



NLF Corporate Summary Document (Access & Branding)



The information in this document is effective Feb 1st, 2023

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The office of Launch Online is located on the unceded traditional territory of the 'Namgis First Nation, who have been stewards of this area for many generations.

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Part 1: How to log in to the services

SECTIONS

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- 1.2 Zoho Mail
- 1.3 Zoho CRM
- 1.4 Line 2
- 1.5 Koho
- 1.6 Google My Business
- 1.7 Wordpress
- 1.8 Twitter
- 1.9 Youtube
- 1.10 Facebook
- 1.11 Anytime Mailbox
- 1.12 Slack
- 1.13 Zoho Social Management

Address: Box 878 coalhurst, ab, T0L0V0, Canada

North Lane Farms (dba NLF) is transitioning from being in the agricultural business to being a manufacturers representative for products in Canada and Mexico. The owner of NLF is therefore having to learn a lot about technology - in a very short amount of time.

1.1 ONLYDOMAINS

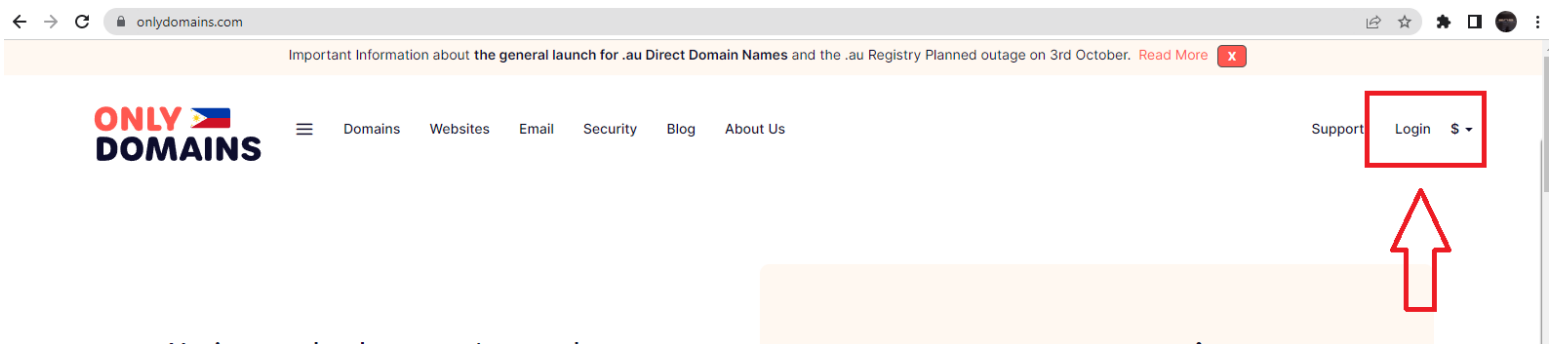
- Renewal Date: **12/7/2023**

1. Go to <https://www.onlydomains.com/>

- Log in username and password.

Username:

Password:



**ONLY
DOMAINS**

Login to your account

LOGIN

[Lost your Password?](#)

[Forgot Username?](#)

