

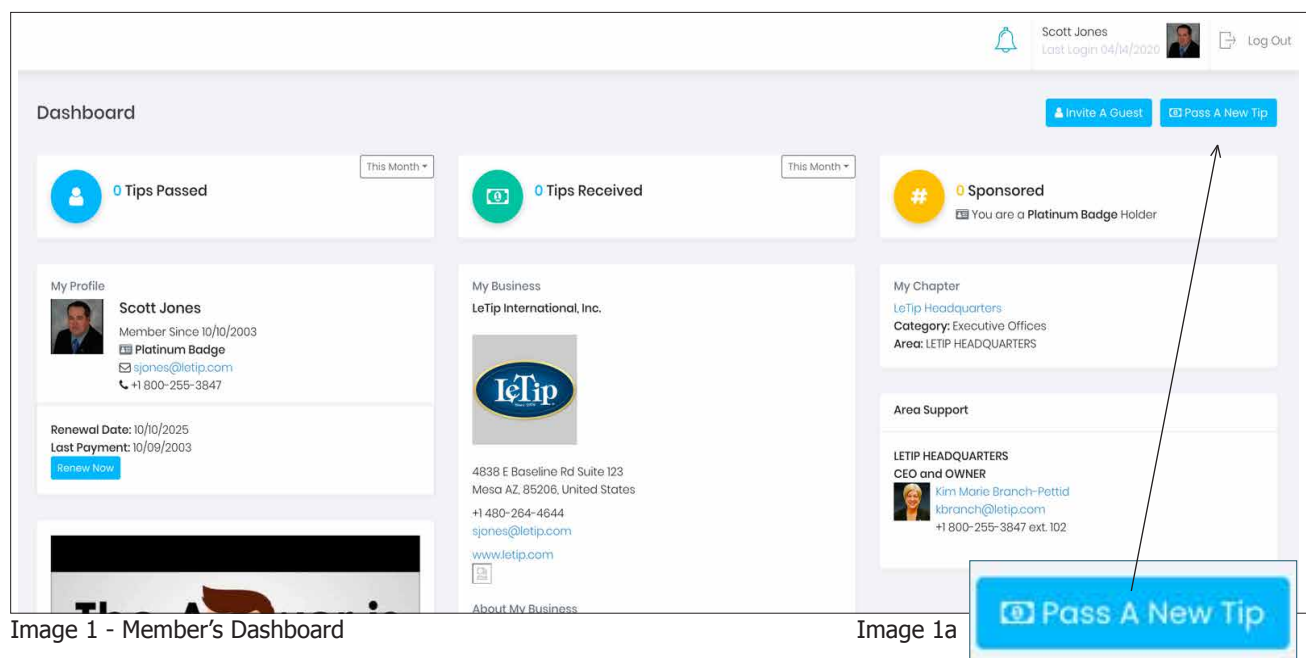


LeTip Wired - Tips

HOW TO SEND A TIP - ONLINE

Tips need to be acted upon quickly, so a sales opportunity is not missed. Promptly notify the recipient of a tip by passing tips through LeTip Wired or LeTip Wired mobile. A LeTip Wired profile will also archive all tips (passed and received) for future reference. **The following steps below show how to Send A Tip using LeTip Wired online.** Instructions on how to "Send a Tip" using LeTip Wired mobile, can be found in the Document Library inside the LeTip Wired Tips Instructions folder.

LeTip Wired Online



Pass A New Tip

By default, the member's dashboard displays as the home page once logged in. (Image 1)

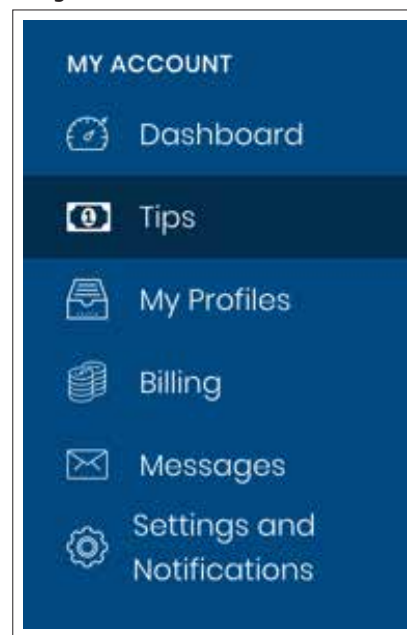
Step One: Click the Blue button (Image 1a) in the top right-hand corner on the dashboard called "Pass A New Tip", or select "Tips" from the "My Account" menu options. (Image 2)

The Blue "Pass A New Tip" button can also be found on multiple LeTip Wired pages in the top right-hand corner (Tip Dashboard, Tips, My Profile, and My Chapter).

