

CHECKLIST FOR SETTING UP YOUR WEBFRONT

The steps from signup to going live are outlined below. Check off the items as they are completed to know where you are in the process. Don't worry, we are here to help you each step of the way. Before you know it your WebFront will be ready to go live!

SIGNUP

- A. Submit signup paperwork
- B. Complete WebFronts kickoff call
- C. Start Domain name planning
- D. Pay setup fee
- E. Submit completed questionnaire

DESIGN

- A. Meet your Graphic Designer and discuss your preferences
- B. Revise and approve your site design mock-up
- C. Sit back while your designer hand codes your new site!

MATTRESS WORKBOARD - *if you sell mattresses*

- A. Prepare a complete list of mattresses you sell
**recommended*
- B. Connect with an account manager and tell us about them
- C. We will create any necessary private labels for you (within supported brands)

CONFERENCE CALL

- A. Meet your Onboarding Specialist and schedule your conference call
- B. Complete your conference call; review your site and learn how to use the Webfronts App or software
- C. Begin paying your monthly fee

**you can begin the go live process any time of your choosing after the conference call*

GO LIVE!

- A. Finalize your domain plan with your Onboarding Specialist
- B. Make any necessary domain name changes
- C. Your site is live!

ONGOING SUPPORT

**Don't worry, RWS takes care of these for you!*

- A. Quality Control Testing *(Yes, we will check to make sure everything is working properly!)*
- B. Meet your dedicated Account Manager
- C. ***And the support continues!***