CREATE AN ACCOUNT

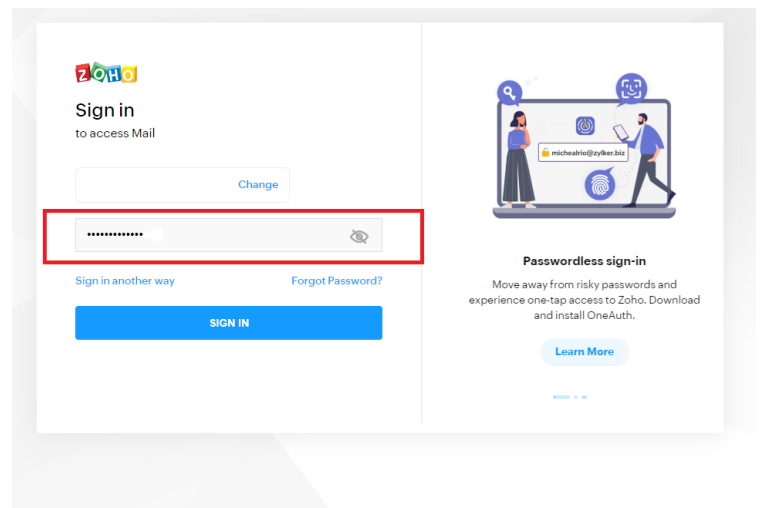
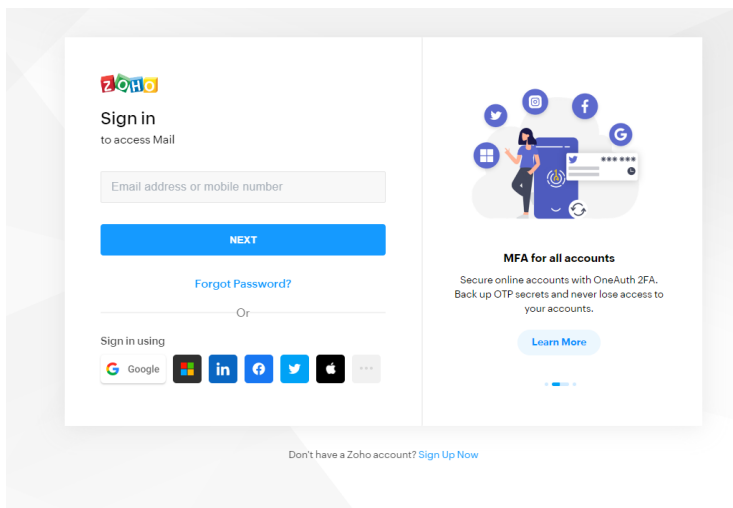
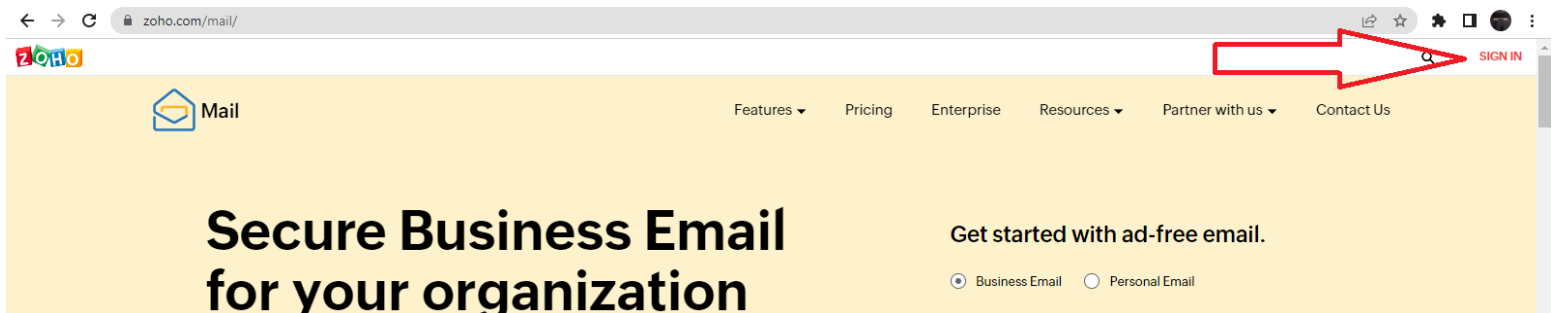
1.2 ZOHO MAIL

1. Go to <https://accounts.zoho.com/>

- Log in username and password.

Username:

Password:



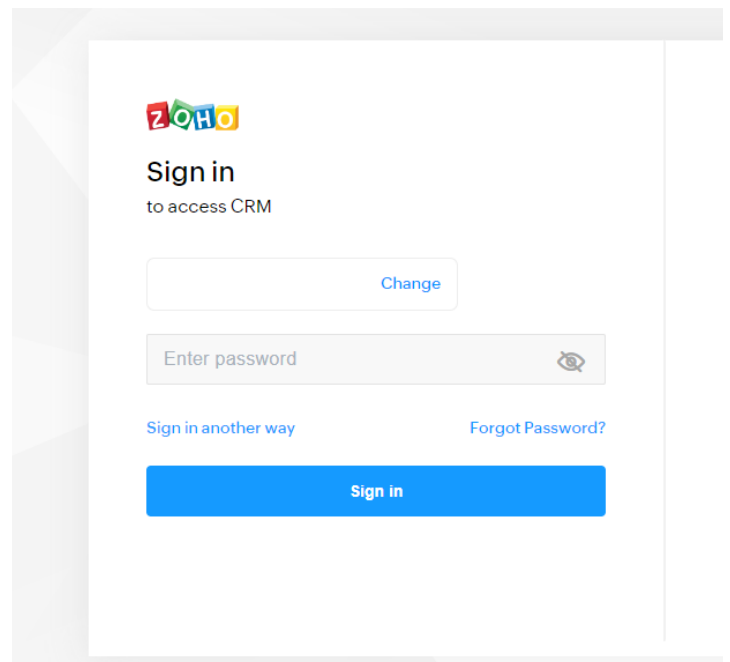
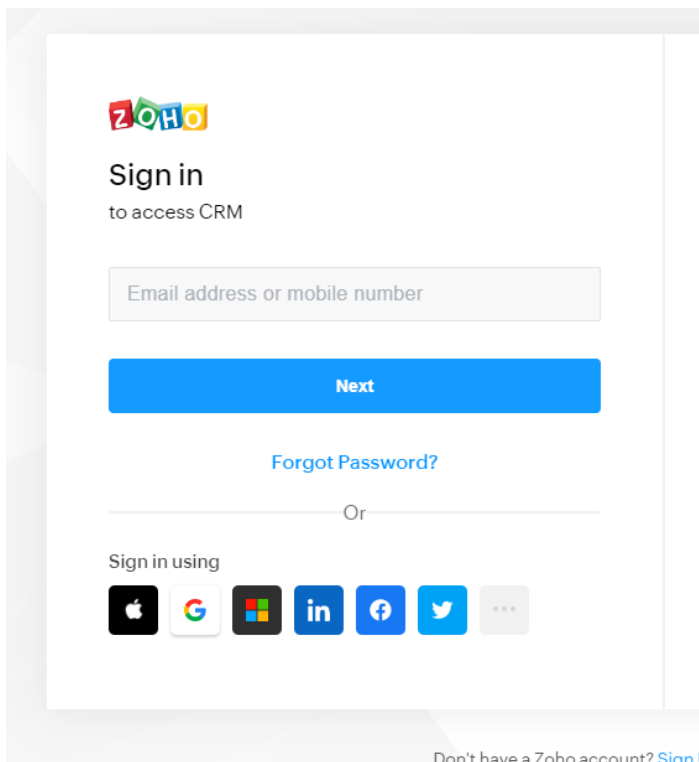
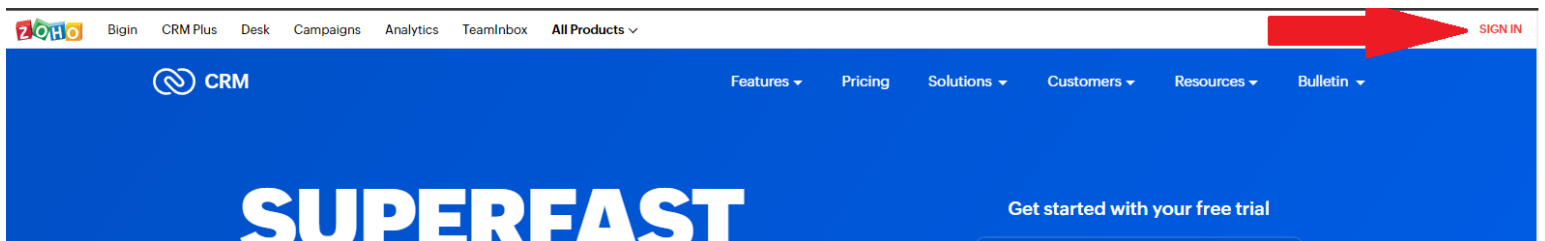
1.3 ZOHO CRM

