

Getting Started with Instant Reply, Set Up Steps

1. Log in With Your Credentials from the Welcome email
2. Verify Your Mobile Number

The screenshot shows the InstantReply Beta web interface. At the top, there is a navigation bar with the logo and a search box. Below it, a secondary navigation bar contains links for COMPANIES, SUPPORT, PLAN, DOMAIN, CONFIGURATION, ACCOUNT, and SIGN OUT. A third navigation bar has links for START, TURBO, CALLS, LISTS, CONTACTS, INVOICES, and MEMBERS. The main content area is titled "VERIFY YOUR MOBILE NUMBER TO SECURE YOUR ACCOUNT". Below the title, an orange banner displays the message: "Your mobile number is not verified. Please verify your mobile number." The form includes a "Country:" dropdown menu set to "United States", a "Mobile Number:" field with a "+1" prefix and a placeholder "Enter Mobile Number", and two buttons: "Verify Number" and "Skip".


3. Submit Security Code to verify mobile number

The screenshot shows the InstantReply Beta web interface at the security code verification step. The navigation bars are identical to the previous step. The main content area is titled "VERIFY YOUR MOBILE NUMBER TO SECURE YOUR ACCOUNT". Below the title, an orange banner displays the message: "Your mobile number is not verified. Please verify your mobile number." Below this, another orange banner displays the message: "Check your mobile phone for the security code." The form includes a "Please enter your security code:" label and a text input field containing the number "2371". At the bottom, there are three buttons: "Resend", "Submit", and "Skip".

4. Review Account
5. Order "From Email Address" Domain

Your account includes the purchase and set up of one NEW domain to be used in all your **InstantReply** emails. **You must have a fresh domain that you acquire through our system.** This is to achieve the best deliverability possible with the **InstantReply** system. Your Domain is free **up to \$15 (no vanity URLs)** and propagation/setup time is one hr to one day.

Choose your domain here:

InstantReply Beta  COMPANIES SUPPORT PLAN DOMAIN CONFIGURATION ACCOUNT SIGN OUT

START TURBO CALLS **LISTS** CONTACTS INVOICES MEMBERS SIGN OUT support@instantreply.com

ORDER DOMAIN

Setup your From Email Address for the best deliverability and easiest setup. It is free upto \$15. Order Domain Below

Warning! In Order to use our service. Please purchase a domain to setup your account.

Domain Name *

http://

Check Availability

6. Confirmation screen that your domain has been purchased:



START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT traci@mediamash.com



ORDER DOMAIN

Success! Domain Ordered Successfully. It may take up to 1 day to be active.

Domain Name	Created Date	Status
realtraceface.com	19-Sep-2019	

7. You will also be notified by email that the domain is ordered:

realtraceface.com Registered Successfully  Inbox x 

support@instantreply.com via amazones.com 11:56 AM (1 hour ago)  

to me ▾

Hi Traci,

You have successfully registered realtraceface.com.

Your domain is now in the process of being propagated to the Instant Reply server. This takes a little bit of time to complete. It is often finished within 2 hours but sometimes may take up to 48 hours to complete.

You will receive an email notification as soon as your domain has been activated.

Thanks,

Brian Anderson and Jack Hopman
<https://app.instantreply.com>


8. Domain status (INACTIVE) while waiting on propagation:

COMPANIES SUPPORT PLAN DOMAIN CONFIGURATION ACCOUNT SIGN OUT

START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT traci@mediamash.com

DOMAIN DETAIL

Domain Name	Created Date	Status
realtraceface.com	19-Sep-2019	In Active



9. Domain Status Complete

InstantReply Beta [Company Name] [Phone Icon]

COMPANIES SUPPORT PLAN **DOMAIN** CONFIGURATION ACCOUNT SIGN OUT

START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT traci@mediamash.com

DOMAIN DETAIL

Domain Name	Created Date	Status
realtraceface.com	19-Sep-2019	Active

the from email address and all the settings like spf, to get the email into the **InstantReply INBOX is setup automatically**
The name on your account (as seen in the menu) will be used to set up your **InstantReply** email with your NEW domain:

InstantReply Beta [Company Name] [Phone Icon]

COMPANIES SUPPORT PLAN **DOMAIN** CONFIGURATION ACCOUNT SIGN OUT

START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT **traci@mediamash.com**

traci@realtraceface.com

You don't have to do anything with this email address. Email responses will show inside **InstantReply**
(You may set up another email address but it is not recommended.)

