



Coupon User Guide

GROUP ADMIN DOCUMENTATION

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COMMUNITY VENTURES
ATTN: MIKE BERRYMAN /SANDY MAUPIN
1450 N. BROADWAY LEXINGTON, KY. 40505
E-MAIL: MBERRYMAN@EHOMEAMERICA.ORG

Sandra Maupin
smaupin@ehomeamerica.org

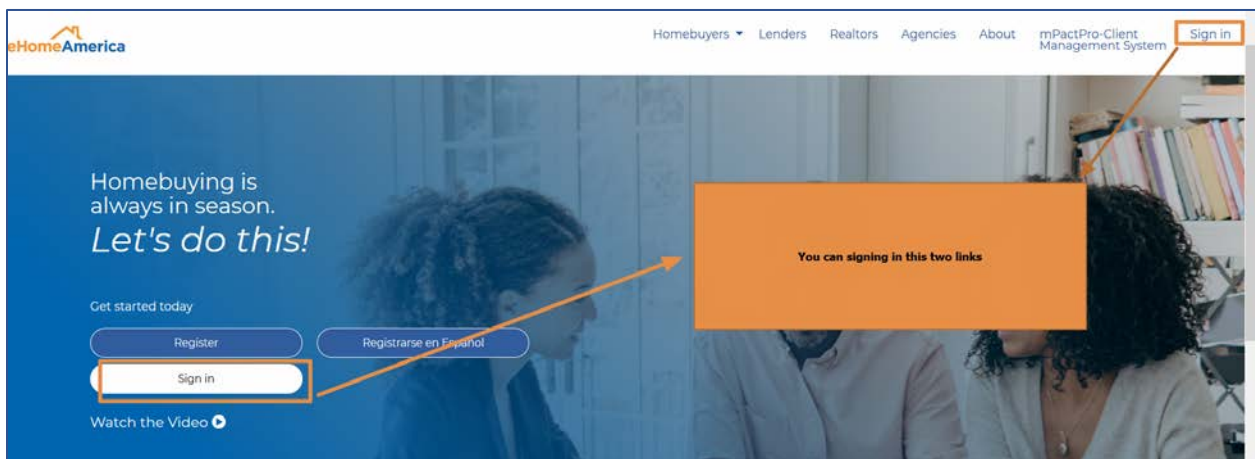
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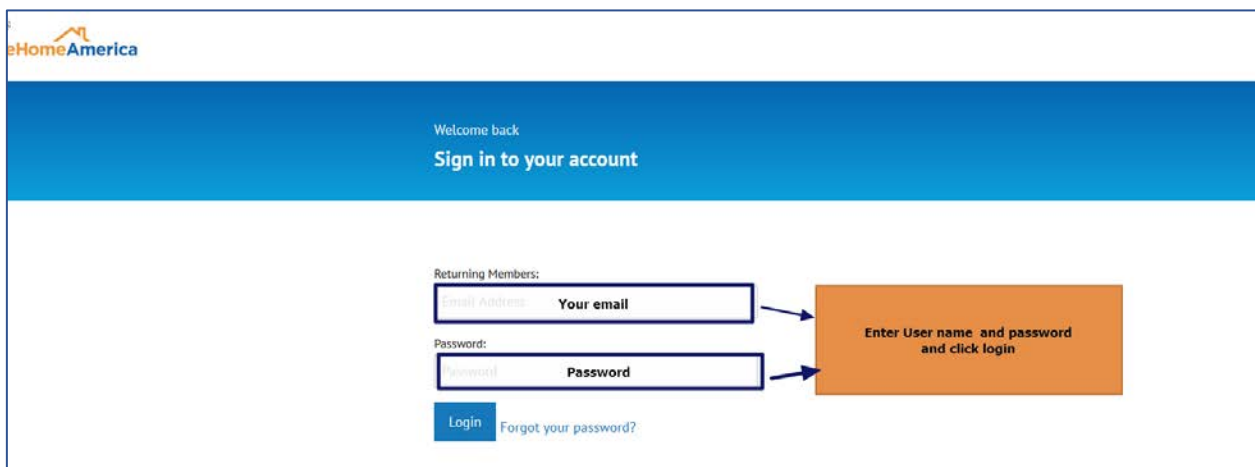
GETTING STARTED

- **ADMIN LOGIN**

When you become a partner of eHome America, you will be given a log in name (Your email address and password).