1. Go to <https://crm.zoho.com/>

- Log in username and password.

Username:

Password:



1.4 LINE 2

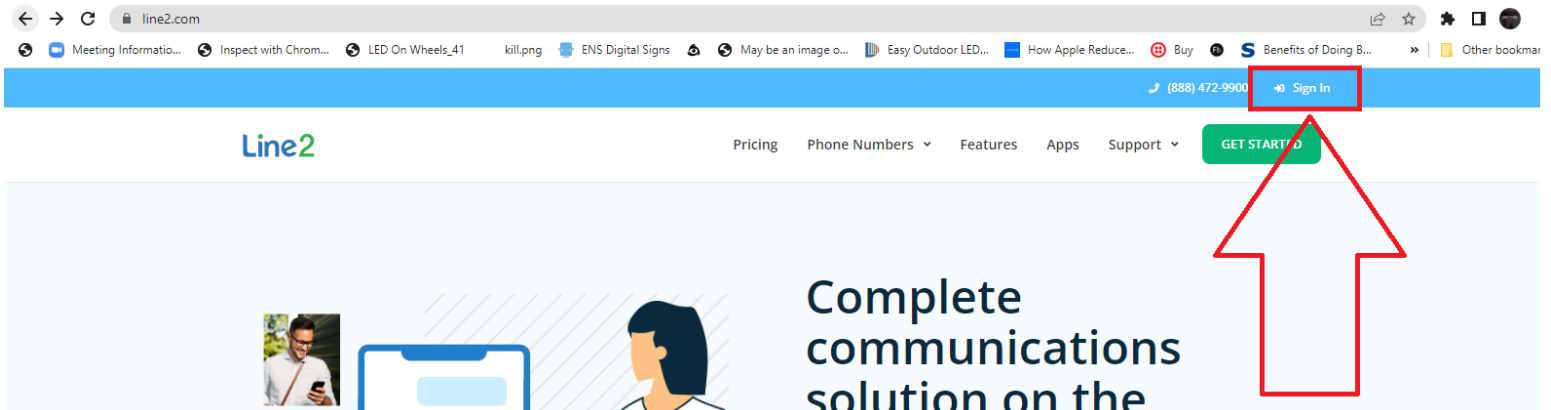
1. Go to <https://www.line2.com/>

- Log in phone number and password.

Phone no:

Password:

****IMPORTANT**** for all Line2 accounts, MUST include the 1 in front of the number before able to login or reset password.



