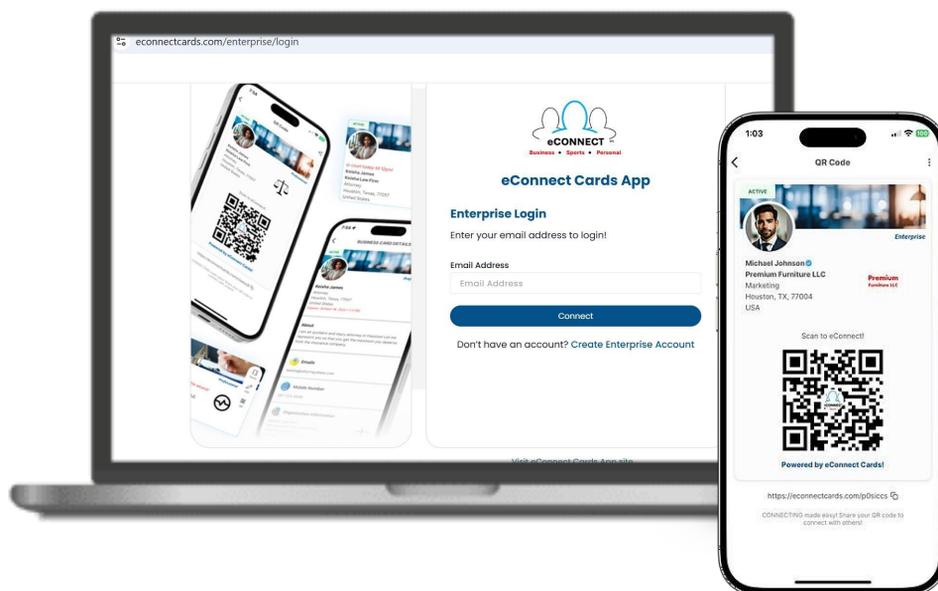**eCONNECT** ™
Business • Sports • Personal

eConnect Cards Enterprise Portal
...*Digital Business Cards for Teams*...

User Guide

A step-by-step instructional document that guides enterprise users on creating digital business cards and signing up for an enterprise account using a partnership code.
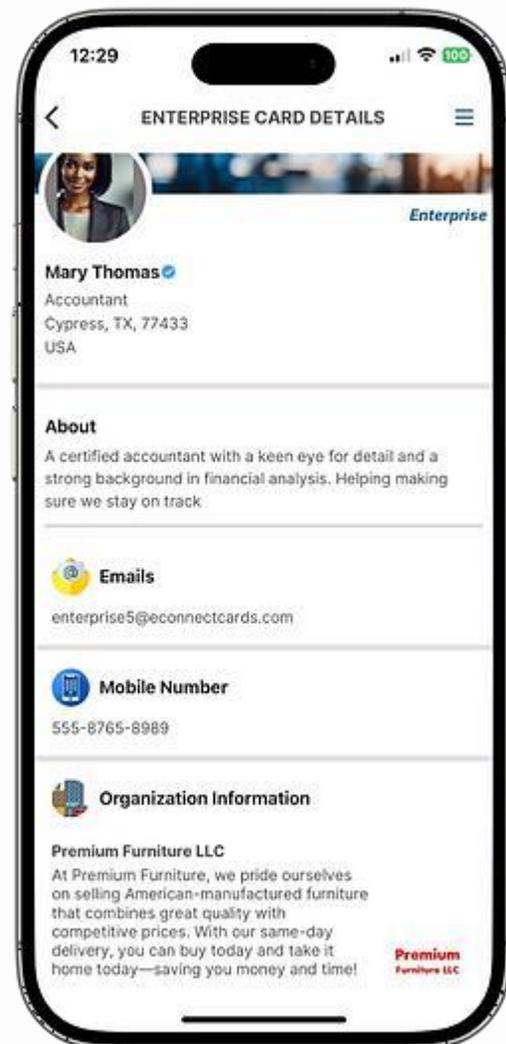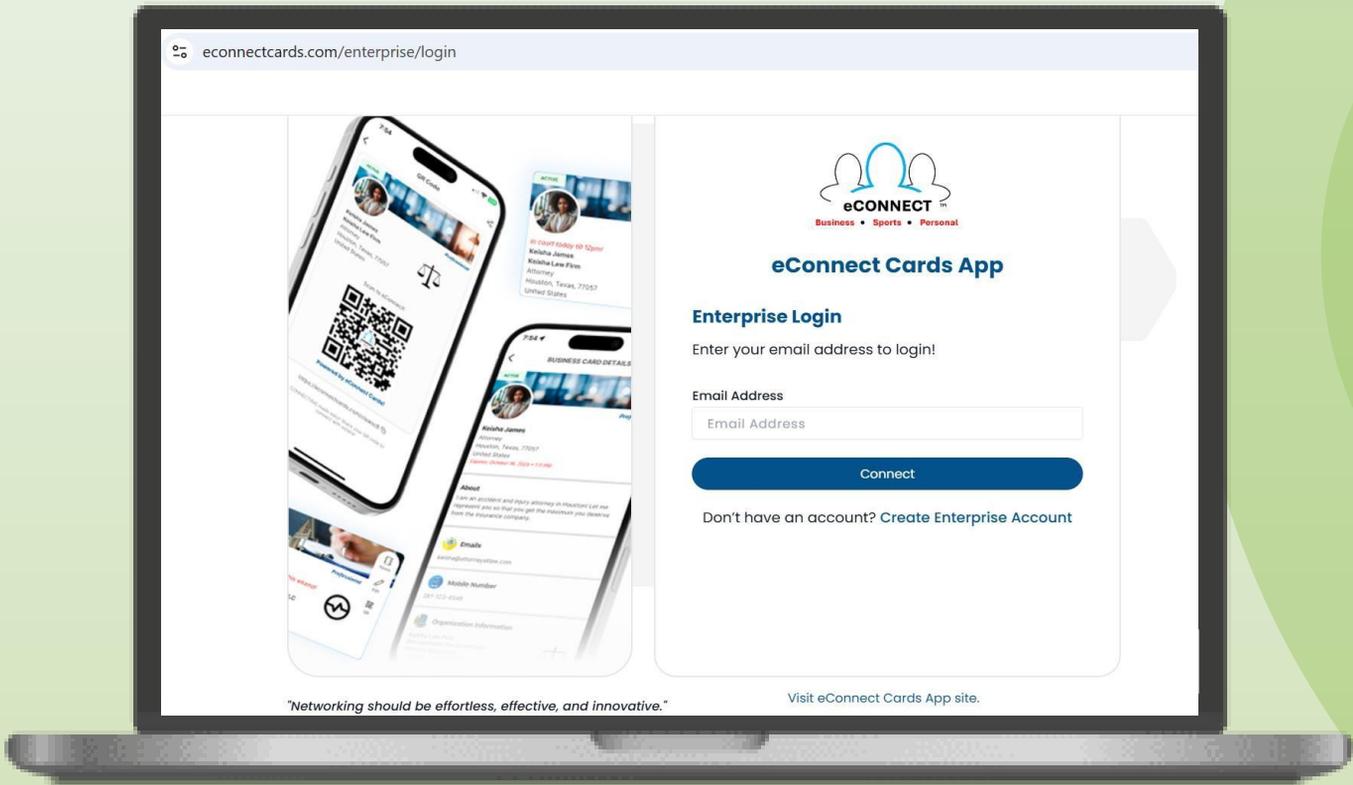
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eConnect Enterprise App Overview

