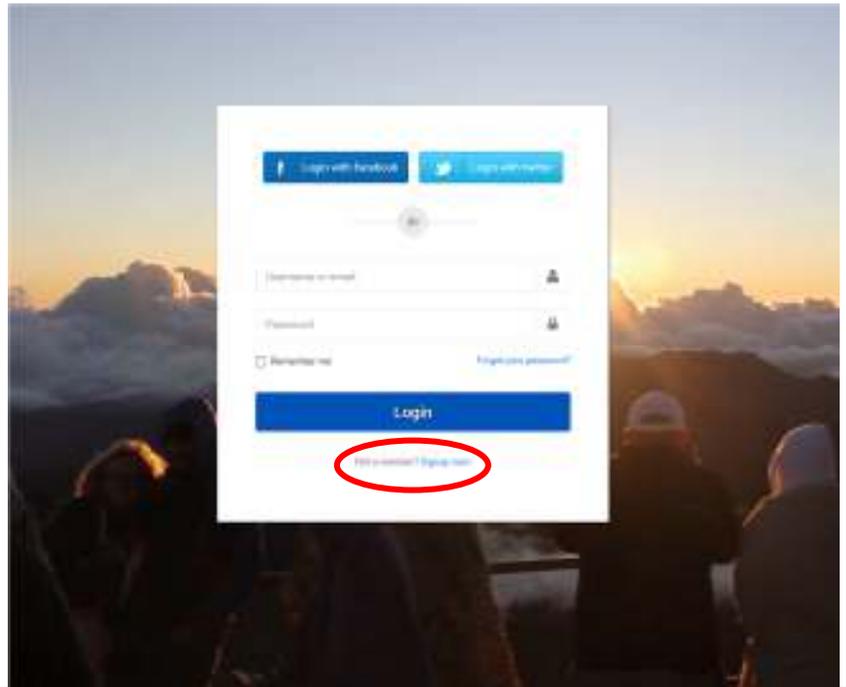


Step 1:

Create your login at www.rmexch.com

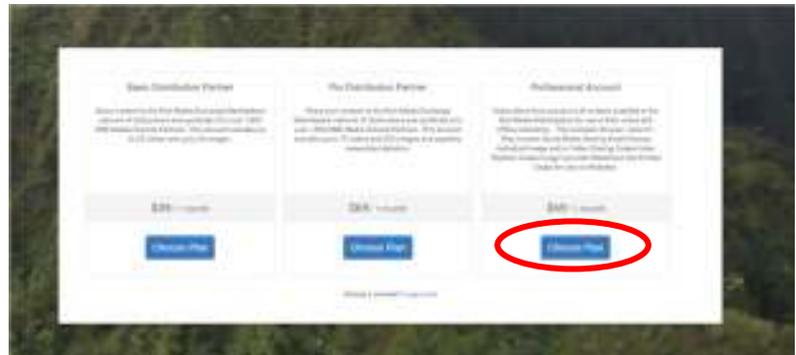
If you create your own login profile, follow the email verification prompts. If you choose to login with Facebook or Twitter, no verification is necessary. *RME does NOT post or advertise on your social media accounts.*



Step 2:

Select the Subscriber level that works for you.

There are two types of accounts for those who want to distribute their own content and one type of account for those who wish to subscribe and use the content in the portal. If you are not a content owner, select the Basic Account.



Step 3:

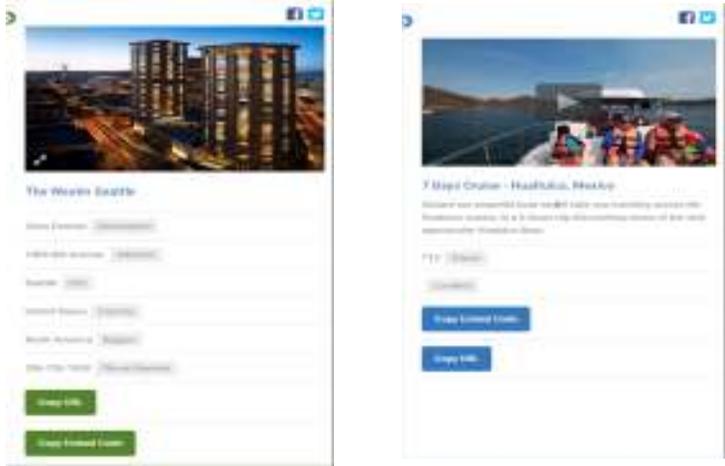
You are now logged into the Rich Media Exchange Marketplace.

From here, you can preview video or images, email content, get embed codes, build playlists, or share content on social media.

Select the Videos or Images tab at the top to open the appropriate library.