1.5 KOHO

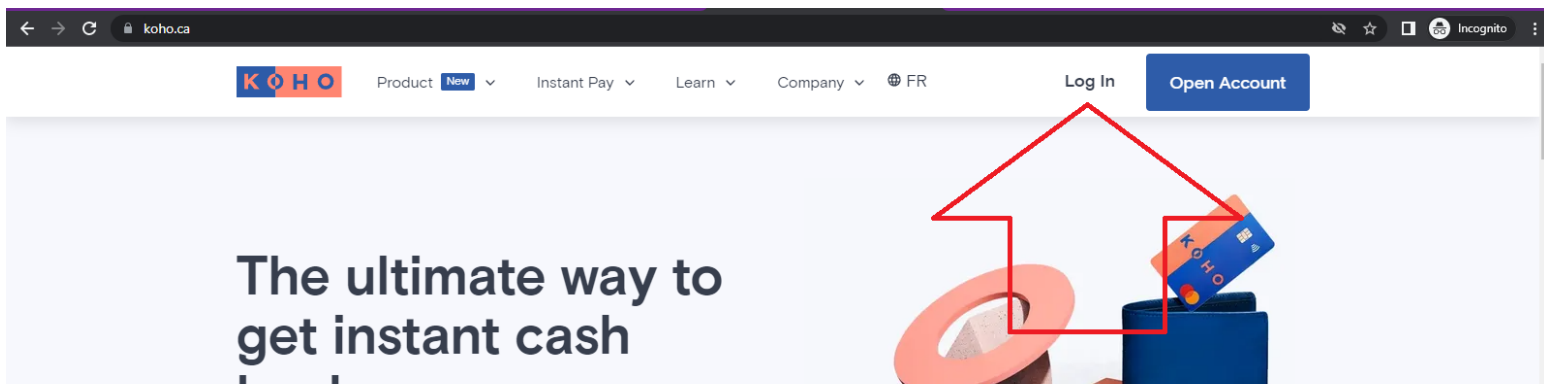
1. Go to <https://www.koho.ca/>

- Log in username and password.

Username:

Password:

PIN :



Login to KOHO

Email

XXXXX@Gmail.com

Password

.....

Show

☐

Remember this device

[Forgot Password?](#)

Log in

[Sign up](#)

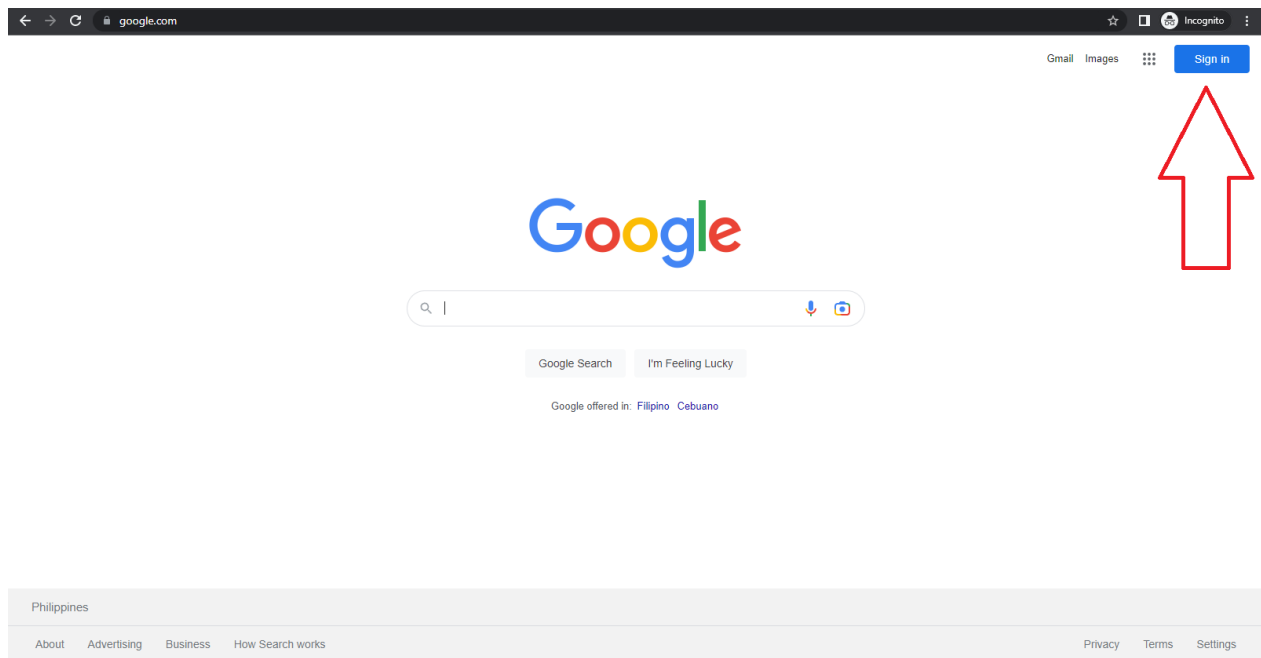
1.6 GOOGLE MY BUSINESS

1. Go to <https://accounts.google.com/>

- Log in username and password.

Username:

Password:



Google

Sign in

Use your Google Account

Email or phone

info@nlfcorporate.com

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

[Create account](#) Next

English (United States) Help Privacy Terms

Google

Welcome

info@nlfcorporate.com

Enter your password

☐ Show password

[Forgot password?](#) Next

English (United States) Help Privacy Terms

Google

X
🔊
📷
🔍

⚙️

🔍 All
📍 Maps
🖼️ Images
🛒 Shopping
📰 News
⋮ More
Tools

About 126,000,000 results (0.41 seconds)

Your business on Google

👤 54 views this month

Edit profile

Read reviews

Messages

Add photo

Performance

Advertise

Edit products

Edit services

Bookings

Q & A

Add update

Ask for review...