Go to www.ehomeamerica.org and log in at the top of the page and Click on the Link Sign in.



- **Users Tab Coupon Usage**

Click on the users tab from your dashboard and you can see under the **User Lists** [Active Coupons](#) and [Expired Coupons](#).

Active Coupons you can click on any coupon name and view the following information:

Coupon code

Amount of the coupon

Expiration date

Courses this coupon applies to

Number of times this coupon being used

Name of the customer use this coupon (you can also click on the customer name and the link will take you to the user account).

Discount information

The screenshot shows the HomeOwnership Centers of America dashboard. The top navigation bar includes links for Dashboard, Users (highlighted), Reports, Resources, Coupons, Down Payment, and Support. The main header area displays 'HomeOwnership Centers of America' and 'Viewing data for: All available data'. On the left, the 'User Lists' sidebar contains links for All, In Progress, Inactive Users, Completed, Incomplete Registrations, Awaiting Certificate, Archived Users, User Report, **Active Coupons** (highlighted), and Expired Coupons. The main content area shows a table of 'Active Coupons' with columns for Code and Amount. A red arrow labeled 'CLICK' points to the 'HOCAFREE' coupon code. A modal window titled 'Active Coupon' is open, displaying details for the selected coupon: coupon code: HOCAFREE, Amount: 0.00, Special Coupon: Yes, Coupon expiry date: 00-00-0000, Course List: Curso de Educación para compradores de viviendas en Home Buyer, No of time used: 144, and User List: Mike Werner, Mike Borrower, Jaime Lee Curtis. The modal also shows a list of users with their names and a 'Deactivate' button next to each.

| Code | Amount |
|-------------|--------|
| HOCAFREE | 0.00 |
| HOCA24 | 24.00 |
| HOCA49 | 49.00 |
| USDA75 | 24.00 |
| FORECLOSURE | 20.00 |

| coupon code: | HOCAFREE |
|----------------------|--|
| Amount: | 0.00 |
| Special Coupon: | Yes |
| Coupon expiry date : | 00-00-0000 |
| Course List | Curso de Educación para compradores de viviendas en Home Buyer |
| No of time used : | 144 |
| User List | Mike Werner Mike Borrower Jaime Lee Curtis |

Expired Coupon: you can click on any coupon name and view the following information:

Coupon code

Amount of the coupon

Expiration date

Courses this coupon applies to

Number of times this coupon being used

Name of the customer use this coupon (you can also click on the customer name and the link will take you to the user account).

Discount information

The screenshot shows the 'HomeOwnership Centers of America' website. The top navigation bar includes links for Dashboard, Users, Reports, Resources, Coupons, Down Payment, and Support. The 'Users' tab is currently selected. On the left, there is a 'User Lists' sidebar with various filters. The main content area displays 'Expired Coupons' with a table listing coupon codes and amounts. A red arrow labeled 'CLICK' points from the 'TEST' coupon code to a detailed view of the coupon. The detailed view shows the coupon code, amount, special coupon status, expiry date, course list, number of times used, and user list.

| Code | Amount |
|-------------|--------|
| TEST | 33.00 |
| 39146T | 3.00 |
| 9CVV37 | 3.00 |
| TESTCOUPON1 | 4.00 |

| Expired Coupon | |
|----------------------|---|
| coupon code: | TEST |
| Amount: | 33.00 |
| Special Coupon: | No |
| Coupon expiry date : | 00-00-0000 |
| Course List | Curso de Educación para compradores de viviendas ahorro América en Escorial, México River |
| No of time used : | 0 |
| User List | There is no user |