The eConnect Enterprise Cards Portal is powerful digital business card platform built for teams and organizations ready to elevate customer engagement, amplify brand visibility, enhance lead generation, and streamline operations.

Designed for organizations of all sizes, the Enterprise solution enables teams to effortlessly create, manage, and share fully customizable digital cards at scale. With an intuitive user interface, robust administrative controls, and an on-demand setup, it simplifies networking and brand promotion – while empowering your team to share a unified brand story and generate leads when needed. Whether you're equipping internal teams, engaging with clients, or managing large-scale events, the Enterprise version provides the tools to elevate your digital presence and strengthen both your connection and growth strategies.

Open the URL on your web browser:

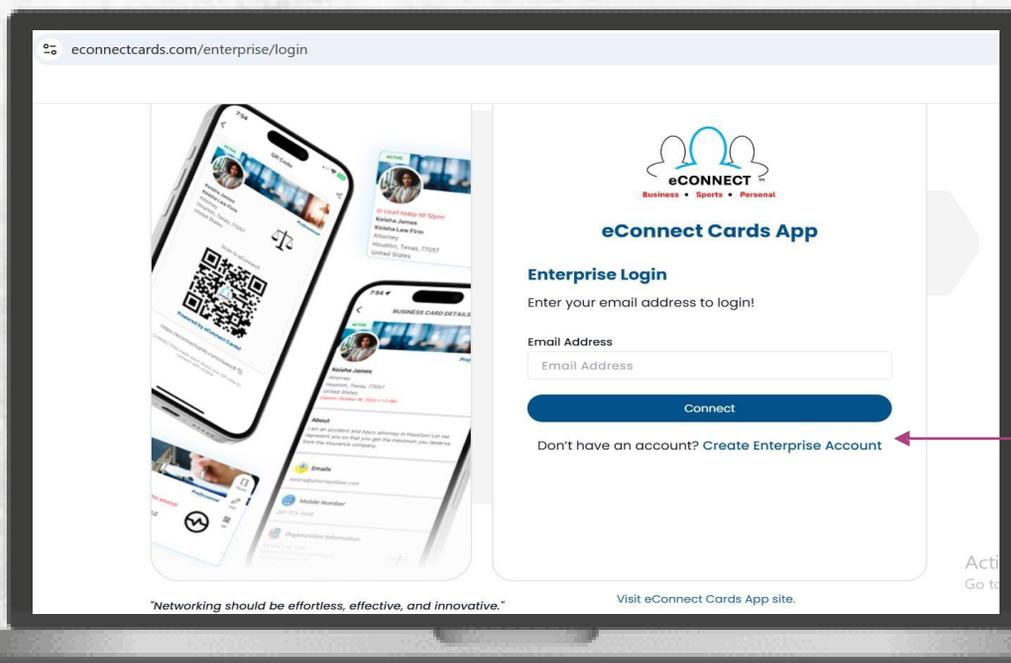| 🌐 | **www.econnectcards.com/enterprise/login** | |

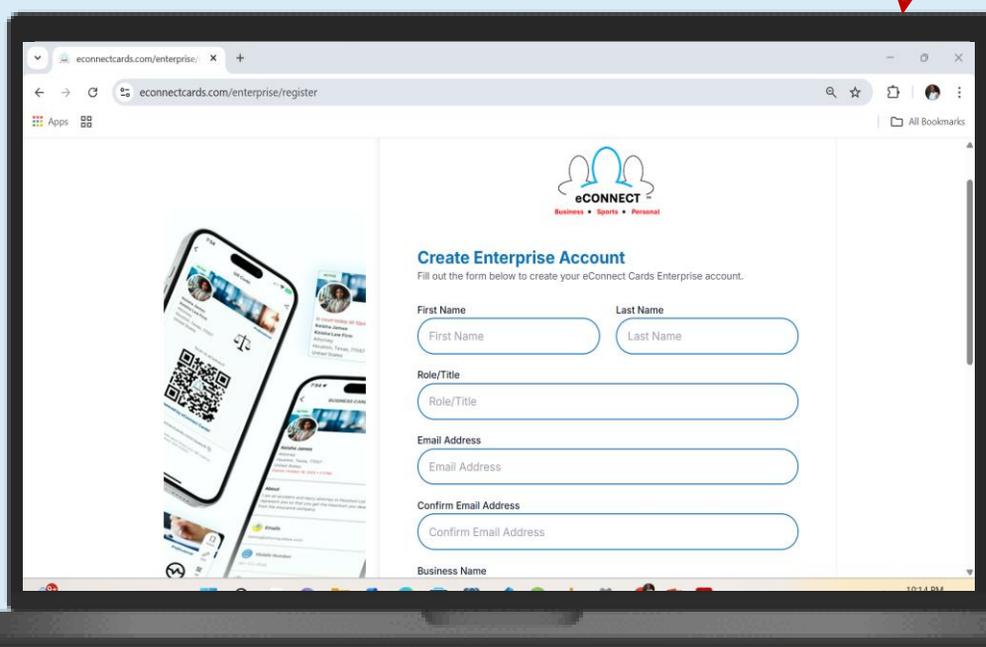*For the best experience, we recommend performing these tasks on a computer.*

1 Create an Account

From the eConnect Cards

Enterprise Portal Login Screen,

click on

'**Create Enterprise Account**'

econnectcards.com/enterprise/login

eCONNECT
Business • Sports • Personal

eConnect Cards App

Enterprise Login

Enter your email address to login!

Email Address

Email Address

Connect

Don't have an account? Create Enterprise Account

"Networking should be effortless, effective, and innovative."

Visit eConnect Cards App site.