Complete your profile

Add details and get discovered by more customers

Set up booking

Let customers book appointments and classes directly from your profile

Add exterior photo

Help customers locate your storefront

Only managers of this profile can see this

CORPORATE

Add photos

North Lane Farms

Website
Directions
Save
Call

Farm in Coalhurst, Canada

You manage this Business Profile

Address: Coalhurst, AB T0L 0V0, Canada

Hours: Open · Closes 5 PM

Updated by this business 5 days ago

Phone: +1 780-800-6684

Province: Alberta

[Edit your business information](#)

Questions & answers

Be the first to ask a question Ask a question

https://www.facebook.com > ... > Northlane Farm

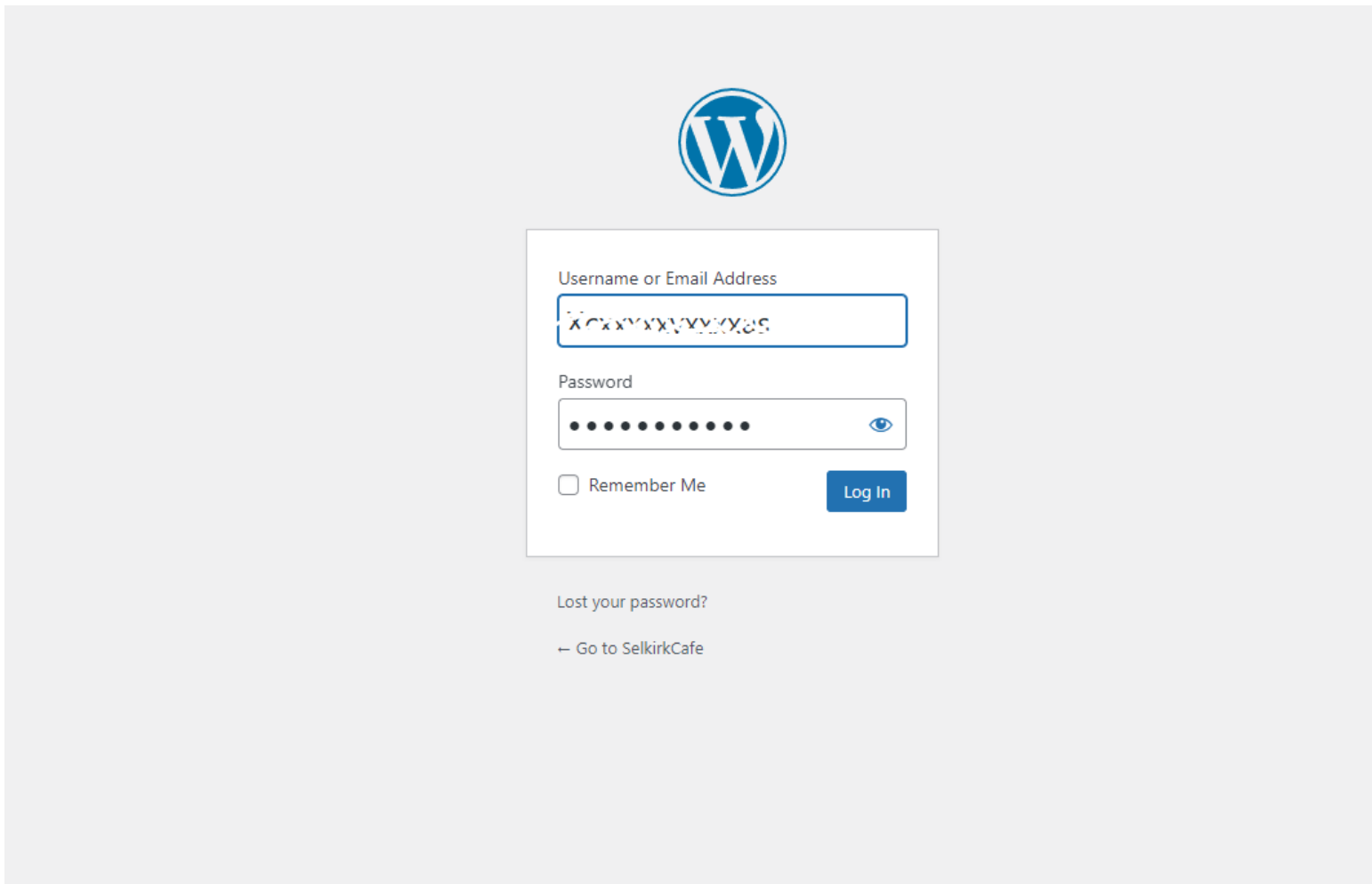
1.7. WORDPRESS

1. Go to <https://nlfcorporate.com/wp-admin>

- Log in username and password.