NOTE: Users can not use a free email address; Gmail, Outlook, Hotmail, etc.

10. Order Tracking Numbers

Companies Tab > Choose Company in "Active Companies"

InstantReply Beta [Company Name] [Phone Icon]

COMPANIES SUPPORT PLAN DOMAIN CONFIGURATION ACCOUNT SIGN OUT

START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT traci@mediamash.com

COMPANIES LISTING [Add New Company] [Search....] [Search]

Active Companies

Company Name	Email	From Email	SPF (PDF)	Date	Action
AMA Family LLC	traci@mediamash.com	traci@realtraceface.com Add From Email Address		19-Sep-2019	Action

Edit Your Company Details, if necessary, then go to InstantReply Phone Numbers



[Back](#)

EDIT COMPANY DETAILS

COMPANY NAME & PHONE NUMBER

Company Name *

Notes

First Name *

Last Name *

Mobile No. (SMS) *

Mobile No. (Call)

Is SMS Number LandLine? (Text Response will be forward to Email)

Email *

Company Website

Address *

City *

State / Province *

Zip *

[Save](#)

[+ INSTANTREPLY PHONE NUMBERS](#)

[Add Phone Numbers](#)

[- FROM EMAIL ADDRESS](#)

[traci@realtraceface.com](#)

Click + InstantReply Phone Numbers

[+ INSTANTREPLY PHONE NUMBERS](#)

[Add Phone Numbers](#)

Enter Area Code you want to Search, Click Find Numbers

START TURBO CALLS LISTS CONTACTS INVOICES MEMBERS SIGN OUT traci@mediamash.com

FIND NUMBERS

Business Name: AMA Family LLC

Address Line: 2002 Commerce Drive N.

City: Peachtree City

State/Province/Region: Georgia

Postal code: 30269

Country: United States

Country Code: +1

Search Number: 470

Find Numbers Cancel

Numbers populate the form, and you choose two:

FIND NUMBERS

Business Name: AMA Family LLC

Address Line: 2002 Commerce Drive N.

City: Peachtree City

State/Province/Region: Georgia

Postal code: 30269

Country: United States | Country Code: +1 | Search Number: 470

Please Select Two Numbers

<input type="checkbox"/> 470-380-0695	<input type="checkbox"/> 470-380-0413	<input type="checkbox"/> 470-380-0172
<input type="checkbox"/> 470-380-0543	<input type="checkbox"/> 470-380-0431	<input type="checkbox"/> 470-264-8962
<input type="checkbox"/> 470-380-0633	<input type="checkbox"/> 470-284-1714	<input type="checkbox"/> 470-354-1580
<input type="checkbox"/> 470-354-1531	<input type="checkbox"/> 470-380-0674	<input type="checkbox"/> 470-380-0312
<input type="checkbox"/> 470-339-4437	<input type="checkbox"/> 470-380-0541	<input type="checkbox"/> 470-380-0414
<input type="checkbox"/> 470-260-7263	<input type="checkbox"/> 470-354-1751	<input type="checkbox"/> 470-284-0564
<input type="checkbox"/> 470-380-0568	<input type="checkbox"/> 470-380-0362	

Order Phone Numbers

Find Numbers | Cancel

When you click on Order Phone Numbers you are taken back to the main menu, BUT, your call tracking numbers are in your account.

INSTANTREPLY PHONE NUMBERS

Text/Calls/Voice Number: +14703541951 [Buy Number](#)

Text/Calls/Voice Number 2: +14703800366 [Buy Number](#)

[Save](#)