Fill the form
details correctly

For security reasons, Enterprise accounts must contain a unique email address. This email will only be used to log into your enterprise portal account and cannot be linked to a digital business card.
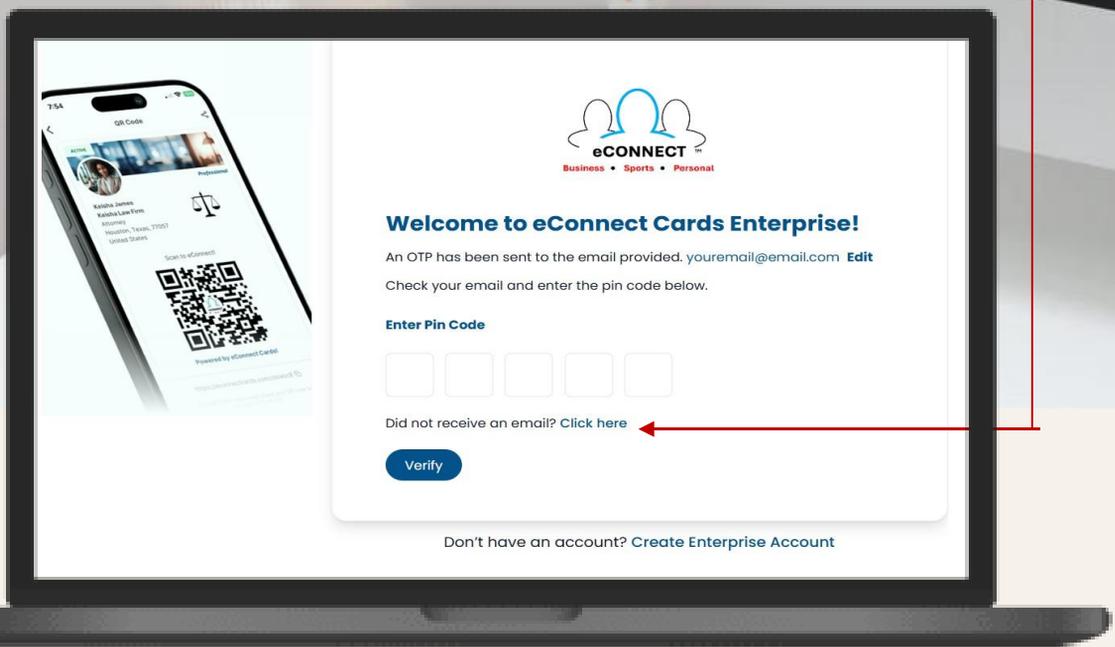
Enter the code provided by your organization.

Then move onto the next page by clicking the '**Create Enterprise Account**' button.
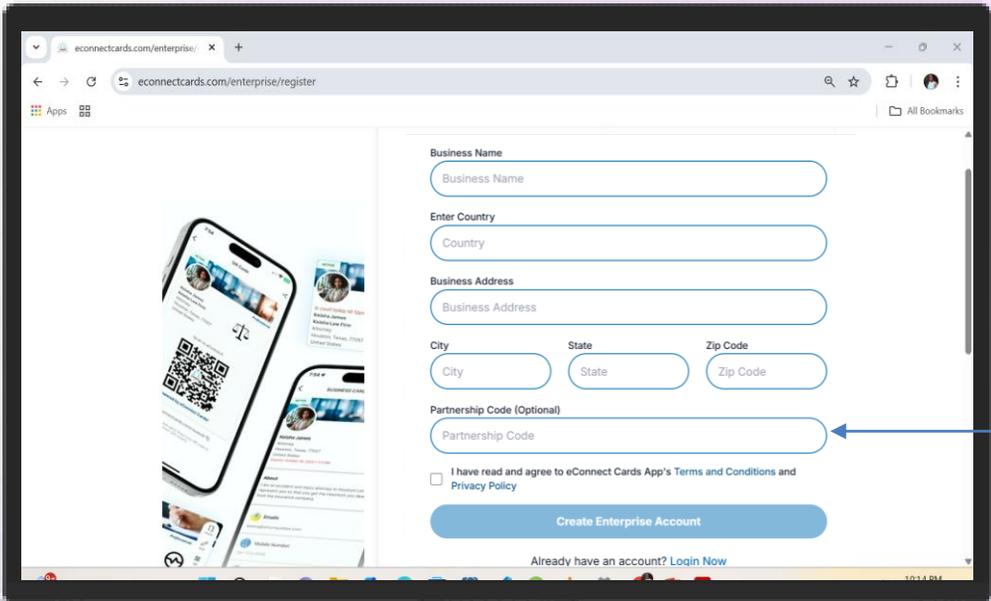
After clicking the '**Create Enterprise Account**' button, a verification code will be sent to the email address provided during account setup.
If you do not receive a verification code in your email, click on the link next to '**I did not receive an email**'.

If you do not receive a verification code in your email, click on the link next to '**I did not receive an email**'.

Follow the on-screen instructions
to resolve the issue.

I did not receive an email with my OTP Code.

Sorry you ran into a snag. Here are a few tips to help resolve this issue.

1. Verify that the email address provided is correct and contains no spaces.

youremail@email.com Edit

2. Check your spam folder. Sometimes emails can get routed to the spam folder instead of your inbox.

3. Press the 'Resend' link and we'll resend the OTP code to the email address provided.

If you are still experiencing issues receiving your OTP card, please send our support team an email and we'll be ready to assist you!
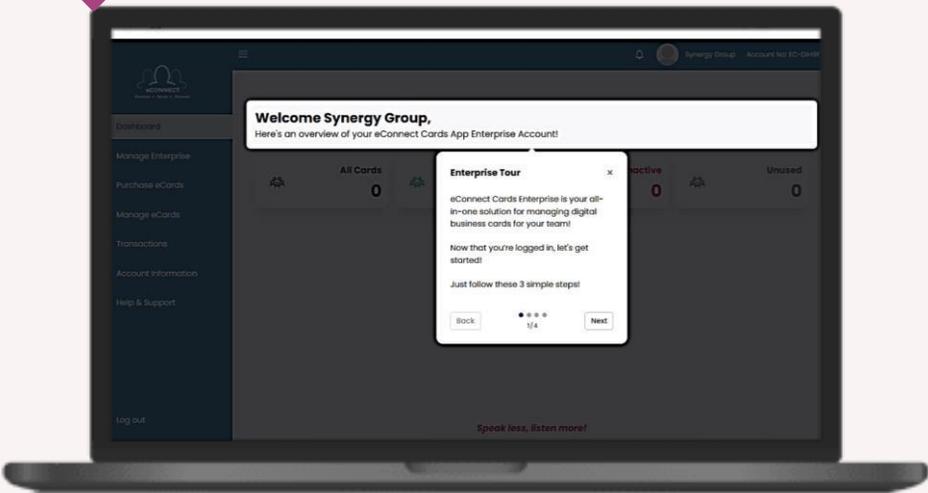support@econnectcards.com

