


How to Navigate Through Your BackOffice

Go to
www.adcalls.com/trac
to login to your
backoffice.



Trac by AdCalls

Enter a valid Login and Password. Then click the "Sign In" button to access the Advisor System.

Login:

Password:

If you have forgotten your password, enter the email below & click on the "Email Password" link to have a reminder sent to you at the specified e-mail address.

Email :

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Enter the email address you had provided when you signed up for your account with AdCalls here. The password is always the last 4 of your Tax ID# or Social Security#.



- Advisor Center**
- Edit Profile**
- My Earnings**
- My Genealogy**
- Site Builder**
- Free Phone Users**
- Dialer Builder**

Any changes made here in your profile page will take effect only after you have clicked on the Save Changes button at the bottom (not pictured).

The changes made in the First and Last name field, and Email field, will also affect the information displayed in the SiteBuilder section of your BackOffice.

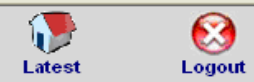
Original Sponsor ID	8660
First Name	John *
Last Name	Doe *
Gender	Male *
Mother's Maiden Name	Fields *
Email	JohnDoe@adcalls.com *
Password
Tax ID#	987-65-4321 *
Phone	(949)555-1200 *
Address	1000 West Autry Way *
City	Aliso Viejo *
State	California *
Zip Code	92565
Country	UNITED STATES AMERICA *
Fax	
2nd Phone	
Special Notes	We are your local AdCalls agency in the (Your Area). Our professional and

Company's Info

Company	John Doe	Federal Tax ID#	
Address		Fax	
City		Phone	
Zip		Primary Email	JohnDoe@adcalls.com
State	California	Country	UNITED STATES AMERICA

Bank Info

Name of account holder	XXXXX *	Checking account Routing number	XXXXXX *
Bank Name	XXXX *	Checking account number	XXXXX *
Phone number of Bank	XXXXXX *	Check Number	XXXX *



Advisor Center

- Edit Profile
- My Earnings**
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My Earnings

When you click My Earnings, it will bring you to this page. Here is where you can view your monthly commissions. Keep in mind that because monthly commissions are processed at the end of the following month, your commission for a particular month will not show up under my earnings until then. (For Example: You may view August earnings when they are ready to be processed at the end of September.)

Month : Year :

No record found for September / 2006

COMMISSION NOTE: When you sign someone up during a particular week, the cut-off is Friday midnight (PST) for the pay period. The commission check for sign-ups within that week will be mailed out the following Friday. (For Example: Sign-ups between Saturday August 1, 12:00AM PST through Friday August 7, 12:00PM PST will be mailed out Next Friday August 14, before end of business day (5:00PM PST).

Downline for: John Doe ID# XXXX

Level	ID#	SponsorID	Original SponsorID	Email	Name	Phone	Join Date	Designation	Active
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When you click on My Genealogy, it will open this new window where you can view those in your Downline (people you've signed up).



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As mentioned briefly, changes made to First and Last Name, and Email are going to be reflected here in Site Builder. It will automatically default this way. Any changes you make and you want reflected on your www.myadcalls.com/(your agent ID#) or www.adcalls.com/(your agent ID#) will only take affect once you click on the Save Changes button.



<http://www.adcalls.com/8610>
<http://www.myadcalls.com/8610>

Click the button above to preview your site.

Until you click "Save Changes", your replicated web site will not display any of your contact information. This is done for your security to verify that only data you want displayed is displayed.

Personal Info for your Replicated Web Site - To update your personal information on your replicated Web site edit the fields below and click Save Changes.

Replicated Site Name:	<input type="text" value="8610"/>
Name to display:	<input type="text" value="John Doe"/>
Phone Number:	<input type="text" value="(949)555-1200"/>
E-mail Address:	<input type="text" value="johndoe@adcalls.com"/>
Add or modify your comment:	<input type="text" value="We are your local AdCalls agency in the (Your Area). Our professional and experienced Advisors will assist you in maximizing your advertising your hard earned dollars."/>

Save Changes

Helpful Hints

- ▶ Your Replicated Web site will display the information provided here. In order to protect your privacy, this information is not necessarily the same as your Personal Information unless you intentionally set it that way. If you make a change to either, the other is not updated.
- ▶ Remember, your changes are not active until you press the "Save Changes" button.



Advisor Center



Edit Profile



My Earnings



My Genealogy



Site Builder



Free Phone Users



Dialer Builder

Free Phone Users

Your Free Phone Users

Email	First Name	Last Name	State	Zip Code	Area Code	Join Date	Print
No free phone user has been found.							

This is where information for those who downloaded your dialer will go. If someone has downloaded your dialer before, and decides to download it again on another computer using the same information, their information will show up only once. It is VERY URGENT that the email you have in your edit profile section is a PERMANENT email address, before submitting for your custom dialer. This will ensure that those who download your dialer WILL BE RECORDED.

Edit Profile

My Earnings

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Free Phone Users

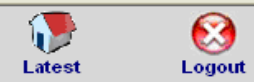
Dialer Builder



AdCalls Master Advisor Dialer Builder

Welcome to your custom dialer builder,
Please choose below your affiliate organization that you joined so we can start the customization of your phone dialer:

Once you have decided on a PERMANENT EMAIL address, as well as have all your other information ready (Example: website you want linked on the home button) you will want to build your custom dialer. Without your custom dialer, your Free Phone Users information will not be tracked.



Advisor Center

- Edit Profile
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- AdBuilder**
- Dialer Builder

Click here to build your Ad

- Build Your Ad**
- View Ad Campaign**
- Customer Folders**
- Web Site Builder**
- Live Help
- Contact

(This feature is available only to Advertisers, Private Labels, as well as Select Agency Owners.) Click here to build or check the status of your Ads.

STEP 1

Choose your desired Ad Format:

Click here to view the Ads that you have built. | Click here to view people who viewed your Ads. | Click here to build your 5 page website.

Choose Your Main Ad Category:

Choose Your Ad Sub Category:



Your Custom Image: Upload only gif,jpg image

Ad Mail Subject: Enter mail subject for your ad.

Your Site: Enter your full site url to link ad to your site. (sample : http://www.adcalls.com)

Contact Information:

Contact information Text Area

Special Offer Text Area:

Rich text editor toolbar with icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, and others.

Normal | Arial | 1 | [Font Color] [Background Color] [Link] [Unlink] [Image] [Table] [Table Border] [Table Cell] [Table Row] [Table Col] [Table Merge] [Table Split]