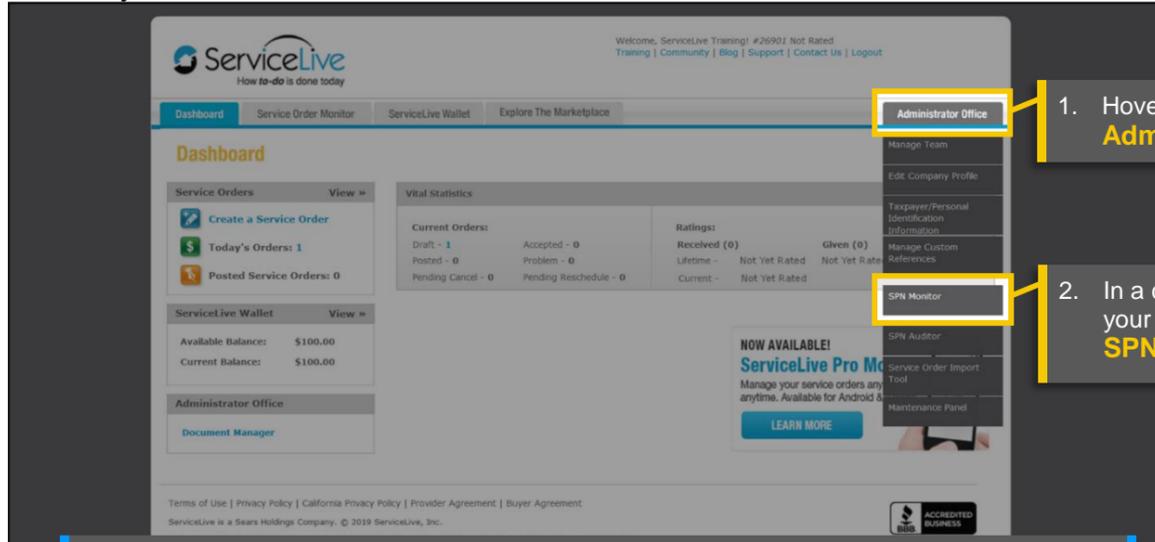


Send a campaign to Providers, inviting them to join your Select Provider Networks (SPN). Set requirements that Providers must meet to become members in your network.