2 **Email Verification**

Enter the **OTP** to verify your email address.
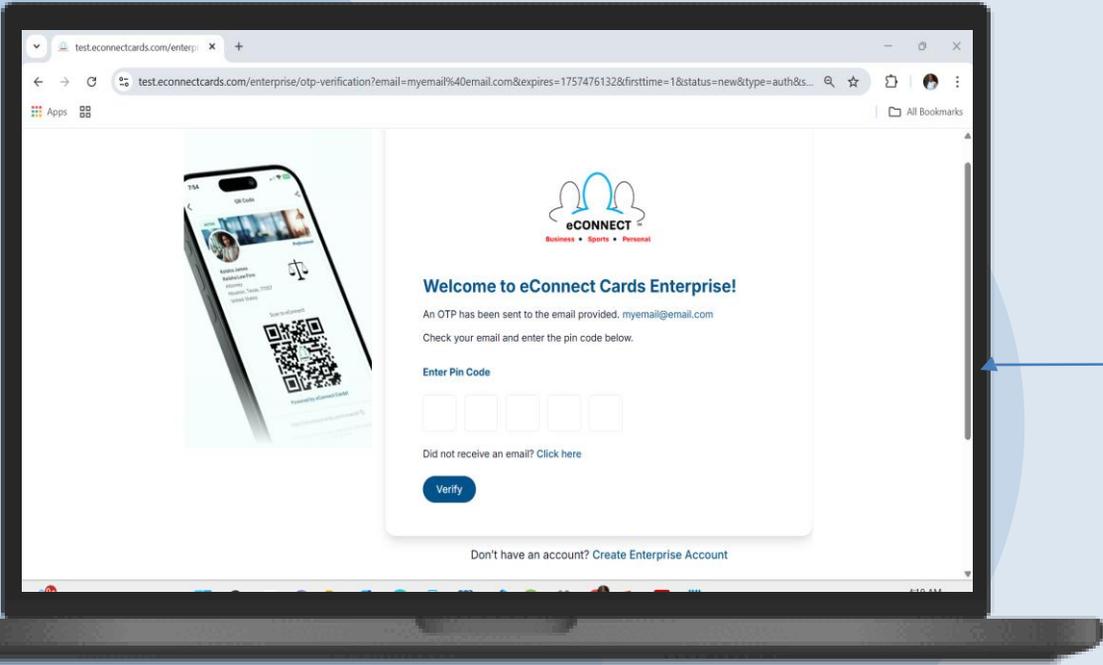
After successfully verifying your email address, you'll be logged into eConnect Cards Enterprise Portal. Follow the prompts on the screen that guides you through an overview of the portal to help get you started.
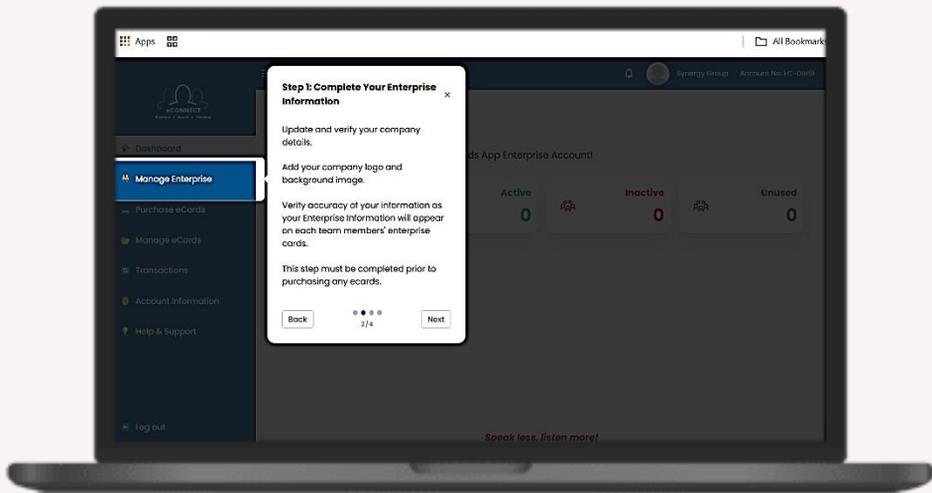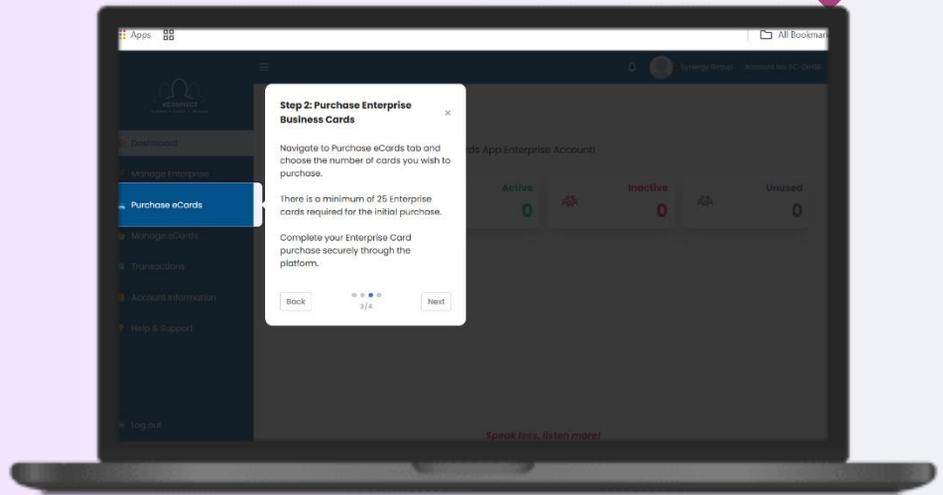
1 Welcome Screen

Manage Enterprise **2**

3

Purchase Enterprise Business Cards

Step 2: Purchase Enterprise Business Cards

Navigate to Purchase eCards tab and choose the number of cards you wish to purchase.

There is a minimum of 25 Enterprise cards required for the initial purchase.

Complete your Enterprise Card purchase securely through the platform.

Back   Next
3/4

4

Manage eCards

Step 3: Create & Assign Enterprise Business Cards

Create Enterprise Cards for your team members. This can be done in 2 ways:
-Bulk Upload
-Manual Entry

Once a card has been created, the Team Member will automatically receive an email with instructions on how to access their card and start using it instantly.

That's it! You're all set! Happy Networking!

