

## HERE'S HOW TO GET STARTED

1. Find the email invitation from **[do-not-reply@salonsuitesolutions.com](mailto:do-not-reply@salonsuitesolutions.com)** which instructs you to setup your login credentials first, then download the software to your mobile device.
2. Can't find the email invitation?
  - o Check your SPAM or junk mail first
  - o Verify you're looking for it in your right email account
  - o Still can't find it? Speak to your Property Manager and ask them to resend it
3. Once you locate the email, please follow the instructions as indicated.
  - o Create your login credentials first (this is the registration process)
  - o Download and install the mobile app
  - o Be sure you click **LOGIN** when you sign into the mobile app
4. After you successfully log into the mobile app, it will prompt you to begin setting up your account. **YOU MUST AT LEAST COMPLETE YOUR PROFILE IN ORDER TO BEGIN USING THE MOBILE APP.**
5. Create your bio, website URL (free private website is included), hours of operation, services, booking system rules, add images to your portfolio, and load client information.
6. Complete your ProPay account profile, our merchant processor, so that you can take CC payments from your clients. This is **OPTIONAL**. However, we offer a low flat rate for CC processing at 2.52% (swiped).
  - o You can order our CC reader directly from the mobile app, and it will be shipped directly to you
7. Remember, your information is completely private and exportable.
8. Use the Support feature within the mobile app to locate step-by-step instructions, or video tutorials to learn more about various features of the app.
  - o Click the 3 lines in the upper left corner > click Support > Click Knowledge Base

**QUESTIONS? CONTACT SALON SUITE SOLUTIONS.**

**CALL OR EMAIL TO SUBMIT A HELP DESK TICKET.**

**800-275-6853**

**-OR-**

**SUPPORT@SALONSUITESOLUTIONS.COM**