



## Pre-Flight Checklist

The following information is needed from you in order to smoothly and efficiently set-up your dedicated servers and get your whitelisting underway.

- An electronically signed agreement. This is necessary for us to begin the process.

The account sign-up and service agreement page is here:

[https://www.globalintellisystems.com/open\\_account.php](https://www.globalintellisystems.com/open_account.php)

- The service agreement link is on the web page (above) but here is a direct link:

[http://www.gliq.com/pdf\\_files/ServiceAgreement.pdf](http://www.gliq.com/pdf_files/ServiceAgreement.pdf)

- We need a copy of your entire mailing list, or mailing lists. We do this to run an evaluation on the health of the list. If you need an NDA or other document signed for privacy purposes, please email it to our sales group. You can either email us the list in a .zip file or you can use secure-ftp to upload the list. Please let us know which method you prefer.
- We need to know the from: addresses you will be using in your mailings. All of them if possible. This will enable us to create the DomainKey/DKIM information as well as the SPF information for your DNS
- We will provide you with the IP addresses of the dedicated servers, open tracking, click tracking, and bounce processing servers. These IP's must be entered into your DNS prior to any live or test launch. This is because it takes time to whitelist your servers and the IP addresses must be set-up prior to any of our whitelist work.
- Information from you on past troubles you may have had with your other email marketing vendor/email service provider. This can be a great help to us so we can make sure any difficulties you may have had delivering mail to a certain ISP are understood and resolved.

The above information will enable us to get your account set-up and operating as quickly as possible. Please realize that whitelisting takes time and no matter how hard we work to get you whitelisted at the beginning – your first few mailings will enable us to fine tune the whitelists with the ISP's. Set-up questions? Please use [SUPPORT@GLIQ.COM](mailto:SUPPORT@GLIQ.COM)