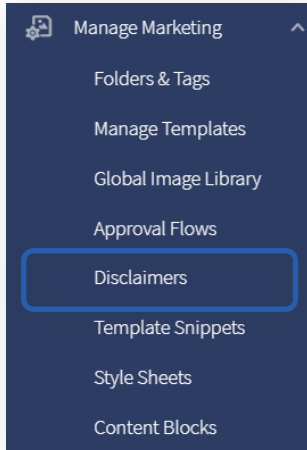


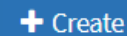
## Getting Started



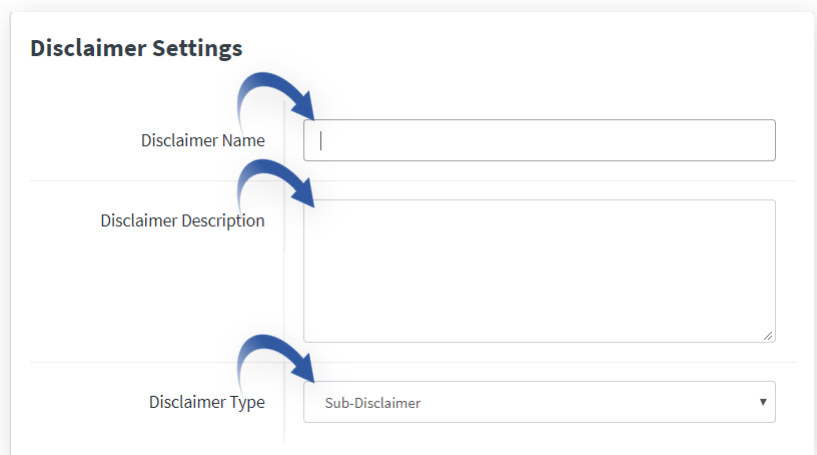
1. Login to Total Expert Now.
2. Access **Manage Marketing** in the main menu.
3. Select **Disclaimers**.

## Creating an Organizational Disclaimer

1. Select **Create** in the upper left corner of the screen.
2. Enter a **Disclaimer Name**. When naming a disclaimer, there should be an underscore between each word (e.g. Standard\_Disclosure). The name should never start or end with a space or special character.
3. Enter the necessary disclaimer verbiage in the **Disclaimer Description**.
4. Select the applicable **Disclaimer Type**.



**Note:** It is recommended to use sub-disclaimer as the disclaimer type. Sub disclaimers allow for the use of a single disclaimer across the various forms of content (email and social media) rather than having to do a single disclaimer twice.

A screenshot of the 'Disclaimer Settings' form. It has three main sections: 'Disclaimer Name' with a text input field, 'Disclaimer Description' with a larger text area, and 'Disclaimer Type' with a dropdown menu. Blue curved arrows point from the text to each of these three fields. The dropdown menu is currently set to 'Sub-Disclaimer'.

5. Select **Submit** to save the disclaimer.

