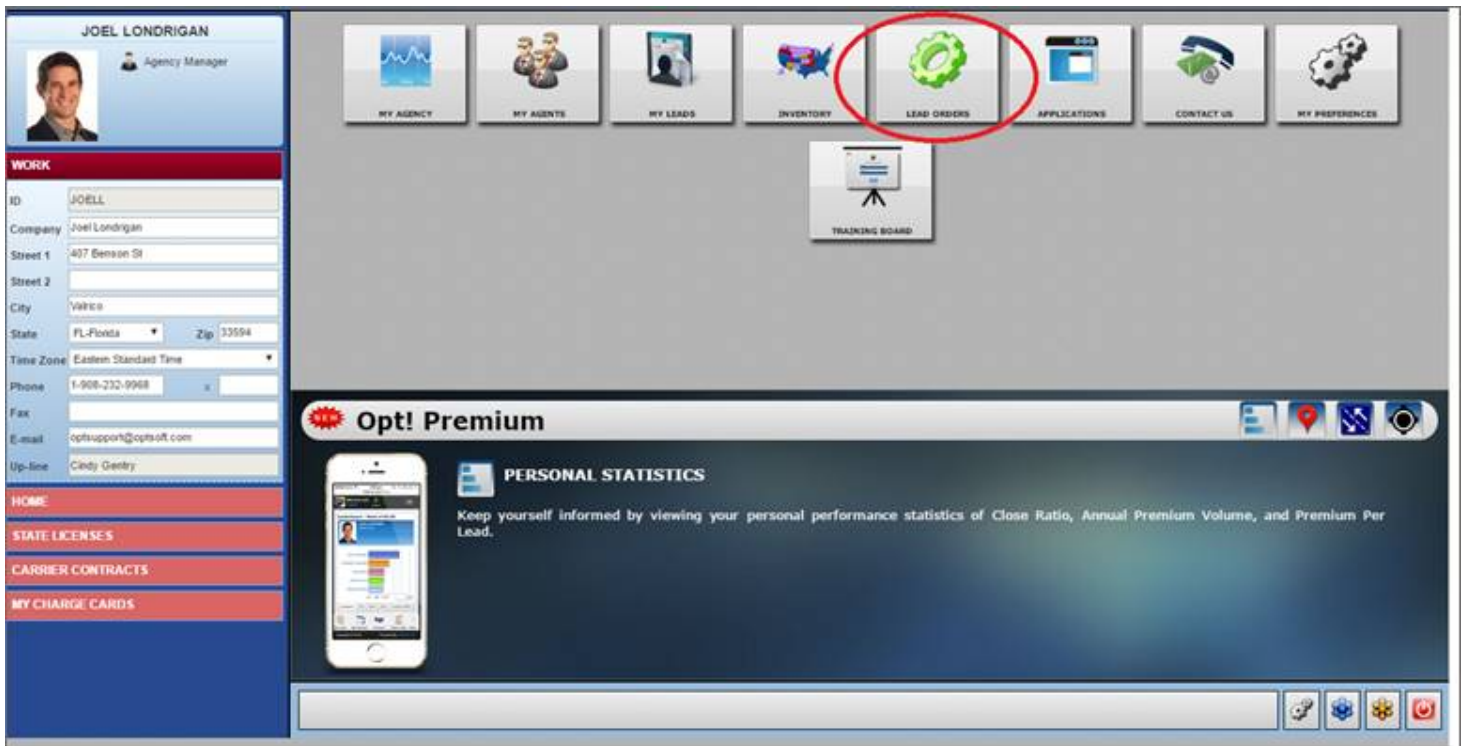


Step by step instructions to place a Standing Order

Step 1:- Go to "Lead Orders" tab



The screenshot displays the Opt! Premium user interface. On the left, a profile card for JOEL LONDRIGAN, Agency Manager, is visible. The main navigation bar contains several icons: MY AGENCY, MY AGENTS, MY LEADS, INVENTORY, LEAD ORDERS (highlighted with a red circle), APPLICATIONS, CONTACT US, and MY PREFERENCES. Below the navigation bar is a TRAINING BOARD icon. The main content area features a 'PERSONAL STATISTICS' section with a smartphone image and text: 'Keep yourself informed by viewing your personal performance statistics of Close Ratio, Annual Premium Volume, and Premium Per Lead.' The bottom right corner of the interface includes several small utility icons.

Step 2: - Click on "Standing Order"



The screenshot shows a horizontal row of four blue buttons: INSTANT PURCHASE, STANDING ORDER (highlighted with a red circle), ADD DEPOSIT BAL (\$500.00), and ORDERS HISTORY.