Back   Finish
4/4
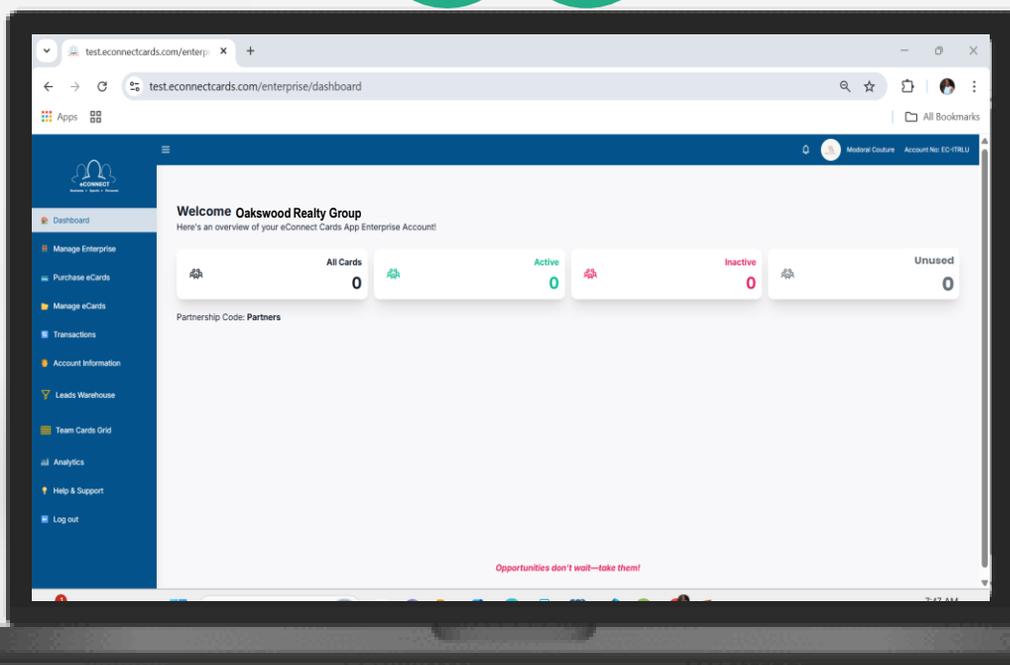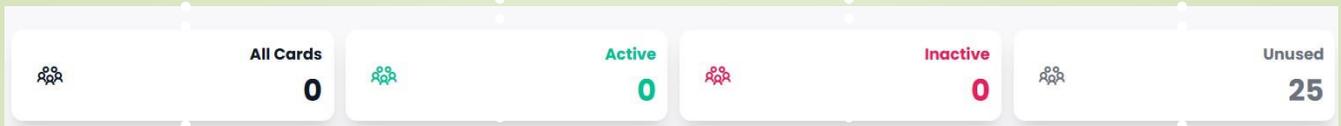
Congratulations!
You are now on the dashboard of the eConnect Cards Enterprise Portal. Let's dive into the menu options available on the dashboard.

Understanding the Dashboard UI

User Interface

Dashboard — 1
Manage Enterprise — 2
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Manage eCards — 4
Transactions — 5
Account Information — 6
Help & Support — 7
Log Out — 8

Apps

eCONNECT
Business • Sports • Personal

🏠 Dashboard
Ⓜ Manage Enterprise
🚋 Purchase eCards
📁 Manage eCards
🔲 Transactions
👤 Account Information
💡 Help & Support

← Log out

Welcom
Here's an ove

User Dashboard

All Cards	Active	Inactive	Unused
0	0	0	25

All Cards

This section displays all the enterprise cards that have been assigned and customized within your account. It gives you a complete overview of every active and ready-to-use card under your enterprise.

Active Cards

This shows all enterprise cards that have been assigned to members and are currently in use. These cards have been fully customized and are available for your team to share and represent your brand.

Inactive Cards

This section lists all enterprise cards that have been deactivated. These cards are no longer in use and remain inaccessible until they are reactivated.
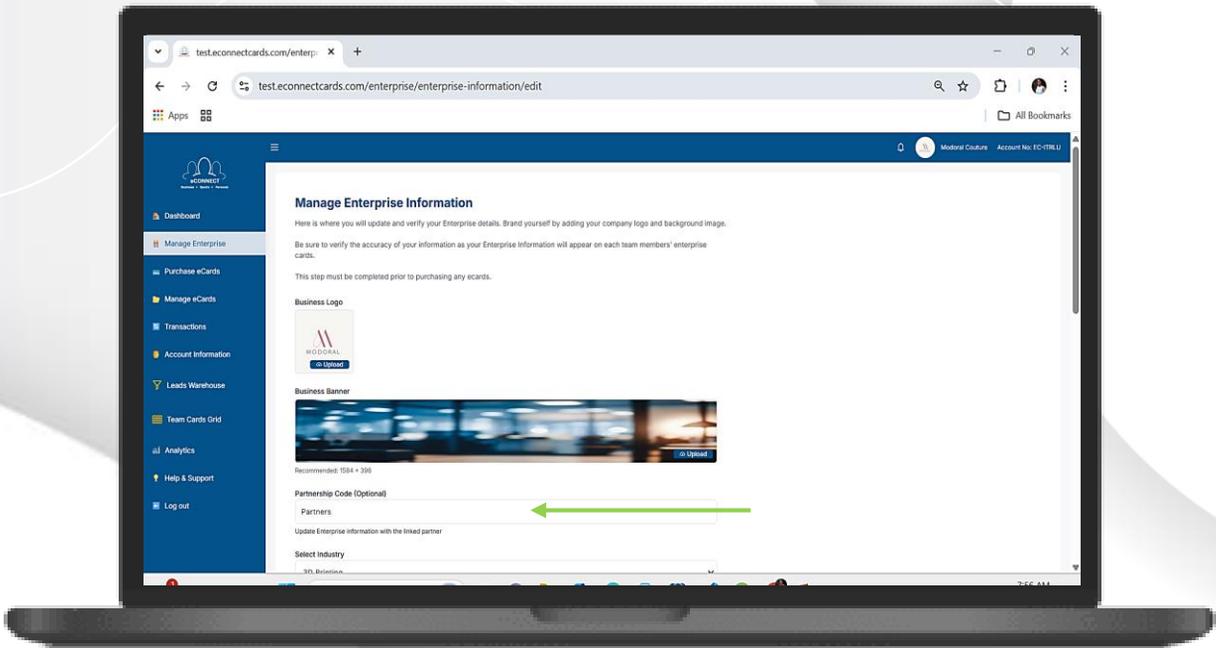
Unused Cards

This shows a list of enterprise cards that have been purchased but are yet to be customized or assigned to any member. These cards are available and ready for you to customize and allocate as needed for your team.

