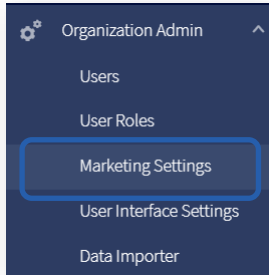


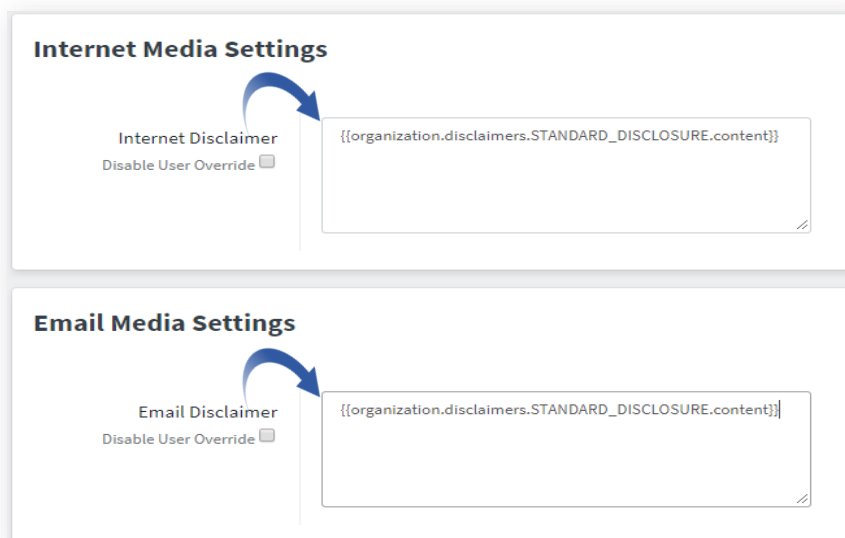
Getting Started



1. Login to Total Expert Now.
2. Access **Organization Admin** in the main menu.
3. Select **Marketing Settings**.

Assigning Organization Disclaimers

1. In the **Internet Media Settings** tile, enter the disclaimer name of the applicable disclaimer(s) in the **Internet Disclaimer** text box. Any disclaimer names entered will display disclaimer verbiage as part of any social media post.
2. In the **Email Media Settings** tile, enter the disclaimer name of the applicable disclaimer(s) in the **Email Disclaimer** text box. Any disclaimer names entered will display disclaimer verbiage as part of any email sent from the system.

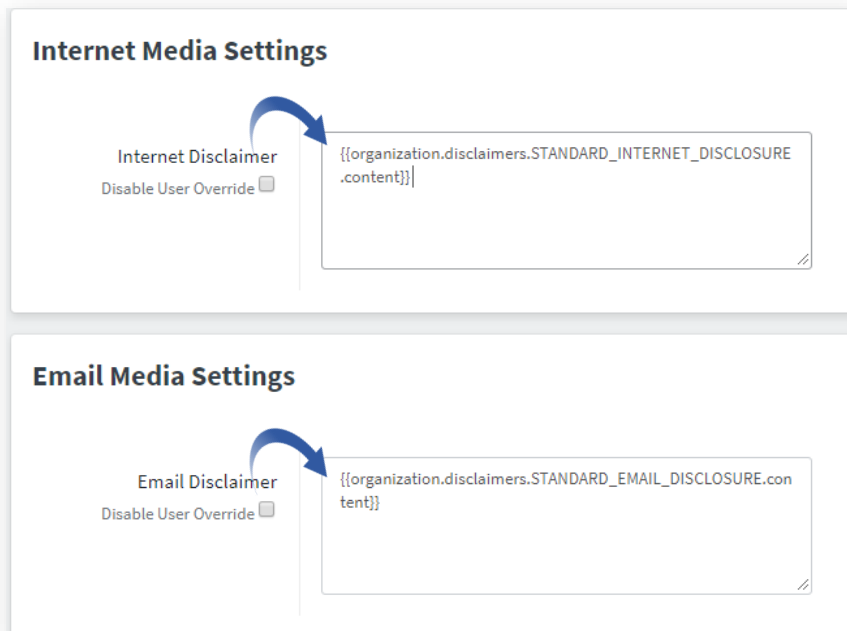


3. After all disclaimer names have been entered, select **Save Settings** in the upper left corner of the screen.

 Save Settings

Assigning Media-Specific Disclaimers

1. In the **Internet Media Settings** tile, enter the disclaimer name of the applicable disclaimer(s) in the **Internet Disclaimer** text box. Any disclaimer names entered will display disclaimer verbiage as part of any social media post.
2. In the **Email Media Settings** tile, enter the disclaimer name of the applicable disclaimer(s) in the **Email Disclaimer** text box. Any disclaimer names entered will display disclaimer verbiage as part of any email sent from the system.



The image shows two screenshots of a settings interface. The top screenshot is titled "Internet Media Settings" and features a label "Internet Disclaimer" with a "Disable User Override" checkbox. A blue arrow points from the label to a text input field containing the placeholder text: `{{organization.disclaimers.STANDARD_INTERNET_DISCLOSURE.content}}`. The bottom screenshot is titled "Email Media Settings" and features a label "Email Disclaimer" with a "Disable User Override" checkbox. A blue arrow points from the label to a text input field containing the placeholder text: `{{organization.disclaimers.STANDARD_EMAIL_DISCLOSURE.content}}`.

3. After all disclaimer names have been entered, select **Save Settings** in the upper left corner of the screen.

 Save Settings