

Quick Template Messaging Guide to Sending Message

Step 1: type in the URL <http://www.sms.eztext-gh.com>

Step 2: type username (client ID) and enter password

Step 3: click “SMS TOOLS”

Step 4: if you want to upload new contacts click on “UPLOAD TOOL”

Upload Tool is designed for bulk messaging by easy and time-saving upload of all necessary data. You can use this tool for sending messages to contacts that are not imported into your MYTEXTIT account. This tool is especially useful for quick, one-time bulk sending to multiple destinations. When using this sending method follow the procedure below:

Step 4: click on “BROWSE” - If you don't already have a file prepared for upload, you have to create it. This upload file can be in any of the following formats: .txt, .csv, .xls, and has to contain recipient numbers. Numbers have to be in e.g. format: 233244555555

Step 5: click on “UPLOAD”

Step 6: click on “NEXT”

Step 7: enter your SMS message in the Message Body (1 SMS – 160 characters, maximum characters 254)

Step 8: enter your Sender ID (maximum 11 characters) next to “text”

Step 9: please do not change any other settings

Step 10: click “NEXT” (n.b. do not click “Insert to message”)

Step 11: click “NEXT” if everything is ok on the preview page

Step 12: Re-Enter Sender ID into Upload Name

Step 13: Please do not schedule messages unless you have the read and understood the master user guide, please click “SEND”

Step 14: Log Out