

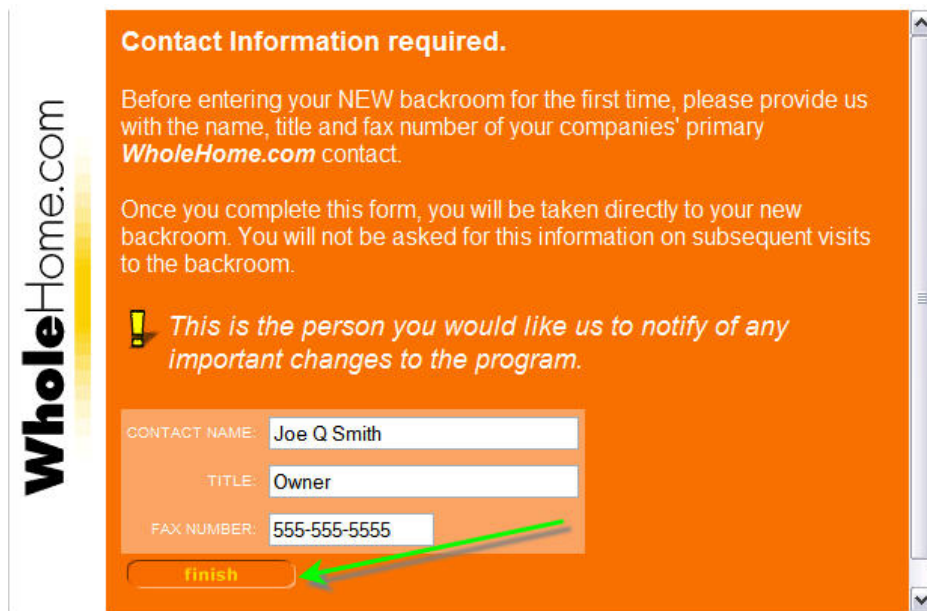


SITE ADMINISTRATION TOOLS BACKROOM INSTRUCTIONS

1. Go to <http://WholeHome.com/backroom> and click "ENTER BACKROOM"

2. Login with your username and password

3. At the prompt, enter a Contact Name, Title and Fax Number (first login only).



WholeHome.com

Contact Information required.

Before entering your NEW backroom for the first time, please provide us with the name, title and fax number of your companies' primary *WholeHome.com* contact.

Once you complete this form, you will be taken directly to your new backroom. You will not be asked for this information on subsequent visits to the backroom.

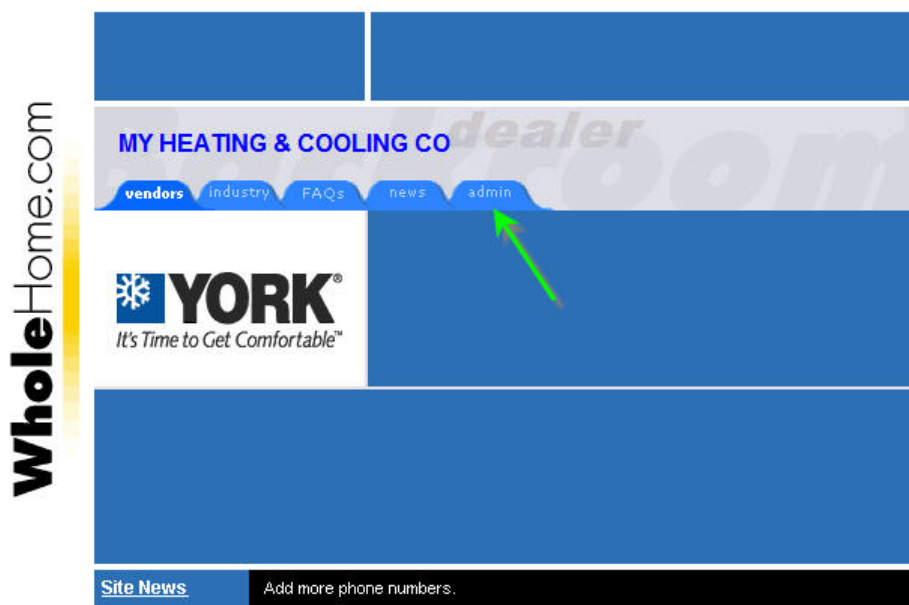
! *This is the person you would like us to notify of any important changes to the program.*

CONTACT NAME:

TITLE:

FAX NUMBER:

4. Once you've logged in to the backroom, click the Admin tab



5. SITE ADMINISTRATION



Listed below are the editing features available to you in your backroom:

1. **MANAGE SITE CONTENT** – Change colors on your home page; take your site offline while you edit; add or edit text for the About Us, Testimonials, and Specials pages.
2. **USAGE** – Get reports on site traffic here.
3. **ADDRESS (& MAP)** – Edit street, city, state and ZIP code. Activate/deactivate a Map of your location. To edit the map, click the “Check for Preview” link. Click the “Request a Change” button in the pop-up window. Click and hold the red star on the map, and place it in its proper location on the map.
4. **PHONE & FAX** – Edit your phone and fax numbers.
5. **EMAIL** – Enter the email address where you’ll receive emails and Quote Requests (Project Planner). Activate/deactivate the Quote Request.
6. **PHOTOS / LOGO** – Upload your logo and images, then select from the appropriate drop-down field and display on your website. *Your store’s name will appear at the top of your website until you upload a logo.
7. **PASSWORDS** – Change your password here. To request a password, call the Customer Support Center at 800.878.1140 or 877.215.0520.



8. **HOME PAGE COLOR SELECTION** – Choose from 4 color combinations for your website and change them any time you want.

PAGE TITLE	STATUS	EDIT/CHANGE STATUS
Home Page	Always Online	Edit
About Us	Offline	Edit
Testimonials	Offline	Edit
Specials	Offline	Edit

- **ABOUT US** – Paste copies of customer testimonials, upload images and enter headlines into this web-based form for display on your website. A link to “Testimonials” will automatically appear on your website’s navigation area.
- **TESTIMONIALS** – Paste your customer testimonials so everyone can read them.
- **SPECIALS** – List your specials by uploading an image, creating a headline and entering text into a web-based form. The 5 most recent specials will display on the page, with a link to all your specials.

For assistance in setting up your website, call 800.878.1140 or 877.215.0520, or email us at dealere-channelsupport@intuit.com