Username:

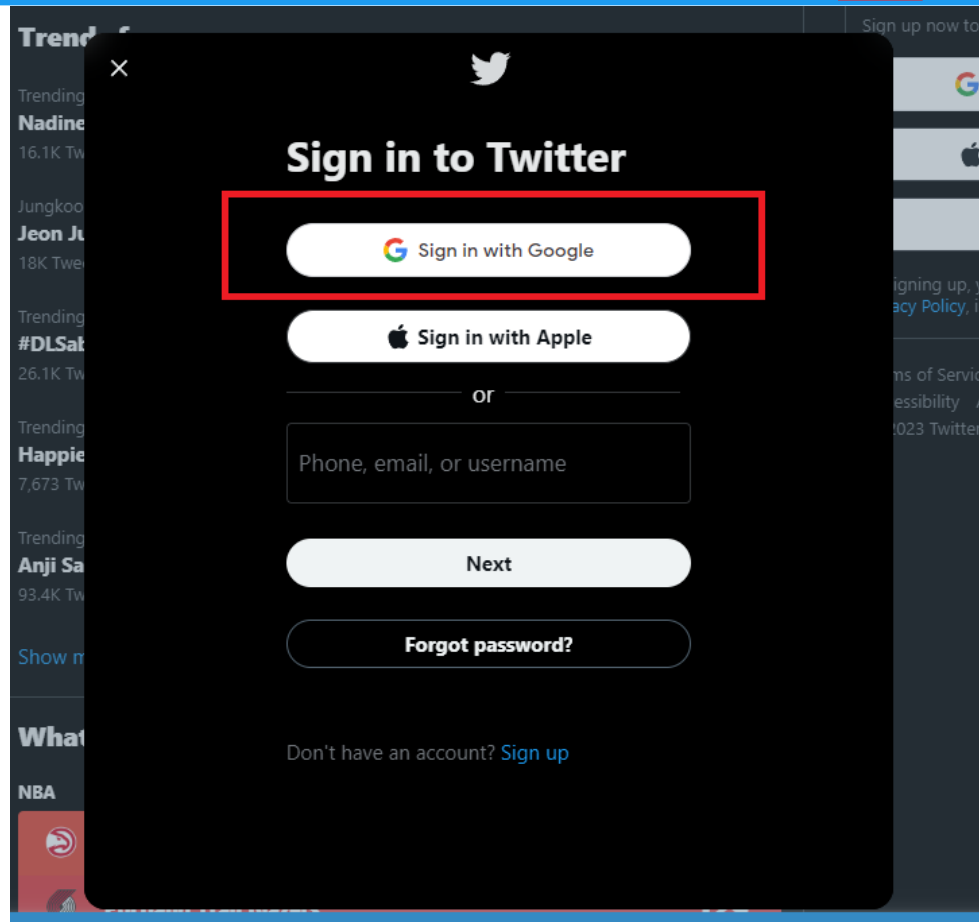
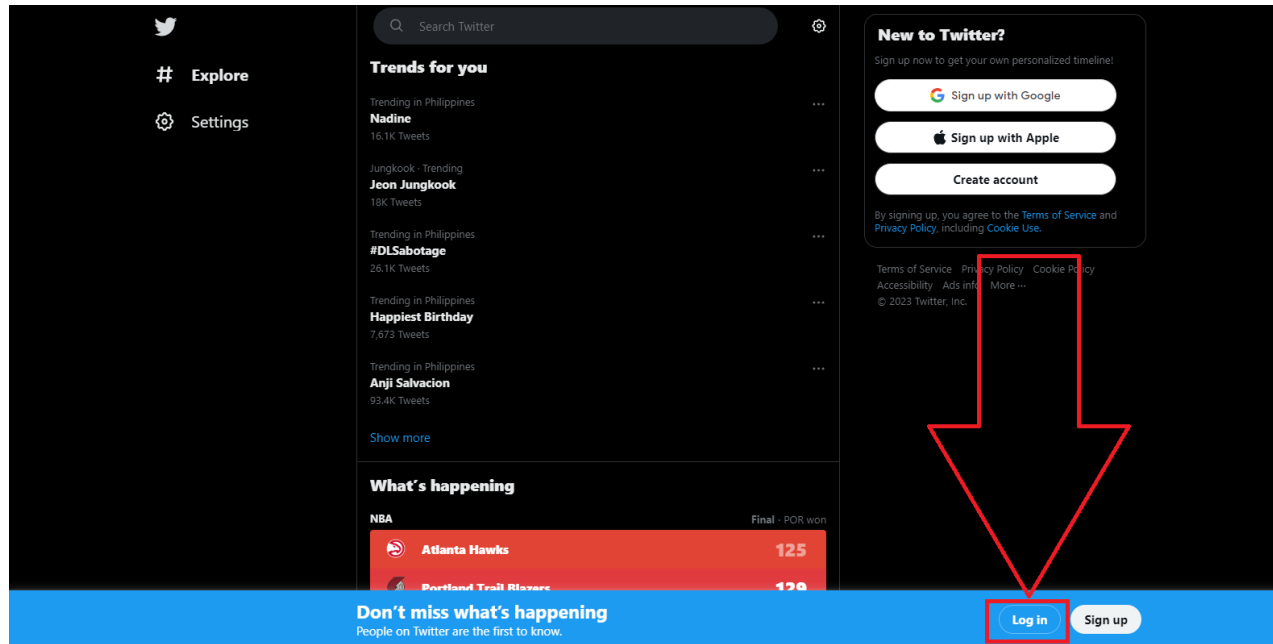
Password:

The image shows the WordPress login interface. At the top center is the WordPress logo, a blue 'W' inside a circle. Below the logo is a white login box with a blue border. Inside the box, there are two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field contains the text 'ixl***idl@633trch&*mbaxl'. The 'Password' field contains a series of dots and has an eye icon to its right. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Below the login box, there is a link 'Lost your password?' and a link '← Go to SelkirkCafe'.