Tips Dashboard: Selecting "Tips" from the "My Account" menu options brings the member to their Tips Dashboard page. The member's tips sent, received, and value statistics are displayed for the past 12 months. The dashboard is the member's tips headquarters and access to all their Tips information.

Step Two: Select "Send A Tip". (Image 3)

Image 2



Select the chapter member that the tip is for, and then click the Green “Send Tip” button to pull up the Tip Form (Image 3a). There are also search options for Search By Chapter and Search By Category if the tip is for a member in another chapter, or a category your chapter currently does not have filled.

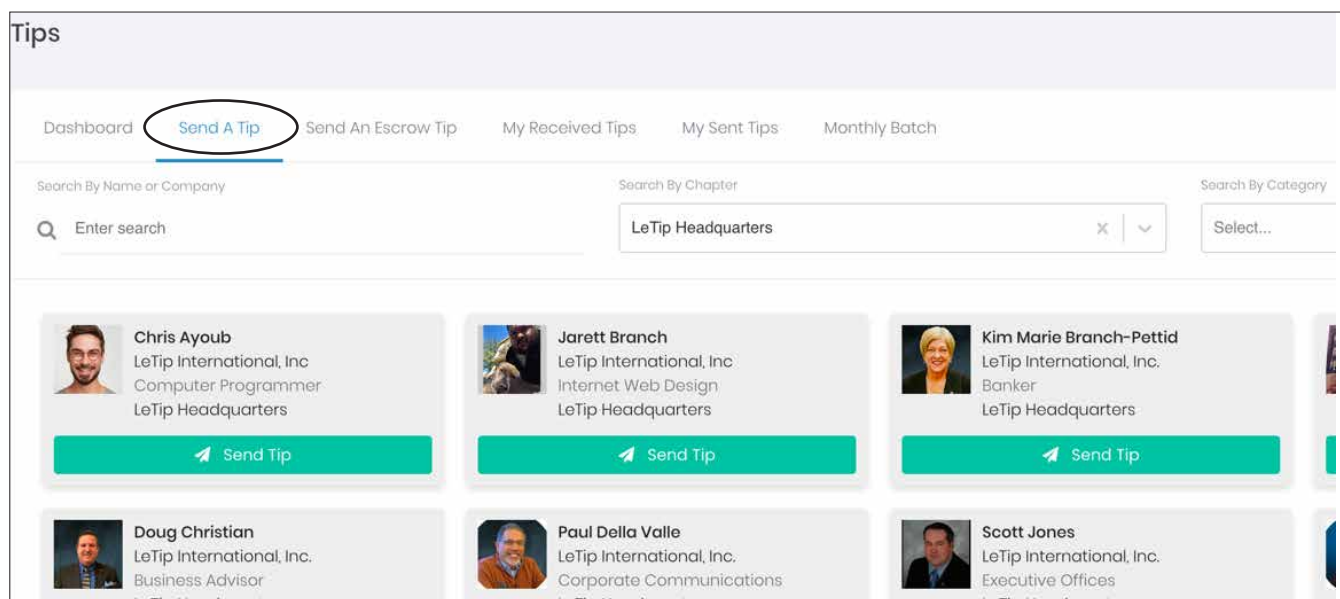


Image 3 - Tips (Send A Tip)

Step Three: Fill out the Tip Form and send the Tip by clicking the Blue “Submit Tip” button

Image 3a - Tip Form

Person to Contact: Type contacts full name.

Phone Number: Type contacts phone number, include area code.

Tip Details: Write all the details and full story of the tip for the recipient.

Specify the tip value box: If checked, the value filed displays for you to assign a pre-tip value amount.

This is a private tip box: If checked, this Tip will be kept private from everyone except the Tip recipient.

Member
 Nevada Water & Fire
 Restoration Damage and Cleanup
 LeTip of Reno, NV

My qualified Business Tip is for a company or person who is interested in a specific service or product and is expecting a call from a LeTip member.

Date

04/14/2020

Tip Type

Inside

Person To Contact

Scott Jones

Company Name

LeTip International Inc

Phone Number

+1 800 255 3847

Email Address

sjones@letip.com

Tip Details

Example of tip form - the details and story of the tip are written here for the receiving member

☒ Specify the tip value

Value

\$

☐ This is a private tip

Submit Tip

Tip Type: Select inside (member to member) or outside (customer to member).

Company Name: Type contacts company name.

Email Address: Type contacts email address.



That covers how to send a tip through LeTip Wired. For more information about the other Tips Dashboard menu options (send an escrow tip, my received tips, my sent tips, and monthly batch), select the Document Library from them LeTip Network Search menu options and then LeTip Wired Tips instructions.