TDS® Agent Web Portal

User Guide

Table of Contents

Log In

To log in to the Web Portal:

1. Enter www.tdsbusiness.com/agents in your browser.
2. Once you arrive at the login page, enter your user name and password (these have been provided to you from TDS, if you don't have a user name and password, email: tdsagents@tdstelecom.com).
3. Click **Submit**.

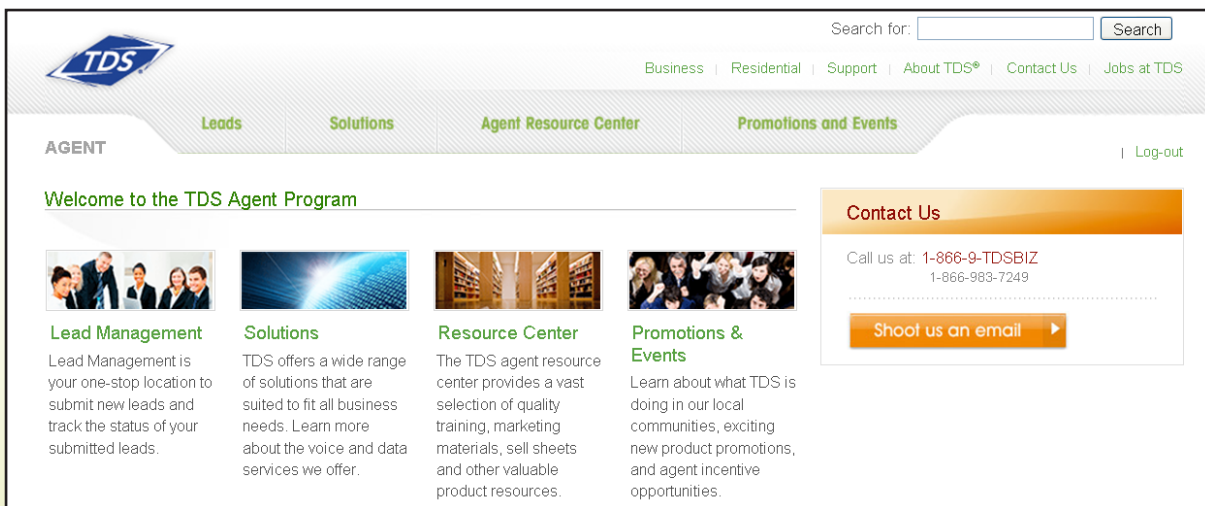**Log in to your Agent Account**

Username: [   ]

Password: [   ] [Log In]

Sign up | Forgot Password?

Note: If this is your first time logging in, you will be prompted to change your password. If at anytime you forget your password, simply click the **forgot password** link on the login page. A temporary password will be emailed to you.

This user guide will explain the four main sections in the Web Portal:
• Lead Management
• Solutions
• Agent Resource Center
• Promotions and Events

Search for: [   ] [Search]

Business | Residential | Support | About TDS® | Contact Us | Jobs at TDS

AGENT

Leads   Solutions   Agent Resource Center   Promotions and Events | Log-out

Welcome to the TDS Agent Program

Lead Management
Lead Management is your one-stop location to submit new leads and track the status of your submitted leads.

Solutions
TDS offers a wide range of solutions that are suited to fit all business needs. Learn more about the voice and data services we offer.

Resource Center
The TDS agent resource center provides a vast selection of quality training, marketing materials, sell sheets and other valuable product resources.

Promotions & Events
Learn about what TDS is doing in our local communities, exciting new product promotions, and agent incentive opportunities.

Contact Us
Call us at: 1-866-9-TDSBIZ
            1-866-983-7249

[Shoot us an email ▶]

Lead Management

To manage your leads click either the **Leads** tab or the **Lead Management** icon. From the Lead screen, you can enter a new lead, view your submitted leads or view your existing opportunities.

