

Creating Your Mailchimp Account

We partner with Mailchimp to deliver your email newsletters to your clients. To ensure we can send your newsletters seamlessly, you'll need to create a Mailchimp account.

Follow these simple steps to get started:

1. Visit the Mailchimp Sign-Up Page:

- Go to [Mailchimp Sign-Up](#) to create your account.
- Mailchimp offers a **Free Account** that provides you with up to 500 contacts and allows you to send 1,000 emails per month.

2. Sign Up for Your Account:

- **IMPORTANT:** Please use the same email address that you used to sign up for your Ready to Go Newsletter membership when creating your Mailchimp account. This will help us match your account quickly and ensure smooth delivery of your newsletters.

3. Notify Us:

- Once you've set up your Mailchimp account, send us an email letting us know that your account is ready.
- We will then send an admin request to your Mailchimp account to connect with it. This step is necessary for us to be able to push your newsletters into your Mailchimp account.

4. Accept the Admin Request:

- You will receive a notification from Mailchimp once we've sent the admin request. Please note that this request is valid for only 7 days.
- Make sure to accept the request within this time frame to avoid any delays in setting up your newsletter delivery.

5. Grant Manager-Level Access:

- We will be requesting **Manager level admin access** to your Mailchimp account.
- Click the **Grant Access** button when prompted to allow us to manage your newsletters.
- Once you grant access, we will be notified and will be able to start pushing your monthly newsletters directly to your Mailchimp account.



Heather D (hd@readytogoletters.com) with 2466197 ALBERTA INC.
is requesting to connect to your account

Choose a level of access

Note that accepting this request to connect will let **Heather** grant access to other users in **2466197 ALBERTA INC.**, but you can choose their maximum level of access below.

[Learn more about what it means to grant access to your account](#)

- Admin
 - ✓ can perform every action in the account
- Manager
 - ✓ can create and send campaigns, import lists, and view reports and contact data
 - ✗ cannot access billing information, or export audience data
- Author
 - ✓ can create, edit, and delete campaigns and templates, and view reports
 - ✗ cannot send campaigns, or see individual contact data
- Viewer
 - ✓ can see completed reports
 - ✗ cannot see individual contact data

Grant Access

Deny Request

If you have any questions or need assistance during the setup process, please don't hesitate to reach out to our support team.