



## How do I keep everyone informed?

This is a difficult time and we are here to help.

With just a click of a button, you can quickly send vital Funeral Service information to family and friends, no matter where they are.

Your unique Infopage can be updated instantly, keeping everyone informed.

Our easy-to-use interface only requires an internet connection. No special programming skills are required.

### Infopage features:

- ✓ Service date and time
- ✓ Viewing and interment details
- ✓ Photo upload option
- ✓ Memorial and donation wishes
- ✓ Local hotel information
- ✓ Maps and directions
- ✓ Flower arrangement specifics
- ✓ Family contact information
- ✓ Customized memorial statement
- ✓ 'Survived by' information
- ✓ Personalized useful links
- ✓ Send-to-a-friend email forwarder
- ✓ Search by name option
- ✓ Many designs to choose from →



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# 4 Easy Steps:

## 1 VIEW

RECEIVE APPROVAL EMAIL FROM US

This email will contain a username, password and link to our online log-in panel. Click the link, and log-in. The "Approval Page" will open in "VIEW" mode. Carefully review all areas of the Infopage including the directions, hotel and other links.

## 2 EDIT

NEED TO EDIT?, CLICK THE "EDIT" LINK AT TOP

Check for areas that you may want to edit. You may want to add personalized links, change the template, or upload a photo. There are help bubbles next to the instructions that cover most questions. Simply click the highlighted areas and fill in the fields.

## 3 APPROVE

IS THE INFO CORRECT? CLICK "APPROVE" AT TOP

This step is very important! If you do not approve the Infopage, it will not go into active mode and it will not be viewable to friends and family. If there are errors that you cannot fix yourself, you must contact us immediately.

## 4 EMAIL

READY TO SEND? CLICK ON "EMAIL" AT TOP

Use our built-in email function to send the Infopage to an unlimited number of email addresses. You may also send an email to any web enabled cell phone, and send the location via text messaging by noting the URL of the final Infopage web address. [Note: NOT the approval page URL]

Keep your log-in information provided. You may use it to edit or update the Infopage anytime.

**FOR ANY ERRORS TO SERVICE DATES OR TIMES OR TO CHANGE THE FAMILY APPROVAL CONTACT, YOU MUST CONTACT US DIRECTLY.**

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