Manage Enterprise Information

Enter the partnership code provided by your organization.

In most cases, your organization's information and branding will automatically be pre-filled when your organizations code is entered.

Note: This code ensures your organization's information is applied consistently across all digital business cards purchased through the partnership program.

Manage Enterprise Information

The first step after creating your eConnect Cards Enterprise Account is to update your company's information that will be displayed on the digital cards of everyone who is assigned a card from this Enterprise Portal account.

Here is where you can customize your cards and tell your company's story in an engaging manner. Share how your company is different from others who may be offering the same product or service. You get to brand your cards by adding a company logo, updating theme colors, share your company's contact information along with a brief description, and more.

Once you've completed making updates, click the 'Update' button to save your changes.

Tip: The recommended banner size is 1584x396.
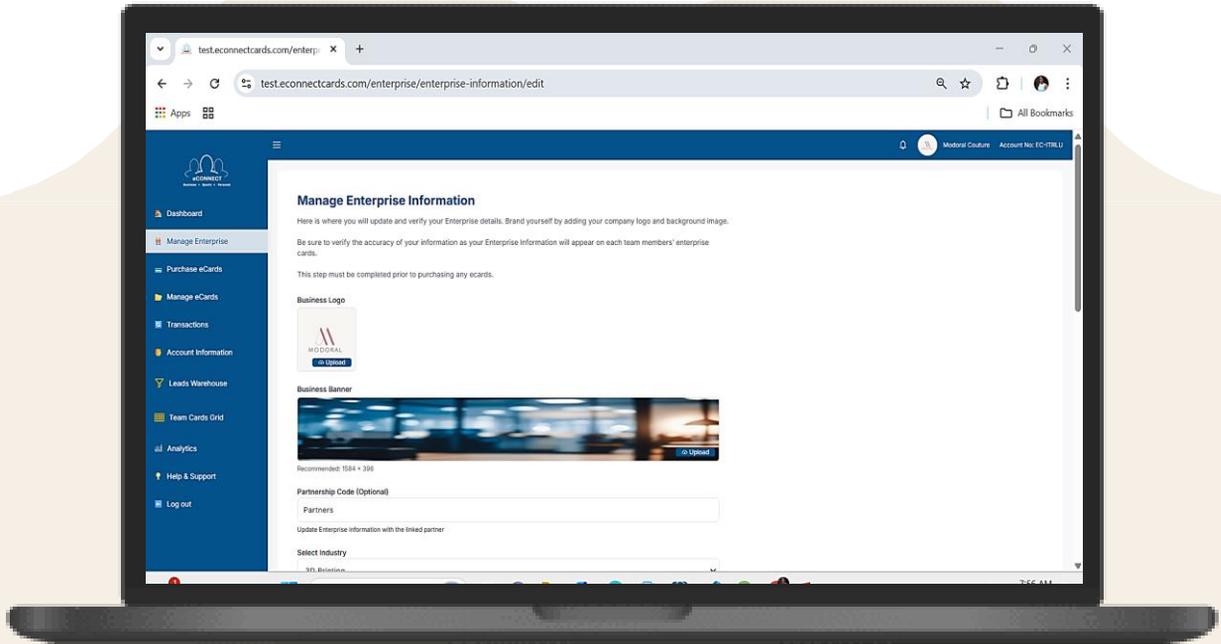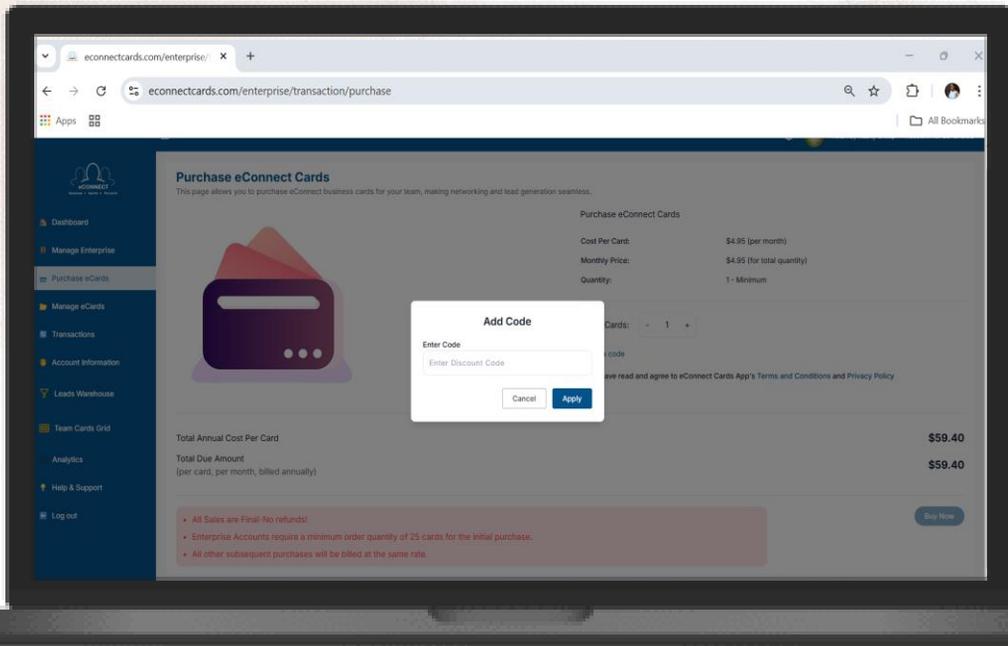
Purchasing eConnect Enterprise Cards
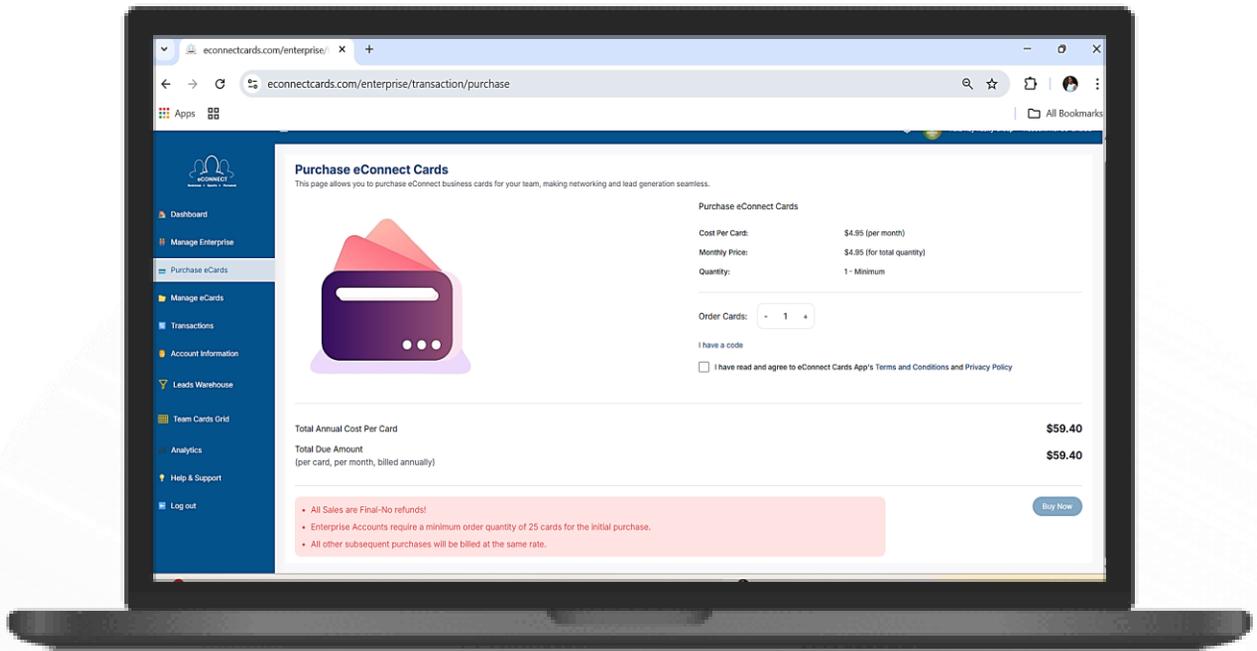
To purchase eConnect Enterprise Cards:
1. Click on the **'Purchase eCards'** tab
2. Select the quantity of cards you wish to buy

