



# HOW TO CREATE AN mCARD

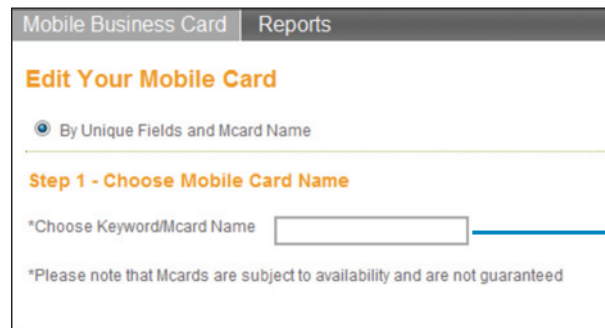
**step 1:** Log into your mCard account at the following site [mcard.izigg.com](http://mcard.izigg.com).



**Username** (Mobile #)  
**Password**  
(Provided in Agent Backoffice)



**step 2:** Create mCard.



**step 3:** Enter mCard Information.

**Step 2 - Enter Mcard details**

First Name

Last Name

Company Name

Title

Mobile Phone

Office Phone

Email

Company Address

Company City

Company State

Company Zip

Company Website

Facebook URL

Twitter URL

Enter the information that you would like to include in your mCard. This information will be available to users when they text your mCard Name to 90210.

Add your personal or company Facebook URL here.

Add your personal or company Twitter URL here.

Choose your **mCard Name**. An mCard is a mobile version of your business card, so the mCard Name will be the field that users text to 90210 in order to subscribe to your mCard. The name must be one word.  
Ex. Jane Doe's mCard could be Jane or JaneDoe.

**GO WHERE THE EYES ARE**

[www.izigg.com](http://www.izigg.com)





# HOW TO CREATE AN mCARD



## step 4: Mobile Site URL.

Mobile Site URL

Display Mobile Site URL?  Yes  No

Auto Subscribe Users  Yes  No

**Update Mcard**

Choose whether or not to display your **Mobile Site URL**.

Choose whether or not to **Auto Subscribe** users who opt-in to your information granting you permission to send text messages to those individuals.

## step 5: Preview mCard.

By Unique Fields and Mcard Name  Manually Edit Message  Photo Editor

**Manual Edit Mcard Response**

When you manually edit your Mcard response, it does not update your contact details or your Vcard that is used to import data into address books. If you wish to update this data, click above on "By Unique Fields and Mcard Name"

Message:

Characters Remaining: 159 / 160

**Update MCard**

In this field you can manually edit your **mCard Response**. This response is the text delivered to users who text your mCard Name to 90210.

## step 6: Upload Picture.

By Unique Fields and Mcard Name  Manually Edit Message  Photo Editor

**Edit your photo**

This photo is displayed only on the Mobile Optimized Website.

Select an image  **Browse..**

\* Image must be in a .jpg format

**Upload Image**

Upload a photo to be displayed on the **Mobile Optimized Website**. The photo must be in .jpg format.

## step 7: View Reports.

Mobile Business Card **Reports**

**Mobile Card Reports**

( 0 ) people have requested your business card during

Click on the **Reports** tab on the top control panel to view how many users have requested your business card in a selected period of time.