**Start from your Dashboard.**

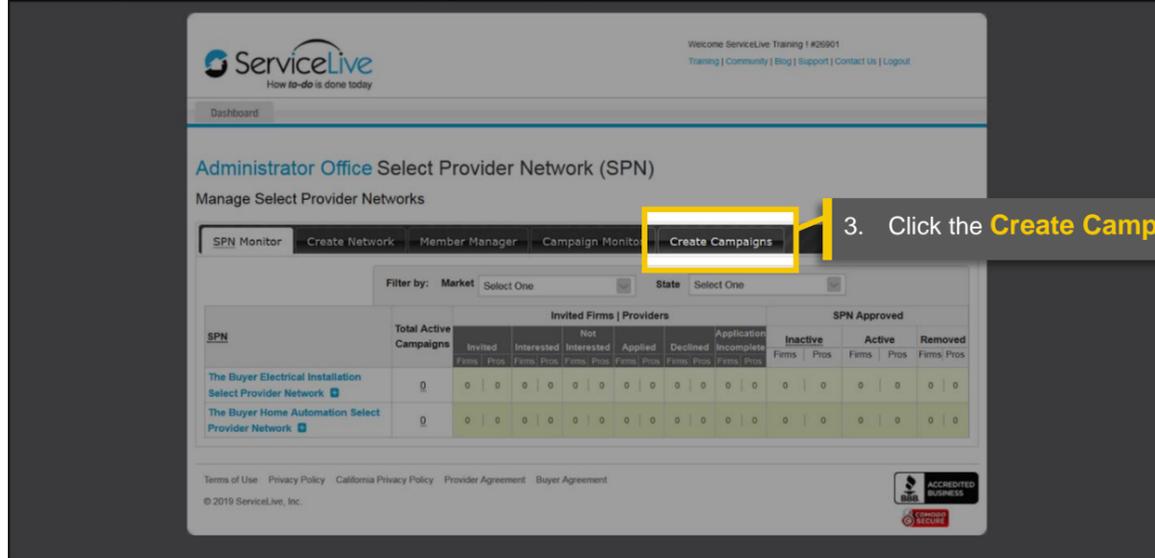


1. Hover your mouse over the **Administrator Office** tab.

2. In a continuous motion, slide your mouse down and click **SPN Monitor**.

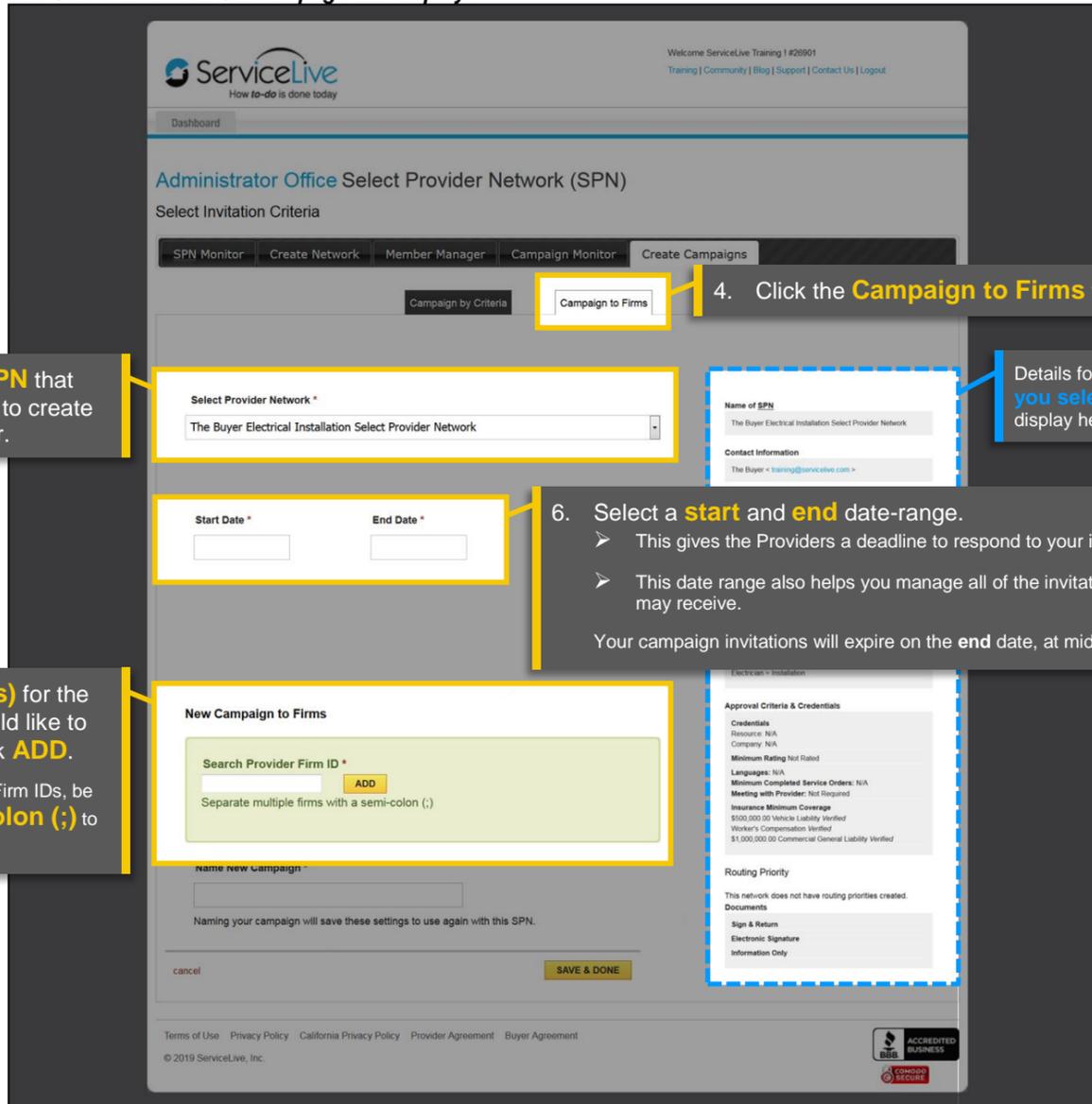
The information that displays on your Dashboard view is dependent on the permissions that were assigned to you when you were added to the account as a user. *ServiceLive* is optimized for *Google Chrome* and *Mozilla Firefox* browsers. Do not use *Internet Explorer*. If you do not see these options, contact your *ServiceLive* account Administrator for help!

**The Manage Select Provider Networks page will display.**



3. Click the **Create Campaigns** tab.

**The Select Invitation Criteria page will display.**



5. Choose the **SPN** that you would like to create a campaign for.

Details for the **SPN** you selected will display here.

6. Select a **start** and **end** date-range.  
 ➤ This gives the Providers a deadline to respond to your invitation.  
 ➤ This date range also helps you manage all of the invitation replies you may receive.  
 Your campaign invitations will expire on the **end** date, at midnight.

7. Enter the **Firm ID(s)** for the member(s) you would like to invite, and then click **ADD**.  
 When entering multiple Firm IDs, be sure to use a **semi-colon (;)** to separate them.

The New Campaign to Firm window will expand.

8. After clicking **ADD**, the system will display a **list of added Firms (companies)**.
- If a Firm needs to be removed from the list, simply **uncheck the box** next to their name.
  - If the entire list of companies needs to be removed, click **Delete All**.

Copy the name of your SPN from here, and paste it into the **Name New Campaign** field (step 9).

9. Enter the **SPN's name**, and let our Compliance team know if the invitation is being sent to one or more Firm(s) (company).
- For a single Firm (company) – add the **Firm ID** to the **end** of the name. For example, "The Buyer Electrical Installation Select Provider Network **(10013)**".
  - For multiple Firms (companies) – add "**Multiple Firms**" to the **end** of the name. For example, "The Buyer Electrical Installation Select Provider Network **(Multiple Firms)**".

10. Click **SAVE & DONE**.

The Campaign Monitor page will display.

The page will re-redirect to your **Campaign Monitor** tab.

Your campaigns will display in a manageable list, where you can **monitor** their status.

The system will place the new campaign in a "**Pending**" status while our Compliance team verifies the information before its approved and activated. If our team cannot correct issues (e.g. naming convention errors, spelling, inappropriate language, etc.), they'll reach out to you via email.

After our Compliance team approves and activates your campaign, it will display here in an "**Active**" status.

Clicking the campaign's blue title link will display campaign details and history, SPN details, and options to stop or edit the campaign.

**Questions?**  
 Contact our Support Team at **888-549-0640**, option 1  
 Mon - Fri, 8am to 7pm Central Standard Time  
 Sat, 8am to 5pm Central Standard Time

You can also email us at **Support@servicelive.com**  
 Mon - Fri, 8am to 5:30pm Central Standard Time