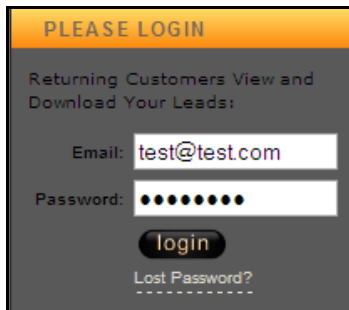


How To Pause & Restart Lead Delivery In Your Backoffice

When you order Real-Time leads from us...we want *you* to be in control of when those leads arrive in your system.

That's why we give you the ability to pause and restart lead delivery on Real-Time Leads. This short tutorial will show you exactly how to do that.

First...you'll need to login to your account. When the leadstore homepage loads, look for this box...



PLEASE LOGIN

Returning Customers View and Download Your Leads:

Email: test@test.com

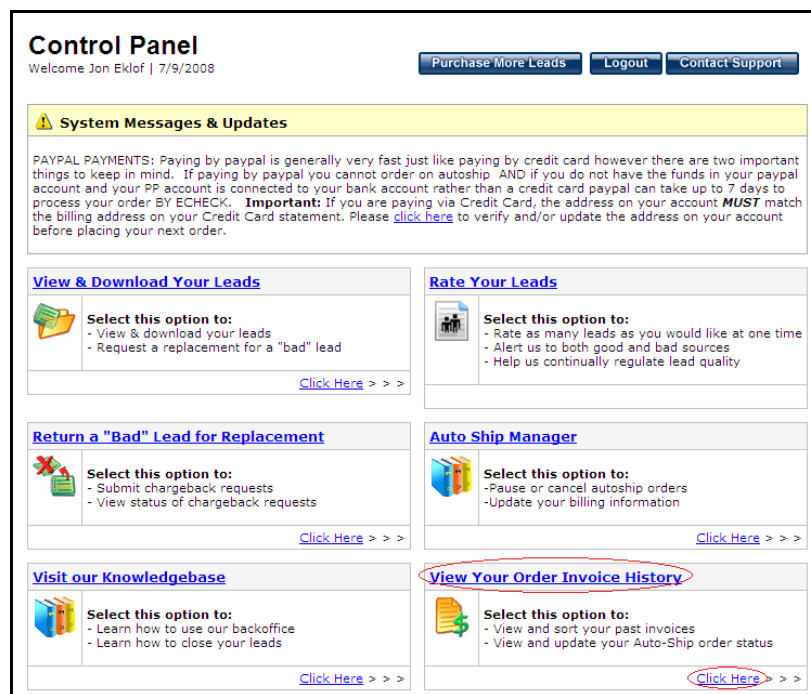
Password: ●●●●●●

login

Lost Password?

...and enter your e-mail address and the password you created when setting up your account. (*If you don't remember your password, click the "Lost Password" link and we'll send it to you right away.*)

Click the "login" button...and the next thing you'll see will be your Control Panel.



Control Panel
Welcome Jon Eklof | 7/9/2008

[Purchase More Leads](#) [Logout](#) [Contact Support](#)

System Messages & Updates

PAYPAL PAYMENTS: Paying by paypal is generally very fast just like paying by credit card however there are two important things to keep in mind. If paying by paypal you cannot order on autoship AND if you do not have the funds in your paypal account and your PP account is connected to your bank account rather than a credit card paypal can take up to 7 days to process your order BY ECHECK. **Important:** If you are paying via Credit Card, the address on your account **MUST** match the billing address on your Credit Card statement. Please [click here](#) to verify and/or update the address on your account before placing your next order.

