

Keyword Activation Procedure

Company Name: _____

Thank you for signing up with **iTell Customer Feedback Service**. Please accomplish the steps below for the activation of your **iTell** keyword.

STAGE 1: Reservation of your iTell keyword (Pre-Activation)

- Sign iTell Agreement Letter**
- Prepare tentcards for approval.**
You have the option to create your own tentcards or pick one from our design templates (To view, go to [http:// itell.mindgate.net/download/](http://itell.mindgate.net/download/)).
Instructions:
 - 1) Minimum tentcards size is 4.3" x 6" (24 sq. in.)
 - 2) Unaltered logo of **iTell** must be displayed at the bottom of the tentcard.
Download **iTell** logo from <http://itell.mindgate.net/download/>
- Get tentcard design approval**
For self-designed tentcards, email design for approval to itell@mindgate.net.
If design is chosen from our tentcard design templates, fax order form to 635-3752 and email your logo to us at itell@mindgate.net
- Print tentcards. (after your receive our email approval)**
Deliver to Mindgate three (3) tentcards. Two (2) copies will be kept by Mindgate and one (1) copy returned to you with our approval signature affixed.

STAGE 2: Activation of your iTell keyword

- Keyword Activation**
Mindgate will inform you via email of keyword activation as well as your **iTell** account details. Keep your username and password in a safe place.
- Display Tentcards**
On or before 15 days from activation date, display your tentcards in all branches in accordance to the **iTell** Agreement Letter. Email itell@mindgate.net to inform us once tentcards are in place and ready for ocular inspection.
Note: If tentcards are not distributed and displayed in branches within the said period, your keyword may be temporarily suspended.
- Ocular Visit by Mindgate**
After ocular inspection approval, we will email you to inform you that you can now pick up your copy of the **iTell** Agreement Letter with our approval signature affixed from Mindgate office.

STAGE 3: Your iTell Feedback Service is now successfully activated.

Regularly check your iTell Feedback Report at [http:// iTell.mindgate.net](http://iTell.mindgate.net)
For any inquiries, email itell@mindgate.net or call 638-33-91