1.8 TWITTER

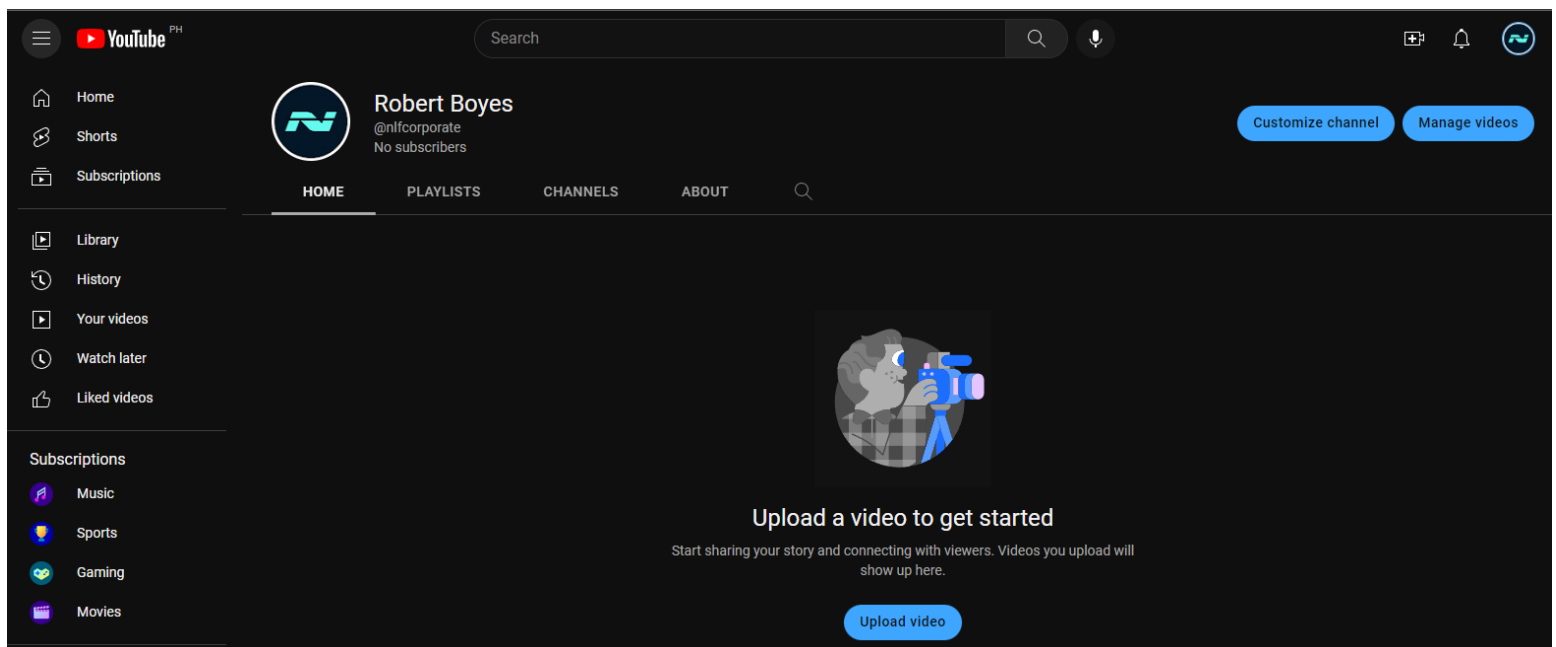
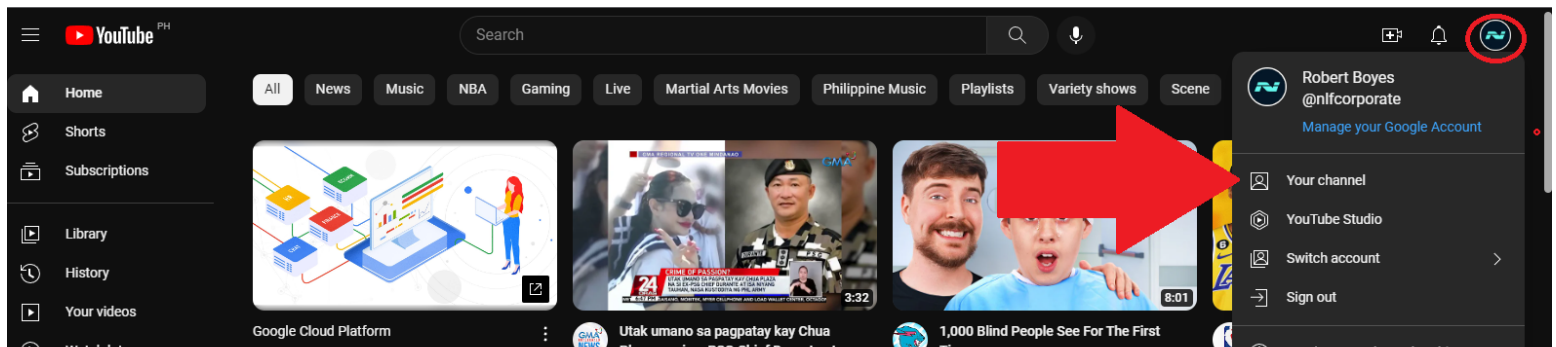
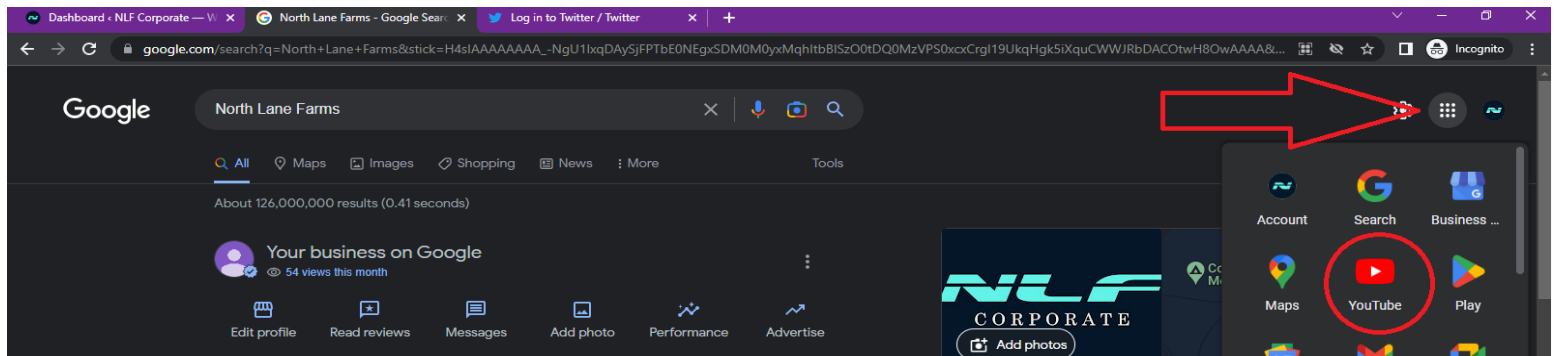
1. Also using your google account you can log in to your **Twitter**