Step 3: - Please select the correct Lead Type and State fields given at the bottom of the Map

The screenshot shows the 'Standing Order' interface. At the top, there are navigation tabs: 'Instant Purchase', 'Standing Order' (selected), 'Deposits', and 'Orders History'. Below the map, there are filters for 'Type: Mortgage Protection', 'Level: A', 'State: IA-Iowa', and 'County:'. The map shows various counties with checkboxes. Below the map is a table of counties with checkboxes and 'City' and 'ZIP' columns. The 'Quantity' is set to 0. On the right, there is an 'Orders List' table, a 'Comment' field, and a summary of charges: Total Charge: \$0.00, Process Fee: \$0.00, Cr. Available: \$500.00, Cr. Apply: \$0.00, Net Charge: \$0.00. Below this, there are fields for 'Order For: Joel Londrigan/JOELL', 'Frequency: Every Week', and 'Payment Info' including 'Card NO.', 'Expiration Date: December 2017', 'Card Type: VISA', and 'Zip Code'. There is a link to 'Click here to View and Accept Terms & Conditions' and an 'Order Now >>' button.

Step 4: - Check the box given next to the Counties you want to place order for and select specific City or Zip in which you want to order leads

The screenshot shows the 'Standing Order' interface with 'Adair' county selected in the county list. The 'Quantity' is now set to 10. The 'Orders List' table is empty. The 'Comment' field is empty. The summary of charges remains the same: Total Charge: \$0.00, Process Fee: \$0.00, Cr. Available: \$500.00, Cr. Apply: \$0.00, Net Charge: \$0.00. The 'Order For' field is 'Joel Londrigan/JOELL', 'Frequency' is 'Every Week', and 'Payment Info' is the same as in the previous screenshot. The 'Order Now >>' button is visible at the bottom right.

By City

Welcome Joel (JOELL).
 FAQ [Live Help] Meet Now [Logout]

Home My Agency My Agents My Leads Leads Inventory **Lead Orders Mortgage Protection** Applications Contact Us/Help

Instant Purchase **Standing Order** Deposits Orders History

Reserved For Me
 Reserved For Others
 My Order Now

Type: Mortgage Protection Level: A State: IA-Iowa County:

County County County

Adair **City ZIP** Adams Allamakee
 Adair Anita Bridgewater
 Casey Creston Dexter
 Eldon Fontanelle Greenfield
 Hebron Hacksburg Menlo
 North Branch Orient Prescott
 Stancel Stuart Winterset
 Zion

Qty: 100 10 Add To Order >>

Orders List

Lead Level	Qty.	Price/Lead	Charge	State/Countries

Comment(500 Characters Max)

Total Charge : \$0.00
 Process Fee : \$0.00
 Cr. Available : \$500.00
 Cr. Apply : \$0.00
 Net Charge : \$0.00

Order For: Joel Londrigan(JOELL)
 Frequency: Every Week Reprint Till Stopped

Payment Info (Not Required Now)

Card NO. CSV NO.
 Expiration Date: December 2017 Card Type: VISA
 Name On Card Zip Code

[Click here to View and Accept Terms & Conditions](#) Order Now >>

By Zip

Welcome Joel (JOELL).
 FAQ [Live Help] Meet Now [Logout]

Home My Agency My Agents My Leads Leads Inventory **Lead Orders Mortgage Protection** Applications Contact Us/Help

Instant Purchase **Standing Order** Deposits Orders History

Reserved For Me
 Reserved For Others
 My Order Now

Type: Mortgage Protection Level: A State: IA-Iowa County:

County County County

Adair **City ZIP** Adams Allamakee
 50002 50020 50048
 50079 50155 50164
 50256 50273 50801
 50837 50846 50849
 50858 50859 52354

Qty: 100 10 Add To Order >>

Orders List

Lead Level	Qty.	Price/Lead	Charge	State/Countries

Comment(500 Characters Max)

Total Charge : \$0.00
 Process Fee : \$0.00
 Cr. Available : \$500.00
 Cr. Apply : \$0.00
 Net Charge : \$0.00

Order For: Joel Londrigan(JOELL)
 Frequency: Every Week Reprint Till Stopped

Payment Info (Not Required Now)

Card NO. CSV NO.
 Expiration Date: December 2017 Card Type: VISA
 Name On Card Zip Code

[Click here to View and Accept Terms & Conditions](#) Order Now >>

Step 5: - Click on "Add to the Order"

The screenshot shows the 'Standing Order' section of the web application. On the left, there is a map of Iowa with county boundaries. Below the map is a list of Iowa counties with checkboxes and columns for 'City' and 'ZIP'. The 'Adair' county is selected. At the bottom of the county list, there is a quantity input field set to '10' and a red circle around the 'Add To Order >>' button.

