

## UNBOUNCE CHECKLIST

**Step One:** Activate your subscription by clicking on the link below (make sure you are logged in to your online business manager).

[https://members.polarisglobal.com/admin/account\\_setup/lead\\_vortex\\_pro.php](https://members.polarisglobal.com/admin/account_setup/lead_vortex_pro.php)

**Step Two:** Once you have activated your subscription it will take 24-48 hours for your account to be set up. You will receive an invitation email that is sent from Unbounce once your account has been set up. While waiting for your account, choose your domain name as outlined in Step Three.

**Step Three:** Choose and set up your custom domain -

<http://www.polarisglobaldomains.com> (Polaris Domains are powered by GoDaddy) Watch the custom domain video (Vid 1 Choose Your Domain and Vid 2 Domain Setup) for guidance.

**Step Four:** Ensure that you send your new domain to corporate at this email address: [admin@myppgmail.com](mailto:admin@myppgmail.com) Corporate will assign your chosen domain to your Unbounce Account and notify you when this step is complete.

**Step Five:** Add your “webhook” so that your leads will register automatically in your lead manager. Refer to Vid 3 Webhook Setup for guidance. The document at this url provide tips for common form/Webhook issues:

<https://docs.polarisglobal.com/UnbounceFormsFieldsandWebHookURLSettings.pdf>

**Step Six:** Ensure that your capture form is working correctly, it’s important to test. Refer to ‘Vid 3 Webhook Setup’.

**Step Seven:** Edit your pages, start split testing & placing ads!