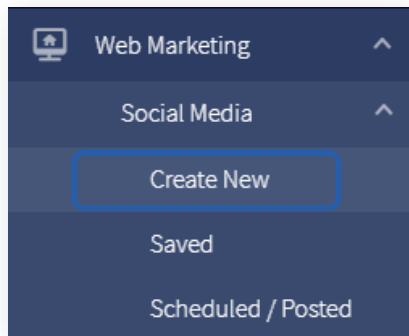
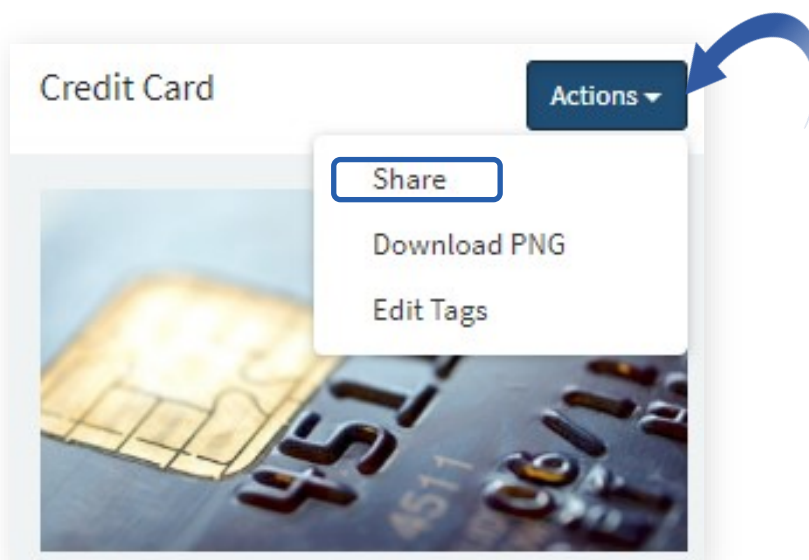


Posting Content to Social Media



1. Login to Total Expert Now.
2. Access **Web Marketing** in the main menu.
3. Select **Social Media**.
4. Select **Create New**.
5. Select the content you would like to post by selecting **Share** from the **Action** dropdown.



Note: You can find content by:

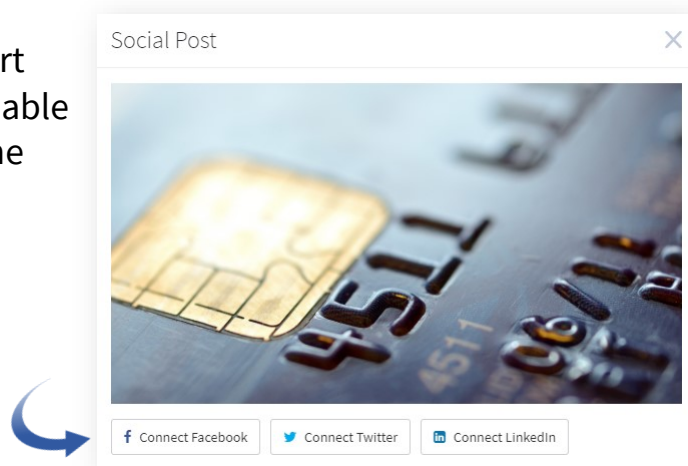
- Entering keywords in the **Search** field in the upper left corner
- Selecting a tag from the **Tags** dropdown
- Selecting a folder from the **Folders** dropdown
- Scrolling through the list of available content



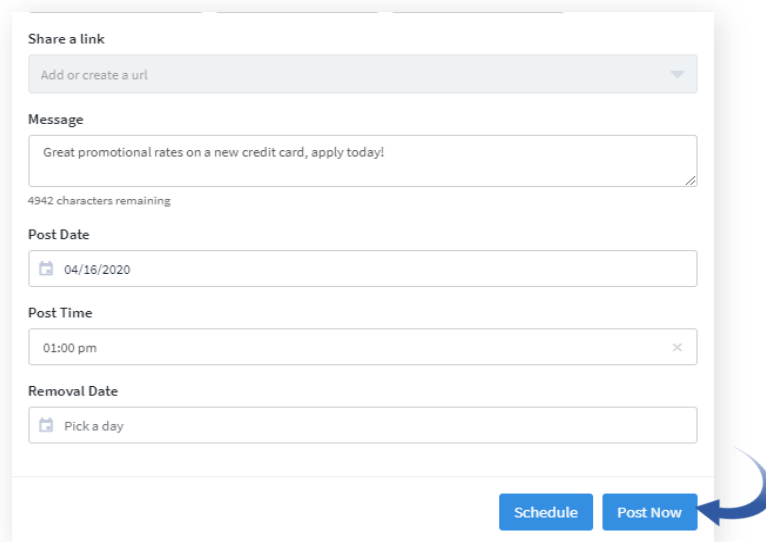
Posting Content to Social Media (continued)

6. Select the social media accounts you want to post to.

Note: If you haven't integrated your Total Expert Now account to a social media account you are able to do so by selecting the **Connect** buttons for the appropriate social media accounts.



7. If the content was created with a link it will default the URL. Similarly, if the content was created with a message it will default that text. Depending on access you are able to update either the URL or message.
8. Enter a **Date** and **Post Time** for the content to be posted to your selected social media accounts.
9. If you would like the post to be automatically removed from the selected social media accounts on a specific date, select a **Removal Date**.
10. If you selected a future date and time select **Schedule**. Otherwise to immediately post the content, select **Post Now**.

A screenshot of a social media posting form. The form has several sections: 'Share a link' with a dropdown menu for 'Add or create a url'; 'Message' with a text input field containing 'Great promotional rates on a new credit card, apply today!' and a character count of '4942 characters remaining'; 'Post Date' with a date picker showing '04/16/2020'; 'Post Time' with a time picker showing '01:00 pm'; and 'Removal Date' with a date picker showing 'Pick a day'. At the bottom right, there are two buttons: 'Schedule' and 'Post Now'. A blue arrow points from the 'Post Now' button towards the left.