

Start Here

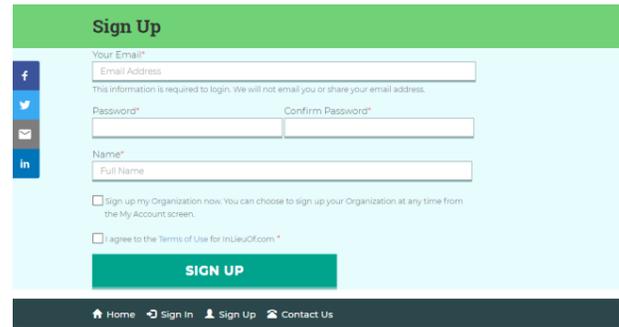
Go to www.ilof.com. Scroll to the bottom banner of the page and click on "Sign Up". The following screen will appear.

Fill in your personal information:

- Email address
- Password - which you create
- Confirm Password
- Full Name (Fill in your full name)

Check off the following two boxes:

- ✓ Sign up Your Organization
- ✓ I Agree to the Terms



Next, Add Your Organization

Fill in your organization information:

- Organization Name
- Street Address
- City, State & Zip Code
- Main Phone Number
- Bank Name
- Bank Account Number
- Bank Routing Number
- Website URL Address



Now, Add Your First Facility

First, fill in Facility Name.

Note: You can also have multiple facilities or multiple locations. If directors float among locations, perhaps it is better to have only one facility.

Type in brief description of your organization.

Fill in:

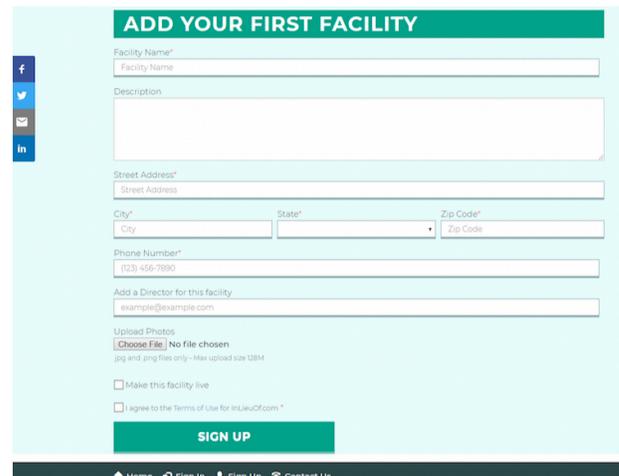
- Address
- City
- State
- Zip code
- Phone Number
- Logo (Choose a jpg or png file)

Check off the following two boxes:

- ✓ Make this Facility Live
- ✓ I agree with Terms of Use

Click on "Sign Up".

All done! Your account is now created.



Creating and Managing Campaigns

To create a new campaign, choose “Add a New Campaign” from the menu choices.

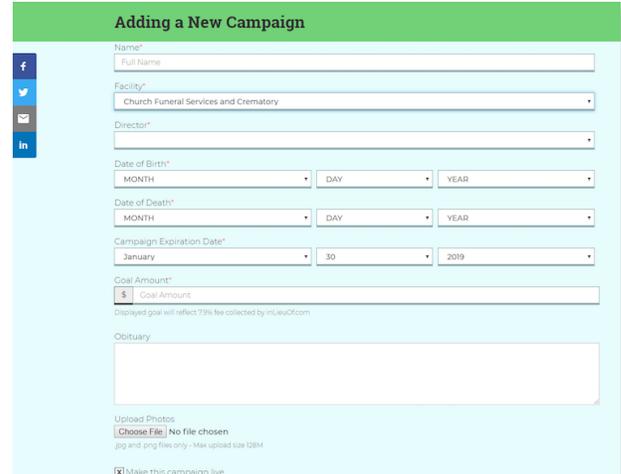
Fill in:

- Name of the deceased

The location and the director’s name will autofill.

Continue with deceased’s:

- Date of birth
- Date of Death
- Campaign Expiration Date — Default is 14 days from campaign creation date
- Goal Amount — For families accepting memorials only, place \$0.00. For those families desiring to reach a needed amount to cover expenses, input the desired amount. (additional administrative fees will be automatically calculated so that the full amount is reached.)



Next, Fill In The Obituary

Begin the first line with these words:

“In lieu of flowers, family and friends of John Doe may consider giving a memorial gift for the family to use to honor his memory.”

For families in need of donations, begin with:

“In lieu of flowers, the family of John Doe sincerely appreciates donations to defray the final funeral expenses.”

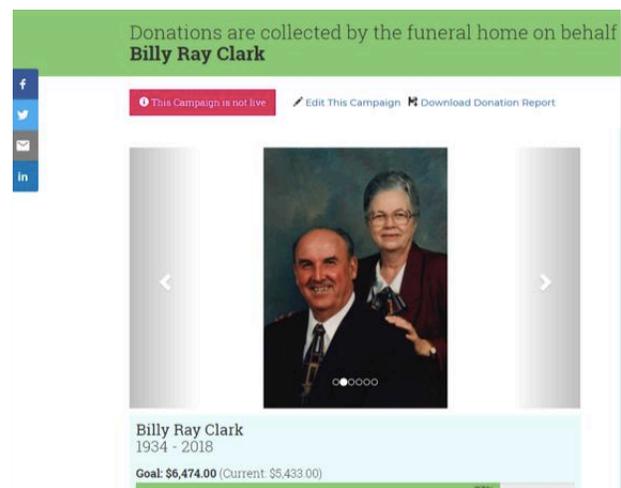
Next, fill in all the details the family has provided.

On the last line, finish the obituary with a repeat of the first line. Third, you can upload photos. Choose several from your files. We recommend no more than seven.

Finally, check the box that says “Make Campaign Live.” Click the “Save” button. A confirmation window will appear that says “Campaign Added”.

To confirm the campaign is live, you can go back to “Home”, then go to “Recent Campaigns”. You should see the campaign’s obituary information.

Note: It is very important to include a link to the campaign for obituaries listed on the Funeral Home website or electronically in the newspaper.



Editing A Campaign

Above the picture, click on “Edit This Campaign”. You can then make necessary edits. Once you have finished editing, click on “Save”.

Need More Help? Have Questions?

If you have any questions, please contact us at 225-308-6818 during business hours Monday–Friday from 9:00 AM to 4:00 PM CST. We look forward to serving you and the many families that will come your way.