Branded Version of 7 Steps Ebook (Optional) - only if you have co-branded the ebook. We need a **public link** (Dropbox, Amazon, Google). This is where your ebook will be downloaded from. NOTE: We do not need the ebook – just the public link.

Brand Colors (Hex Colors - if you don’t know what these are look it up)

* Primary -
* Secondary -

Gmail account for the calendar setup - this is your Gmail account that we use to integrate your Google calendar with LeadPorch.

*At this time, we require a Google calendar, so if we have to create one for you and set it up, there will be an additional $75 one-time fee.*

Stripe account for online payment for any paid calendar bookings (if you have one)

* Publishable Key
* Secret Key

Business Name and Address for the Website

* Business Name -
* Street -
* City, State, Zip/Postal Code -
* Country –
* Time Zone -

Area Code for the Call Tracking Phone Number (this will be the number displayed on the website and used for SMS messages) -

What phone number should we forward calls to (from the call tracking number)

What email address and or cell phone number should we send form, email and webchat notifications to?

* Email address(es)
* Cell Phone Number
* Send to both (Y/N)

Please Grant Google Analytics Admin Access

1. Sign in to your Analytics account.
2. Select the Admin tab and navigate to the desired account.
3. In the ACCOUNT column, click User Management.
4. Add paul@changescapeit.com in the Add Permissions For field
5. Click the notify this user by email check box and click Add

You should also upload the following to this page – seo.changescapeweb.com/leadporch-system-intake

* Logo (250x100 pixels)
* Consultant Headshot (300x300 pixels)
* Favicon (32x32)

We will need access to your Nameserver (DNS) records - these are most likely with your Web Hosting Provider and or Domain Registrar (such as Godaddy.com, Register.com) – this is the account where you bought your domain name OR where your website is hosted. In order to set up email through LeadPorch, we’ll also need access to your email hosting (GSuite, GoDaddy, Office 365, etc). *If these records are in several different accounts, and we have to troubleshoot or hunt for them, there will be an additional $75 one-time fee.*

We will need to create a SendInBlue account so the system can send out emails. This is a free account that allows you 300 emails per day. We will need to set up an email address for sending emails out of LeadPorch. We recommend something like [hello@yourdomain.com](mailto:hello@yourdomain.com) or [marketing@yourdomain.com](mailto:marketing@yourdomain.com). NOTE: This is a system email address for SendInBlue and will not be seen by the email recipients (unless you want it to instead of from your email address), *If we have to create this email address for you and set it up, there will be an additional $75 one-time fee.*

What domain name or subdomain are we using to launch your funnels (7 Steps ebook and Marketing Checkup)? You can either have the landing pages published to a subdomain (example lp.yourdomain.com --- you typically don’t have to pay extra for a subdomain) OR a new domain (different than where your website is live on) *If we have to create one for you and set it up, there will be an additional $75 one-time fee.*

If you have any questions or need any help, please contact [leadporch@changescapeweb.com](mailto:leadporch@changescapeweb.com)

NOTE: We will go through this information with you in a 30-minute onboarding call once you submit the information to us. *The MAX additional fees will not exceed $150 from the above items if needed.*