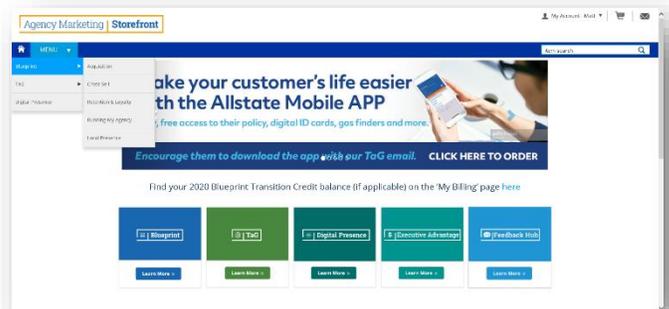


GETTING STARTED: CENTRALIZED LEAD DISTRIBUTION PROGRAM ONBOARDING

1. Enroll in Lead Manager via Blueprint

- Agency owners must enroll in Lead Manager to receive leads (two seats will be provided to each agency owner at no cost).
 - In Marketing Storefront, click on the Blueprint tile, then click on Acquisition, then look for “Lead Manager.” For information on how to enroll, please view these job aids: [one-pager](#) or [detailed version](#).



2. Enroll in Centralized Leads via Blueprint

- Agency owners can view which centralized lead programs they’re eligible for in the Blueprint site.
 - Click on the Blueprint tile, then click on Acquisition, then look for “Lead Distribution Program” offerings. For information on how to enroll, please view these job aids: [one-pager](#) or [detailed version](#).

3. Attend Lead Manager education

- For agencies new to Lead Manager, 10-14 days after enrollment, you will receive a welcome email from LeadManager@allstate.com with the subject line “2020 Lead Manager Enrollment Activation.” A link will be included to three onboarding sessions.
 - Current Lead Manager users can continue to take advantage of the regular education sessions.

Lead Manager

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UPCOMING WEBINARS (IN CST)

Display | Calendar View | List View | Training Request | View a Previous Webinar Now

Please click on the session you want to attend on the calendar below to add or join a webinar. New to Skype? Here is a job aid.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		Lead Manager Overview for 2020 Blueprint 9:00 AM - 12:00 PM CST	Lead Manager Leads Set-Up (Introduction to new Assignments) 11:00 AM - 12:00 PM CST	Workshop: Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST		
9	10	11	12	13	14	15
		Lead Manager Overview for 2020 Blueprint 9:00 AM - 12:00 PM CST	Lead Manager Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST	Workshop: Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST		
16	17	18	19	20	21	22
		Lead Manager Overview for 2020 Blueprint 9:00 AM - 12:00 PM CST	Lead Manager Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST	Workshop: Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST		
23	24	25	26	27	28	29
		Lead Manager Overview for 2020 Blueprint 9:00 AM - 12:00 PM CST	Lead Manager Leads Set-Up (Introduction to new Assignments) 12:00 PM - 1:00 PM CST	Workshop: Leads Set-Up (Introduction to new Assignments) 11:00 AM - 12:00 PM CST		

Legend: ■ Lead Manager Overview for 2020 Blueprint ■ Getting Started with Lead Manager ■ Admin Overview and Account Setup ■ ALL User Overview on Working Leads

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4. Setup and begin using your Lead Manager account

- During the onboarding education, you will learn how to setup users, receive leads, and begin using you Lead Manager account.
- Leads should be assigned to users, added to workflows, and dispositioned with working notes in Lead Manager.

5. Unlock the flow of Centralized Leads

- Your Lead Manager account will be activated once the following three (3) actions are complete and have been verified. (Note: Agents that enrolled in centralized Internet lead and/or live-call transfer offers will have a 4th action to complete.)
 1. Have I had at least one (1) user logging in to Lead Manager and demonstrating account usage by updating the milestones of at least 20 total leads inside of Lead Manager?
 2. Do I have 'Notifications' enabled in the Administration settings?
 3. Do I have at least one (1) workflow enabled in my Lead Manager account?
 4. **For agency owners that purchased centralized internet leads or live-call transfers only:**
 - You will need to configure your web lead settings in Lead Manager to begin receiving these lead types.
 - Details on how to configure these settings will be provided via email from LeadManager@allstate.com once steps 1-3 are completed.
- Each week, on Mondays, all Lead Manager accounts will be evaluated against the verification criteria.
- As accounts are activated to receive centralized leads, agency owners will receive an email from LeadManager@allstate.com notifying them that centralized leads are enabled. The email will share information on where these leads appear in Lead Manager for easy identification. For agency owners that enrolled in centralized Internet leads or live call transfers, your email notification will come in the form of a webinar invite.
- Additional validation details are available in the [Centralized Lead Distribution Program FAQs](#).

6. Work your Centralized Leads

- Call, email, and disposition Centralized Leads and other high-priority leads in Lead Manager (these processes are covered during training sessions described in step 3).
- Please note that Lead Manager activities on centralized lead offers will also be monitored on an ongoing basis; agency activities on these leads within Lead Manager may be used for future lead program eligibility decisions.

Have questions or need support?

- Please contact the following with questions regarding:
 - Centralized lead distribution program offerings and eligibility: your [regional marketing consultant](#)
 - Lead Manager: LeadManager@allstate.com
 - Blueprint site/enrollment: MarketingStorefront@allstate.com
- [Watch a recorded version](#) of the Centralized Lead Distribution Program Overview webinar.
- View the [Lead Manager education calendar](#).
- View [frequently asked questions](#).