

AMsuite® Marketing Center User Instructions

Logging In and Setting Up Your Profile

First Time Marketing Center user

Visit: <https://marketingcenter.dmplocal.com> and register by selecting the Sign-up button at the bottom left of the page.

Registered Marketing Center, user simply login at

<https://marketingcenter.dmplocal.com>



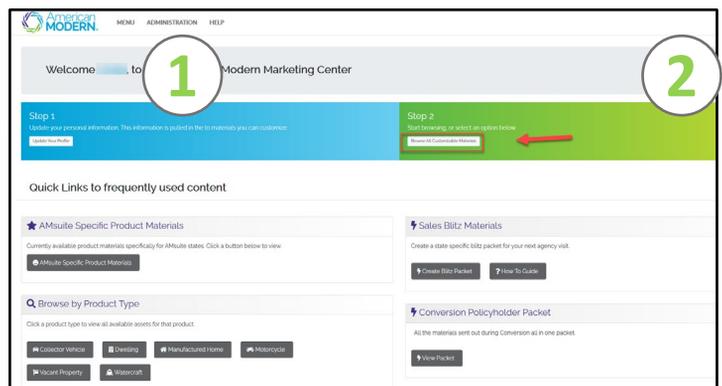
Once you login to the Marketing Center select:

- Step 1 - Update to complete your profile and save Profile. The information you put in your profile will automatically populate your company name, address, phone number and email address on the back of the brochures.

Ordering Materials

On the homepage, select:

- Step 2 - to order and customize materials if you would like your agency details included on the materials.

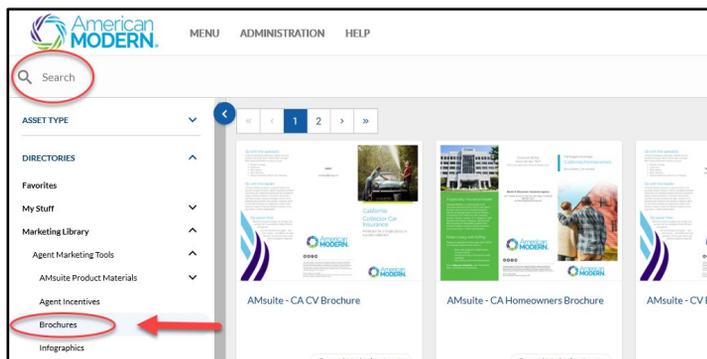


AMsuite® Marketing Center User Instructions

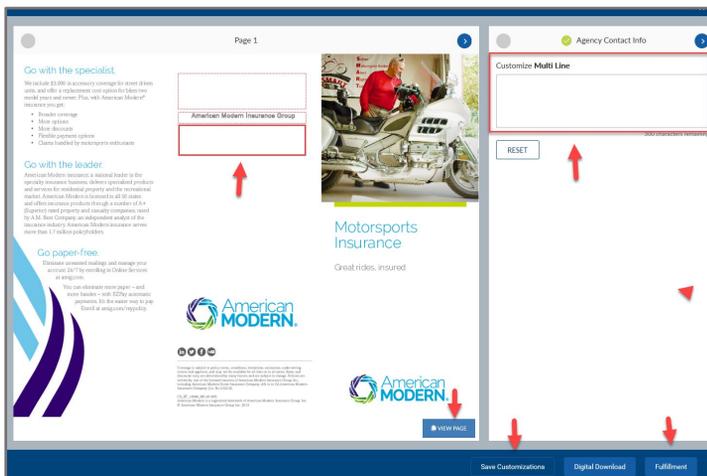
You can also search by product or asset on the left-hand side using the Quick Links..

Brochures

- Select brochure, select your brochure and click the View button.
- Next, select Customize. Your agency information will automatically be populated.
- Select Preview under the thumbnail to view what the customized brochure will look like. If you need to make any changes to the customization, you can select Customize next to the field you want to change and update the information.



- To download the brochure as a PDF, select View Page and Save, or click on the Digital Download icon.
- To order, select Fulfillment and enter the quantity.
- If you want to add other brochures to your cart, select Close & Continue.
- When you are finished, select Checkout and enter the shipping details.



Sell Sheets

- Select the sell sheet then select the View button
- From the right-side view select Preview or Customize. From Preview you can save the file to PDF. From Customize you can enter your agency information
- Select Fulfillment if you would like to have the sell sheet printed and shipped to you, enter the quantity
- Select Checkout

Checking Out for Fulfillment

- On the Shipment Checkout – Cart page, select Quantity to select the quantity you would like to order
- Add the Shipping Address.
- Select Place Order
- View the Summary page

Changing Your Password

- Navigate to the circle symbol on the top right corner of the homepage with your initials and select Change Password