View & Download Your Leads

Select this option to:

- View & download your leads
- Request a replacement for a "bad" lead

[Click Here >>>](#)

Rate Your Leads

Select this option to:

- Rate as many leads as you would like at one time
- Alert us to both good and bad sources
- Help us continually regulate lead quality

Return a "Bad" Lead for Replacement

Select this option to:

- Submit chargeback requests
- View status of chargeback requests

[Click Here >>>](#)

Auto Ship Manager

Select this option to:

- Pause or cancel autoship orders
- Update your billing information

[Click Here >>>](#)

Visit our Knowledgebase

Select this option to:

- Learn how to use our backoffice
- Learn how to close your leads

[Click Here >>>](#)

View Your Order Invoice History

Select this option to:

- View and sort your past invoices
- View and update your Auto-Ship order status

[Click Here >>>](#)


Click on the "View Your Order Invoice History" link. (*Or the little "Click here" link in the lower right-hand corner of that box! They both lead to the same place.*)










That will show you your Order Invoice History.

Control Panel : Invoice History

[Purchase More Leads](#) [Logout](#) [Contact Support](#)

View Your Order Invoice History:

 Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please [contact support](#).

Order Date	Order Description	Order Status	Payment Status	Pay Type	Amount
 06.19.08	150 Exclusive Real Time Tour Leads	Cancelled	Confirmed		\$0.00
 06.10.08	50 Survey Leads: 7 - 60 Days	Completed	Confirmed		\$0.00
 06.10.08	40 Short Data From AS	Completed	Confirmed		\$0.00
 06.03.08	3000 Exclusive Real Time Tour Leads	Pause	Confirmed		\$0.00
 05.31.08	10 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 05.10.08	12 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 04.29.08	2 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 04.28.08	3 Exclusive Real Time Tour Leads	Cancelled	Confirmed		\$0.00
 04.26.08	50 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
Total:					\$0.00

As you can see, one of the orders in this screen is active...because the link under "Order Status" is "[Pause](#)". Whatever you see the link *say*...is what will *happen* when you click it.

So...


- If the link says...[Pause](#)...that means your order is currently ACTIVE!
- If the link says...[Restart](#)...that means your order is currently PAUSED!

Make sense? (*It's really simple—and logical—when you think about it.*)

To pause an active order, simply click on the "[Pause](#)" link.

When you do that...you'll see this screen.

View Your Order Invoice History:











 Below we have listed all the orders that you have placed with our store. Please **allow up to 24 hours for your payment to reflect "Confirmed" status** after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please [contact support](#).

This order is currently opened, to pause this order, please [click here](#)

[< < < Go Back to Previous Page < < <](#)

Click on the link to confirm that you want to pause this order.

When you do that, your order will be paused...and your Order Invoice History will look like this.

View Your Order Invoice History:					
	Below we have listed all the orders that you have placed with our store. Please allow up to 24 hours for your payment to reflect "Confirmed" status after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support .				
Order Date	Order Description	Order Status	Payment Status	Pay Type	Amount
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 06.10.08	40 Short Data From AS	Completed	Confirmed		\$0.00
 06.03.08	3000 Exclusive Real Time Tour Leads	Restart	Confirmed		\$0.00
 05.31.08	10 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 05.10.08	12 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 04.29.08	2 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
 04.28.08	3 Exclusive Real Time Tour Leads	Cancelled	Confirmed		\$0.00
 04.26.08	50 Exclusive Real Time Tour Leads	Completed	Confirmed		\$0.00
Total:					\$0.00

Remember...


- If the link says...[Pause](#)...that means your order is currently ACTIVE!
- If the link says...[Restart](#)...that means your order is currently PAUSED!

You won't get any leads (from *this* specific order *only*) until you "Restart" the order. (If you have *multiple* open orders...and you want to pause *all* of your lead delivery...you'll have to "Pause" *all* of the open orders, one at a time.)

So...how do you "Restart" your leads?

Just click on the "[Restart](#)" link. :-)

When you do that...you'll see this screen.

View Your Order Invoice History:	
	Below we have listed all the orders that you have placed with our store. Please allow up to 24 hours for your payment to reflect "Confirmed" status after your checkout. If you have paid for your order and waited at least 24 hours, and your order still appears as "Unconfirmed", please contact support .
This order is currently paused, to restart this order, please click here	
< < < Go Back to Previous Page < < <	

Click on the link to confirm that you want to restart this order.

Leads will start flowing again...and you'll be back in business!

Simple, huh?