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 **Transaction 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.

Top Questions Asked By Businesses

1. How much is this going to cost my business?

Nothing. Services provided to businesses by LeadsOnline are free of charge. All you need is a computer and Internet connection. (Law Enforcement pays an annual subscription to use the service.)

2. How secure is the LeadsOnline system?

The information you send is encrypted and our data center has passed the SAS 70 Type II security audit.

3. What if I don't have the Internet on the same computer as my business software?

Simply save your daily transactions to a CD or USB drive. Then put the CD or USB drive in the computer with Internet access and send your file. Uploading takes only 30 seconds, on average.

4. What if I don't have business software and still do transactions by hand?

If you write transactions by hand, LeadsOnline provides a user-friendly feature called Ticket Assistant to help you easily and rapidly input your daily transactions. As with all our services to businesses, Ticket Assistant is free of charge to you.

5. I have OLD software – will LeadsOnline still work for me?

Yes, as long as you can save a file of your transactions from your software. We can accept any file type except PDF or Word documents. You'll be surprised just how flexible our Client Support Team is in working with older software.

6. Who sees my data? Can other stores (my competitors) see it?

Only authorized law enforcement officials investigating crimes have access to the data on the LeadsOnline system. This means that no one else can see your company information. And you can't see anyone else's data, either. You can only see the transactions you have sent us, and you can do so via your Transaction Monitor screen.

7. How often should I send my transactions to LeadsOnline?

Reporting requirements vary by state and jurisdiction; however, law enforcement prefers businesses to upload at least once a day. And if it's done as part of opening or closing procedures, it's easier to remember, and it takes only 30 seconds.

8. I'm not computer literate. Is this going to be hard for me?

Many of our clients – both businesses and law enforcement – are not technically savvy, but that's why we offer free customer support. And we'll never charge you, no matter how many times you call. We work very hard to make sure this is easy for you.

9. Do I need to install software on my computer to use LeadsOnline?

No – LeadsOnline is 100% browser-based, meaning it's accessible only via the Internet. There is no need for software of any kind to be placed on your computer unless you choose to use LeadsOnline Image Capture to upload images. For more information about LeadsOnline Image Capture, contact our Client Support Team at (800) 311-2656.

10. If I upload to LeadsOnline, do I still need to do what I've always done in reporting to my local law enforcement agency?

It depends upon the circumstance, but generally no. LeadsOnline investigators access the information as needed during investigations, and will follow up with you if additional information is needed. If you are still unclear about the requirements put forth by your local law enforcement agency, then please contact the department directly.

11. Will my customers be aware that I am uploading?

No – the system does nothing to alert your customers to the manner in which you meet local reporting requirements. Your transactions are uploaded when you send them to us, in batch, each day.

Compatible Equipment for Businesses

!	Equipment tested on Windows; may not perform as expected on Mac hardware. *Information available by scanning an ID varies from state to state. **Device availability, pricing, and compatibility is subject to change. Please contact LeadsOnline Support regarding equipment questions or concerns: 800-311-2656 storesupport@leadsonline.com

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CAMERAS

USB Webcam   Digital Camera   Laptop Web Camera   Mobile Device Camera
Smart Phone / Tablet

When reporting images to police, there are several compatible camera options available. Plug-in webcams, digital cameras, built-in laptop web cameras, and mobile device cameras can be used to attach images to transaction records. Please contact LeadsOnline Support for more information & assistance on choosing a camera that works best for your business.

WEBCAMS
The free LeadsOnline Image Capture application will work with a USB webcam. The most popular webcam brands are Logitech and Microsoft. They can be found at most electronics and online retailers for under $40.**

SIGNATURE PAD
Topaz model T-LBK460-HSB-R
Estimated Market Price is under $300**

FINGERPRINT READER – 600 DPI
SecuGen Hamster Plus
Estimated Market Price is under $80**
Available from SecuGen reseller, CaliforniaPC
http://californiapc.com/Biometrics-Fingerprint-Readers/SecuGen/EA4-0085P.html

	FINGERPRINT READER – 1,000 DPI; FBI-Compliant Unit ## SecuGen Hamster IV Estimated Market Price is under $100** Available from SecuGen reseller, CaliforniaPC http://californiapc.com/Biometrics-Fingerprint-Readers/SecuGen/EA4-0088P.html
	MAGNETIC STRIPE SCANNER ## MagTek 21040108 MiniUSB Stripe Reader (3-track)* Estimated Market Price is under $70**
	2D SCANNER ## Honeywell 1900gSR-2USB* Estimated Market Price is under $350** Must include scanner and USB cable (includes the USB kit); Some setup may be required to configure scanner.
	2D SCANNER ## Metrologic MK1690-61A38* Estimated Market Price is under $350** Must include scanner and USB cable (includes the USB kit); Some setup may be required to configure scanner.

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