To enter a new lead:

1. Click **Submit a lead**.
2. Enter the required information in the form.
3. Click **Submit**.
4. A confirmation screen will appear upon submitting your lead, and an email notification will also be sent to you.
5. TDS will review your lead. To view the status of your leads, click the View Leads tab. If the sales lead is accepted, then a new opportunity will be created in the View Opportunities tab. Otherwise, the lead will listed as either "pending" or "rejected."

Submit a Lead

Please complete the fields below with the appropriate contact and TDS account information.
All fields marked with an * asterisk are required.

Company Name:*

Address Line 1:*

Address Line 2:

City:*

State:* 		select one...

ZIP Code:*

Market:* 		select one...

To view submitted leads:

1. Click **View Leads**.
2. All leads that you have submitted will display.

To view opportunities:

1. Click **View Opportunities**.
2. All accepted leads will display.
3. You can view the status of each opportunity.

> Note: If you are set up as a Master Agent, the View Leads and View Opportunities tab will display the leads for all of your agents.

Solutions

The Solutions tab will provide you with information on the products and services that TDS offers.

To view a product:

1. Click on the **Solutions** tab.
2. Click the type of service you would like more information about.
3. Click the product.
4. The product page will appear describing key benefits and features
   of the product, and listing other available resources.

Bundles | VoIP & Voice | Internet & Security | Managed Services | Data Networking | Phone Systems |

Bundles

Streamline your voice & data services into an efficient package—all on one bill. **learn more**

VoIP & Voice

No single voice solution fits all businesses. That's why we offer a comprehensive range of options. **learn more**

Internet & Security

Get connected with High-Speed Internet while protecting your business against the associated risks of Internet usage. **learn more**

Managed Services

Let us take care of your voice & data services— it's our specialty. Taking care of your customers is yours. **learn more**

Data Networking

Keep your multi-location business connected and running smoothly with our Data Networking solutions. **learn more**

Phone Systems

More than just a phone on a desk, our phone system solutions give you the ROI you need and the features you want. **learn more**

Agent Resource Center

The Agent Resource Center tab provides tools you can use when talking to customers about TDS products and services. Some information in the Agent Resource section is only available to TDS Agents. These tools include:

• Product sell sheets
• Customer testimonials
• Agent portal FAQs
• TDS overview
• White papers
• Demonstration product videos

To access the Resource Center:

1. Click the **Agent Resource Center** tab.
2. View the list of resources and click the file you'd like to view.
3. These files are updated frequently, so download a new copy each time one is needed.

Agent Resource

Additional Resources

- Agent FAQs
- *managed*IP Sell Sheet

Business Resource

Case Studies & Testimonials

- *managed*IP Video Testimonial - Converged Network Solutions
- *managed*IP Testimonial - Ear, Nose & Throat Surgical Associates

White Papers

- F-Secure Test Results
- Finding Your VoIP
- Get More From Your Technology Budget

Videos & Demos

- Content Defender Demo
- *managed*IP Flash Demo
- Uncover Your Communication System Needs

Promotions and Events

The Promotions and Events tab provides information on the current promotions available to customers. This tab also has information about any current Agent Incentive programs.

To view current promotions and events:
1. Click on the **Promotions and Events** tab.
2. Find the program you would like more information about.
3. Click the linked name.
4. The program details will be displayed.

Agent Incentives

Agent Promotion and Contest Details
2011/03/17

For every agent lead that results in a managedIP sale, the Master Agent will receive a $100.00 Amex Gift Check. In addition, for every 5 sales an Agent makes TDS will give them an additional spiff payment of $250.00 to be paid out at the end of program.

Browse the archives |

Product Promotions

*Managed*IP technology, the ultimate all-inclusive communications tool.
2011/02/04

It's all you'll ever need—VoIP Phone System, Cisco® Data Network, Voice Services, Internet access, security, upgrades, and management—for one, flat-rate fee. All on a dedicated private network. And, with no capital expense. Leave IT headaches behind. Move ahead with managedIP from TDS®.