

## Instructions on Loading Contacts into iContact

1. First, Sign into your Merchant Access Portal (M.A.P.) account from the homepage:  
[www.rewardforloyalty.com](http://www.rewardforloyalty.com)
2. Go to the additional services tab, under E-Mail Marketing, click on the “Free Trial”
3. **If you have already signed up for the Free Trial click the on “Skip” link and go right to Step 5**
4. Enter all your relevant information in this page. **Write Down your User Name & Password!**
  - a. Read Terms and Conditions page and check off box at the bottom of the page
  - b. Click “Start my Free Trial”
    - i. **\*\*Notes\*\*** You should be forwarded to a New Window loading your iContact home page. If it does not load, there is a link on the next page that leads you to the iContact home page. Enter your newly created User Name and Password at the top left-hand corner on the screen
5. Please minimize your MAP window. You will come back to this at Step 7
6. In the new window, Log into the e-mail account you entered when first signing up for the trial. (i.e. myname@yahoo.com)
  - a. Open the iContact e-mail with the subject “Getting Started with iContact”
  - b. Click the button inside the e-mail that says “CONFIRM Your Account Here”
    - i. This will give you access to the full 15-day trial complete with access to all services within the application
7. After you confirm your account, return to your MAP page and click on the link in the first paragraph: <https://app.icontact.com/icp/core/registerapp>
8. From there, Enter in the application name as “MAP Integration” and the description as “Integration with ProfitPoint’s MAP”. Then, click the Get App-ID button on the lower right
9. On the next page, the “show information for” should be checked as “API 2.0”, if it is not, please select it. Then, click on the link at the bottom of the page, “enable this AppID for your account”

10. On the following page, create a password for this application. **WRITE DOWN YOUR PASSWORD.**
11. Go back to your MAP page and enter in your iContact user name, then enter your password you created in **Step 10**. Finally, copy and paste your **key** from the Application ID from iContact.
12. **Your MAP account is now connected to iContact!** Now, go to your reporting tab in your M.A.P. account and go to the “Customer Demographics” report.
  - a. From this report, click all of the specifications you want in the advanced options. If there is nothing you wish to change, click “Get Report” on the bottom
13. Once the report is generated, click the “Export to iContact” option.

**Congratulations!** You can now send these contacts emails throughout your 15-day trial.

If you have any questions or concerns about this process, plus call the iContact customer support team @ (866)-803-9462