www.leadsonline.com

QuickStart for Businesses

This QuickStart will help you meet local and state reporting guidelines in a secure manner with no additional costs.

LeadsOnline is the nation's largest and most trusted electronic reporting system, serving as an agent to thousands of law enforcement agencies and as a service provider to tens of thousands of reporting businesses.

Reporting businesses and law enforcement agencies benefit from **cost-savings, enhanced efficiency and effectiveness, better business processes, and safer communities.**

Electronic reporting via LeadsOnline **eliminates hassle, costs, and security issues with submitting emails, paper logs, disks, or keeping a log/journal for law enforcement access.** We're pleased to serve you and your community.

How to register

1. Go to www.leadsonline.com.

2. At the top of the page, click **Register**:

    Register

3. Then click **I am a business**:

    I am a business

4. Fill out the required information and accept terms and conditions at the end of the form.

5. Click **Submit Registration**.

6. An email confirmation will be sent to the email you supplied. We'll then verify the information you submitted and will call you to show you how to use the system. If you need immediate assistance, call us at 800-311-2656.

If you don't have POS software

1. Go to www.leadsonline.com and login using your username and password.

2. In the menu, click on **Ticket Assistant**.

3. Enter the transaction information, customer information, and item(s) information into the appropriate fields – all fields with an asterisk (*) are required.

4. Click on **Submit** after completing each ticket. The system will send the data to LeadsOnline. It's that easy.

If you're using POS software

1. Create a file or "police report" in your point-of-sale software.

2. Save the file; choose a location you can easily find (CD, USB drive, your desktop, etc).

3. Go to www.leadsonline.com and login using your username and password.

4. You'll land on the "Upload Data" screen; select your business from the drop-down list.

5. Click on the **Browse** button and select the file/police report you created; click **Upload.**

You'll receive an on-screen confirmation that the file was sent.

> **!** Check for errors and alerts by clicking **Store Monitor** under **My Account.** Email us at storesupport@leadsonline.com or call (800) 311-2656 for additional assistance. You can view our terms of use and FAQs at www.leadsonline.com.