On the right side, the 'Orders List' table is empty. Below it, there is a 'Comment' field and a summary of charges:

Total Charge	\$0.00
Process Fee	\$0.00
Cr. Available	\$500.00
Cr. Apply	\$0.00
Net Charge	\$0.00

Below the charges, there are fields for 'Order For' (Joel Londrigan(JOELL)), 'Frequency' (Every Week), and 'Payment Info' (Card NO., Expiration Date, Name On Card, CSV NO., Card Type, Zip Code). An 'Order Now >>' button is visible at the bottom right.

Step 6: - Your Order will be visible on the right side under Orders List at the top.

The screenshot shows the same web application interface, but now the 'Orders List' table contains one entry:

Lead Level	Qty.	Price/Lead	Charge	State/Countries
A	10	\$49	\$490.00	IA - Adair

The 'Adair' county in the county list on the left is now highlighted in blue. The quantity input field is now set to '0'. The 'Add To Order >>' button is still present. The 'Orders List' table has a red border around the new entry. The summary of charges on the right is updated:

Total Charge	\$490.00
Process Fee	\$0.00
Cr. Available	\$500.00
Cr. Apply	\$0.00
Net Charge	\$490.00

The 'Order Now >>' button is still visible at the bottom right.

Step 7: - Click on "X" sign to Delete the order and then click on OK in the message that comes up.

demo.optcrm.us says:
Press OK to Delete highlighted order row.
(State/Countries: IA Adair)

OK Cancel

Charge	State/Countries
\$490.00	IA - Adair

Comment(500 Characters Max)

Total Charge : \$490.00
Process Fee : \$0.00
Cr. Available : \$500.00
Cr. Apply : \$0.00
Net Charge : \$490.00

Order For: Joel Londrigan(JOELL)
Frequency: Every Week Repeat Till Stopped

Payment Info (Not Required Now)

Card NO. CSV NO.
Expiration Date: December 2017 Card Type: VISA
Name On Card Zip Code

[Click here to View and Accept Terms & Conditions](#) Order Now >>

Step 8: - Go back to the left side and repeat the steps above, if you would like to buy leads in multiple county.

Lead Level	Qty.	Price/Lead	Charge	State/Countries
A	10	\$49	\$490.00	IA - Adair

Comment(500 Characters Max)

Total Charge : \$490.00
Process Fee : \$0.00
Cr. Available : \$500.00
Cr. Apply : \$0.00
Net Charge : \$490.00

Order For: Joel Londrigan(JOELL)
Frequency: Every Week Repeat Till Stopped

Payment Info (Not Required Now)

Card NO. CSV NO.
Expiration Date: December 2017 Card Type: VISA
Name On Card Zip Code

[Click here to View and Accept Terms & Conditions](#) Order Now >>

Step 9: - Now accept the Terms & Conditions and click on "Order Now."

Welcome Joel (JOELL) | FAQ [Live Help] [Reset Now] [Logout]

Home My Agency My Agents My Leads Leads Inventory **Lead Orders** Mortgage Protection Applications Contact Us/Help

Instant Purchase **Standing Order** Deposits Orders History

Reserved For Me
Reserved For Others
My Order Now

Orders List

Lead Level	Qty.	Price/Lead	Charge	State/Counties
A	10	\$49	\$490.00	IA - Adair

Comment (200 Characters Max)

Total Charge : \$490.00
Process Fee : \$0.00
Cr. Available : \$500.00
Cr. Apply : \$0.00
Net Charge : \$490.00

Order For: Joel Londrigan(JOELL)
Frequency: Every Week Repeat Till Stopped

Payment Info (Not Required Now)

Card NO.	CVV NO.
Expirations Date: December 2017	Card Type: VISA
Name On Card	Zip Code

Terms and Conditions Accepted

Order Now >>

FAQ - Click here for answers to most common questions.

Type: Mortgage Protection Level: A State: IA-Iowa County:

County	County	County
<input type="checkbox"/> Adair City ZIP	<input type="checkbox"/> Adams City ZIP	<input type="checkbox"/> Allamakee City ZIP
<input type="checkbox"/> Appanoose City ZIP	<input type="checkbox"/> Audubon City ZIP	<input type="checkbox"/> Benton City ZIP
<input type="checkbox"/> Black Hawk City ZIP	<input type="checkbox"/> Boone City ZIP	<input type="checkbox"/> Bremer City ZIP
<input type="checkbox"/> Buchanan City ZIP	<input type="checkbox"/> Buena Vista City ZIP	<input type="checkbox"/> Butler City ZIP
<input type="checkbox"/> Calhoun City ZIP	<input type="checkbox"/> Carroll City ZIP	<input type="checkbox"/> Cass City ZIP
<input type="checkbox"/> Cedar City ZIP	<input type="checkbox"/> Cerro Gordo City ZIP	<input type="checkbox"/> Cherokee City ZIP
<input type="checkbox"/> Chickasaw City ZIP	<input type="checkbox"/> Clarke City ZIP	<input type="checkbox"/> Clay City ZIP

Qty. 0 Add To Order >>