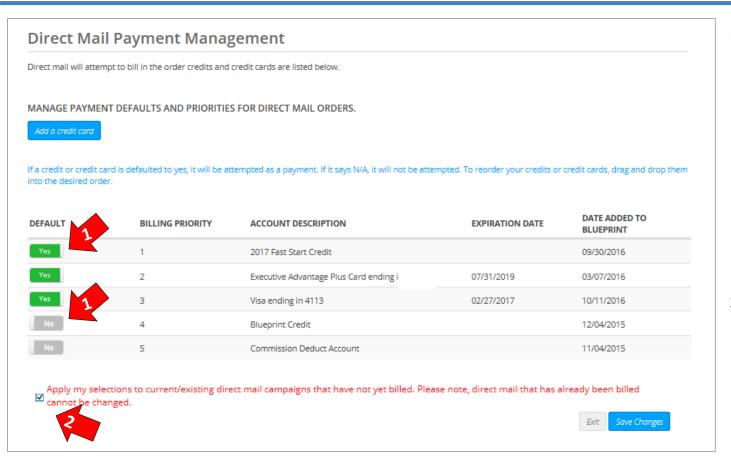




- Add a credit card The first step on the payment screen is to add any additional cards you would like to use for billing, such as a personal or business credit card. Please note that you are not required to add additional cards.
- 2) Once you have added this card(s), it will appear in the payment management screen as a usable payment method under Account Description (e.g. Visa ending in 4113).
- 3) Now you can reorder your credits and/or credit cards by dragging and dropping them into the desired order in the Default column.







This agent has used the drag and drop feature to determine the DM billing priority for the desired payment methods listed (Buttons toggled to Yes).
 Please note you are not required to toggle all billing methods on – only those

desired. The site will not

(Buttons toggled to No)

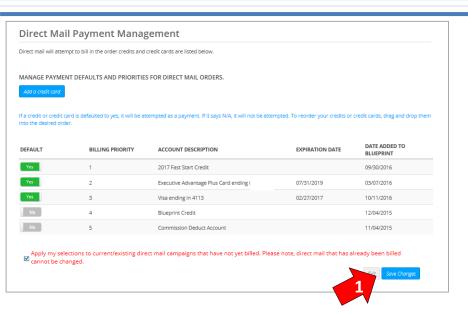
attempt to bill any payment

methods listed as No or NA

2) Important Note: Once you have finalized your DM billing preferences, you will want to select the checkbox at the bottom of the page in red. This applies your billing preferences to any current/future DM campaigns that have not yet billed. Please note, any DM that has already been billed cannot

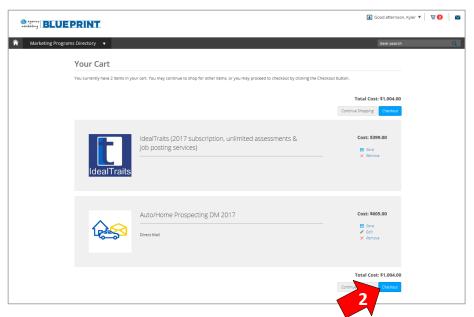
be changed.





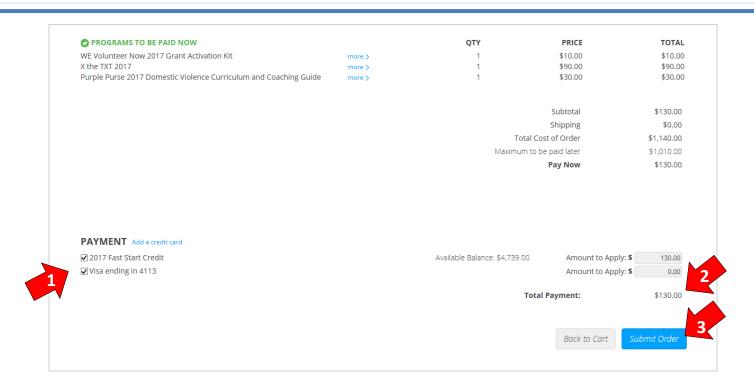
 Once you have returned to your cart, you will select the "Checkout" button to proceed to the Payment Screen. 1) Once you have completed all steps on the Payment Management Screen, you will "Save Changes" and return to cart by selecting the cart image at the top right of the screen:





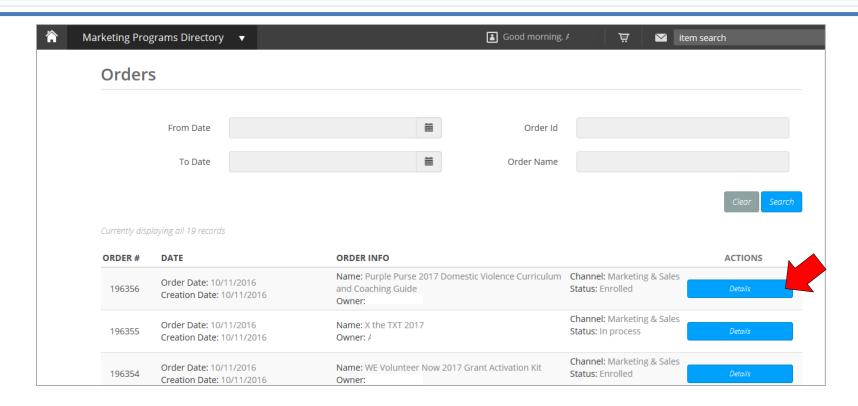


# Checkout Cont'd, Completing Your Order



- 1) At the bottom of the payments screen, you will find the **Payment Methods** available for purchasing programs. You can disperse your total payment due between as many options as you would like (*This agent has chosen to place all of the \$130 due at checkout on the 2017 Fast Start Credit, however, they could also disperse some of the payment onto the Visa if they preferred).*
- 2) You will also find the **Total Payment** due at checkout (**Reminder:** This total does not include your Direct Mail deferred payments).
- 3) Once you are ready to checkout, you can select "Submit Order" to purchase your 2017 Marketing Blueprint package! You will receive an email confirmation from MarketingBlueprint@allstate.com with a summary of your order.



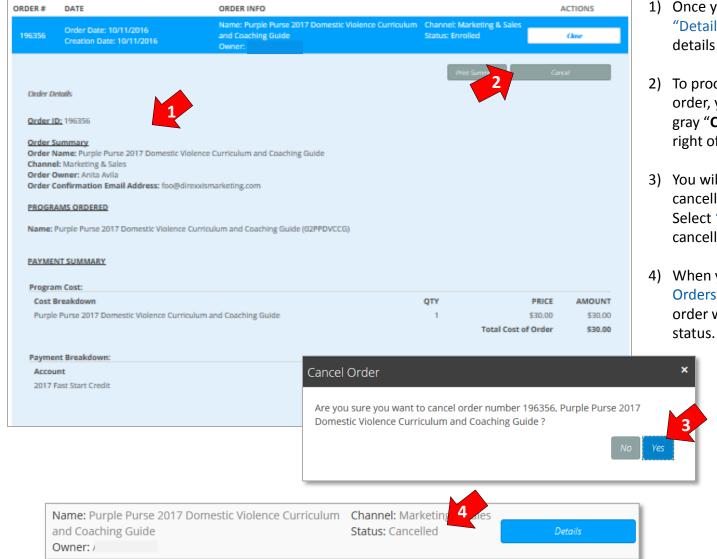


Once your order has been submitted, you will be directed to the "My Orders" page to review your purchases. If you would like to cancel an order, or have purchased something by mistake, you will need to select the blue "Details" button in the **Actions** column for the tactic(s) you would like to cancel.

Please Note: You will only have the ability to cancel 2017 orders directly on the site during Annual Enrollment.



### Cancelling an Order, Cont'd...



 Once you have selected the blue "Details" button, you will see all details associated with the tactic.

- 2) To proceed with cancelling the order, you will need to select the gray "Cancel" button at the top right of the order details.
- You will be prompted with a cancellation confirmation pop-up.
   Select "Yes" to finalize the cancellation.
- 4) When you return to the "My Orders" page, your cancelled order will display a "Cancelled" status.



#### Questions on the Blueprint programs or pricing?

Please contact the Blueprint team at <a href="MarketingBlueprint@allstate.com">MarketingBlueprint@allstate.com</a> or your regional marketing consultant

Need technical support getting through the enrollment site?

Please contact <u>technicalsupport@agencymarketingblueprint.com</u> or call 866-497-5888