Quick Tip #1 – PREVIEW

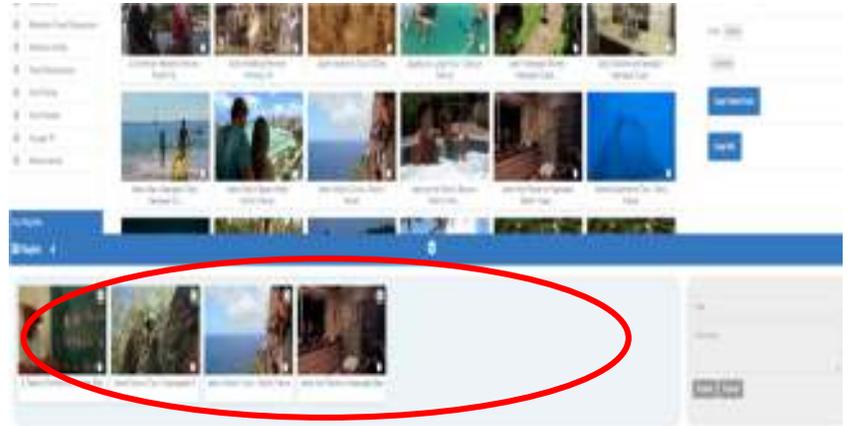
<p><u>CONTENT</u></p> <p>To preview an image or video, simply single-click on the thumbnail image and the information about it will appear in the preview box on the right hand side.</p> <p>Once the content is displayed, you can preview videos, copy embed codes, or copy the URL to share the file.</p>	
<p><u>Quick Tip #2 – Email Content:</u></p> <p>If you would like to email a link to a video or send an image to someone, simply hover your mouse over the thumbnail image on the screen until you see an envelope and side-v shaped image.</p> <p>To email your selection, select the envelope and fill in the required information in the pop-up window. To share on Facebook or Twitter, select the side-v shaped icon and then select your social media page.</p>	
<p><u>Quick Tip #3 – Saving An Image to Your Computer</u></p> <p>To save an image to your computer, select the thumbnail image so it appears in the preview panel on the right side of the screen. Then, right click on the image and you will see a prompt to save it to your computer.</p> <p><i>Videos cannot be saved or downloaded to your computer – this can only be done with image files.</i></p>	

How to Build A Video Playlist or Image Slideshow:

Step 1: Create A Playlist

Drag the images from the library into the toolbar at the bottom of the screen. To delete an image, run your mouse over it until you see an X, then click on the X.

You can reorder the videos by simply dragging and dropping them in the order you would like them to play. Don't forget to save changes by clicking the 'Update' button on the bottom right.

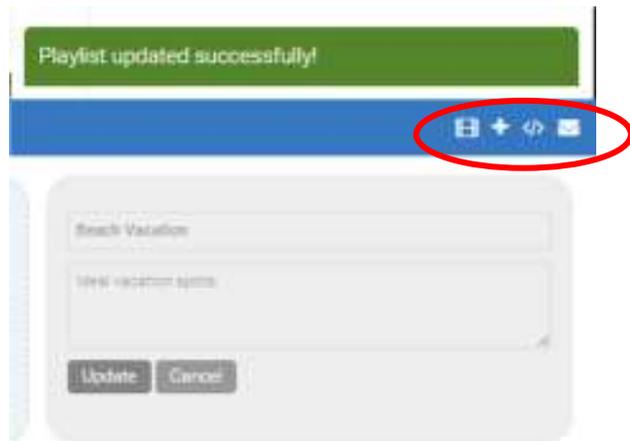


Step 2: Title/Description and Sharing

Create a Title and Description for your playlist. Once you create the playlist, you will receive a 'success' notification and see four icons in the blue bar above the description.

These buttons allow you to:

- Preview your player/slideshow
- Create a new playlist
- Get an embed code for the playlist to use on a website
- Email a link to the playlist



Step 3: Preview or Modify Existing Playlists and Add New Playlists

Once you have created a playlist, you can preview it by selecting the 'My Playlists' or 'My Slideshows' bar on the left side of the screen.

Click on the Playlist you would like to view. To edit the playlist, click on the pencil icon. This will display the content in your playlist in the toolbar below. Make your modifications from there and then select 'Update' to save your changes.



Step 4: Build a New Playlist/Slideshow

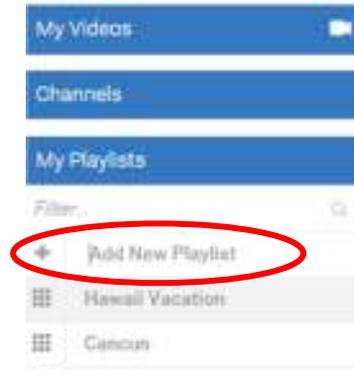
To create a new Playlist, open the My Playlists tab and click the box at the top of the My Playlist viewer that says 'Add New Playlist – you do NOT need to click the + button'.

Click the words 'Add New Playlist' and this will place your cursor in the box so you can type a new title. Type your new Playlist title there and hit the enter key on your keyboard.

Your new title will now appear in your 'My Playlist' options. Select the new Playlist title so it's highlighted, and the Playlist title will appear in the toolbar down below. You can now search for videos, drag, drop, save, and share them in the new Playlist.

Be sure to select 'Update' to save your updates and changes.

To delete a playlist, run your mouse over the title of the playlist so you see the X on the right side. Click on the X and the playlist will be deleted.



Helpful Tips

1. To get back to the Home Screen, you can always click on the Rich Media Exchange logo in the upper left corner.
2. To see more content, click on the arrows on the Preview and Toolbar, and those sections will collapse so you can see more.
3. To easily share on Social Media without connecting to Facebook or Twitter through the RME Marketplace, use the Copy URL function and paste it in your post on your sites.
4. Use images in your print marketing materials by saving the image to your computer.
5. You can select a list-view of the content by selecting the box with three lines on the top right of the display, or you can choose the thumbnail preview by selecting the box with four squares. The thumbnail preview is the default.
6. For questions, please email us at Support@RichMediaExchange.com (Tech Support) or Accounting@RichMediaExchange.com (Billing Questions) and we will respond to you as soon as possible.