For Enterprise orders, there is an initial minimum order quantity that is noted on the purchase eConnect Cards screen for the first order.

# Purchasing eConnect Enterprise Cards

3. To apply a code, click the **'I have a code'** link, and be sure to enter the code that was provided to you. This must be entered each time a card is purchased as your organization's codes may change.

4. Click the **'Buy Now'** button to complete your purchase.

Please note that all sales are final and non-refundable.

Select your preferred payment method, provide your card information accurately, and proceed by clicking the **'Pay Now'** button to finalize your payment.
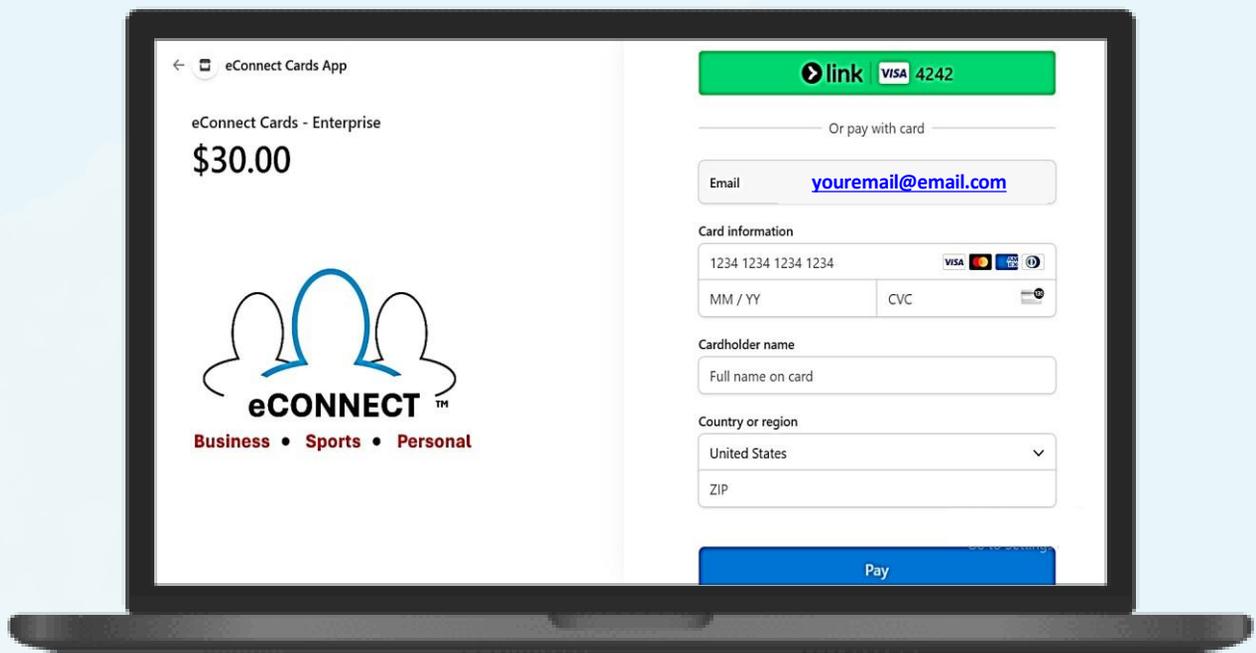
Upon successful completion of your payment, the system will automatically redirect you to the **Transaction** tab, where your payment receipt and status details will be available for review.
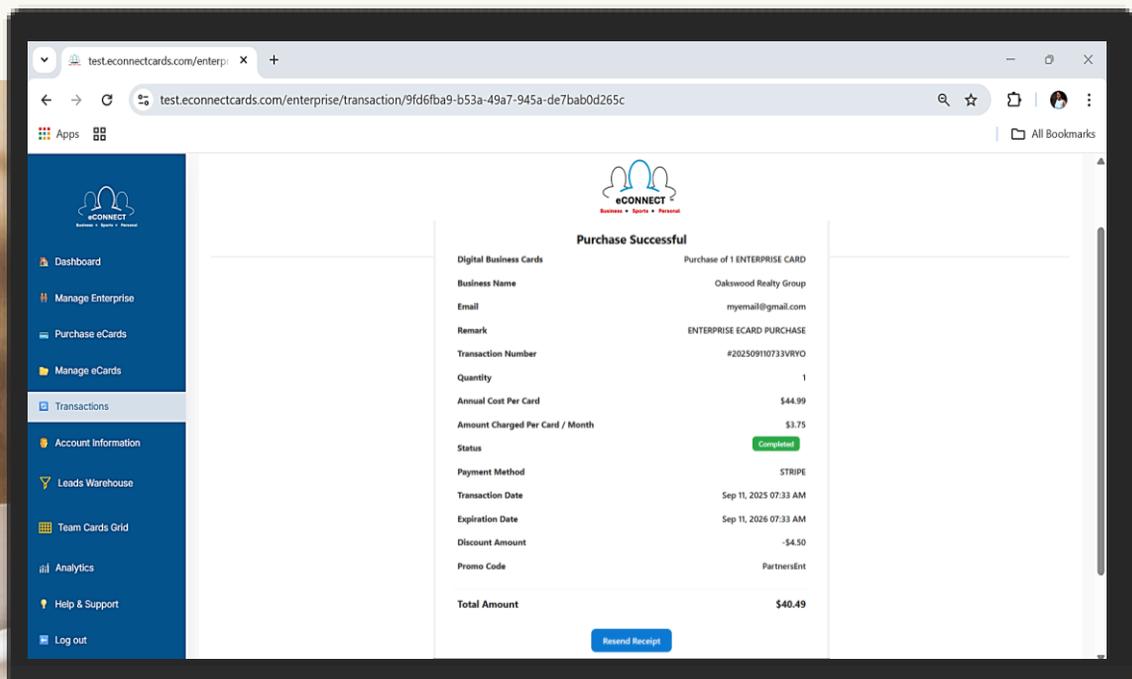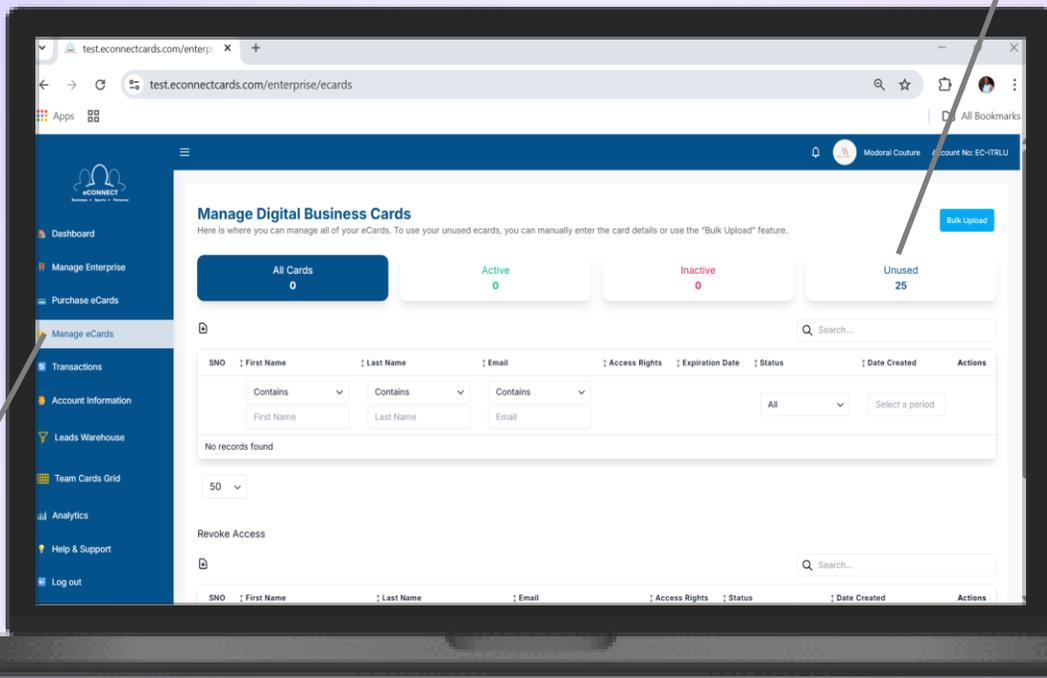

Your newly purchased enterprise cards will also be available under the **Unused Cards** section, ready for you to customize and assign. The cards will expire 1 year from the purchase date.

Accessing the Newly Purchased Enterprise Cards

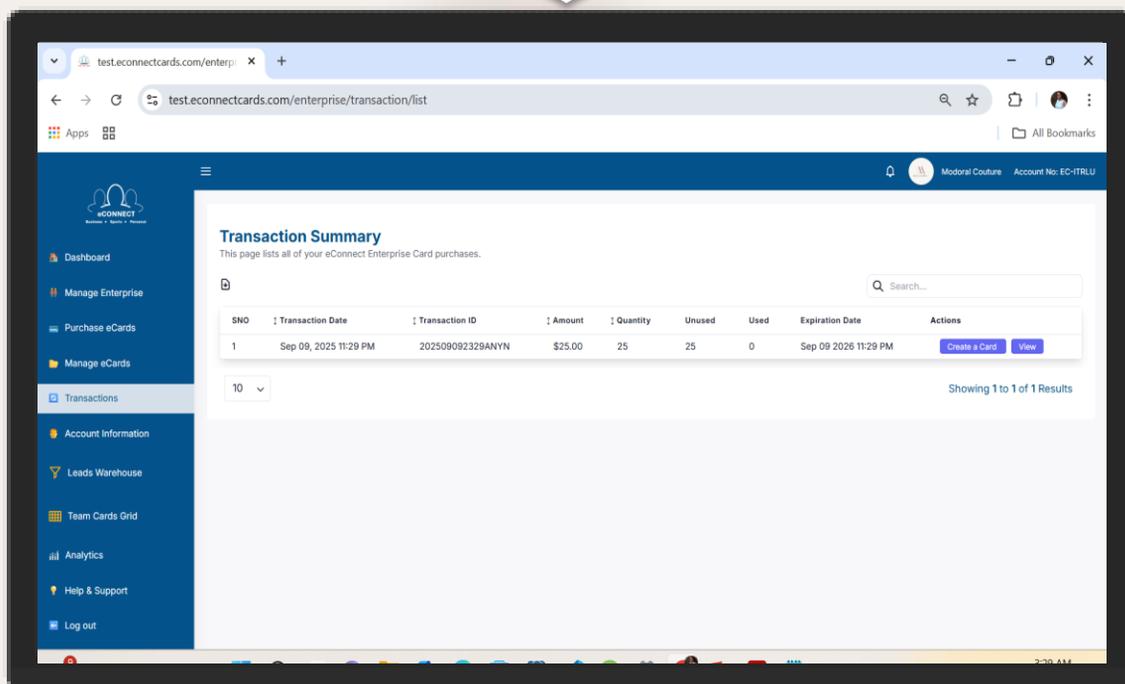**2**

Click on the '**Unused**' label

1

Select the '**Manage eCard**' tab,

You have successfully created your Enterprise Account and made your first digital business card purchase.

For more resources on tips, tricks, and how to maximize the use of your digital business cards, please see our Resources page on our website where you'll find support and links to How To videos.

Contact Us

✉ www.econnectcardsapp.com

🌐 support@econnectcards.com

📍 SAAIG Technologies, LLC Headquartered in Cypress, Texas USA

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