- Go to <https://twitter.com/>



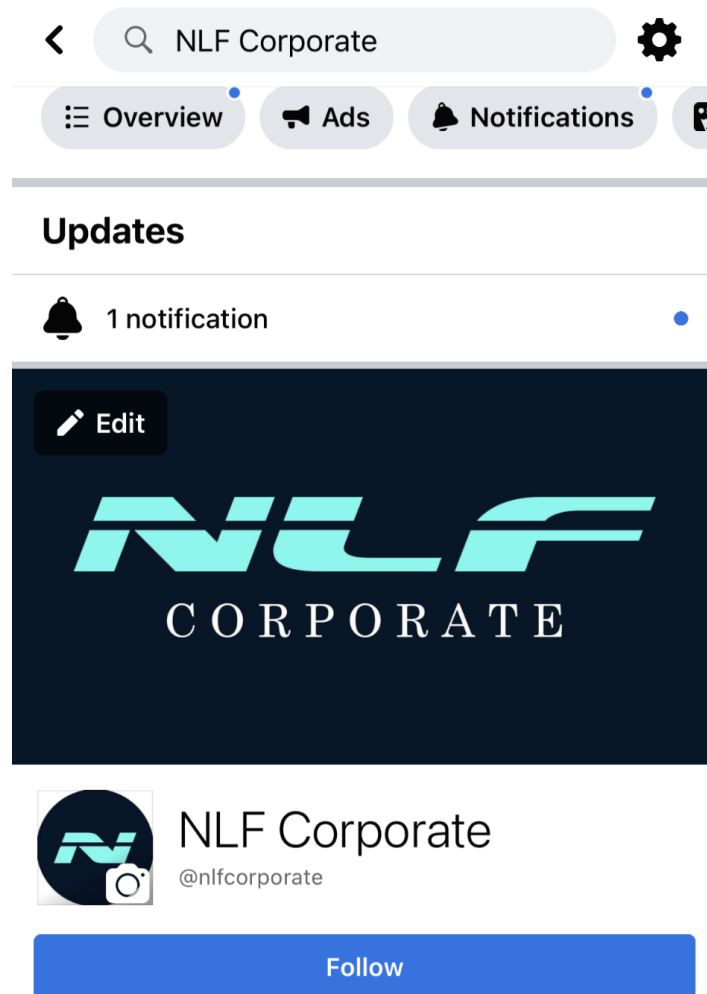
1.9 YOUTUBE

1. And using your google account you can also log in to your **Youtube**
 - Go to <https://accounts.google.com/>
 - Inside of your google account you will see in the top right corner a multiple dot/box.
 - Then find the youtube icon.



1.10 FACEBOOK

1. We need to make sure that the client has a Facebook profile so that we can transfer the Facebook page to his profile.



1.11 ANYTIME MAILBOX

1. Go to <https://www.anytimemailbox.com/>

- Log in username and password.

Username:

Password:

1.12 SLACK

1. Go to <https://editnew.slack.com/>
 - Log in username and password.

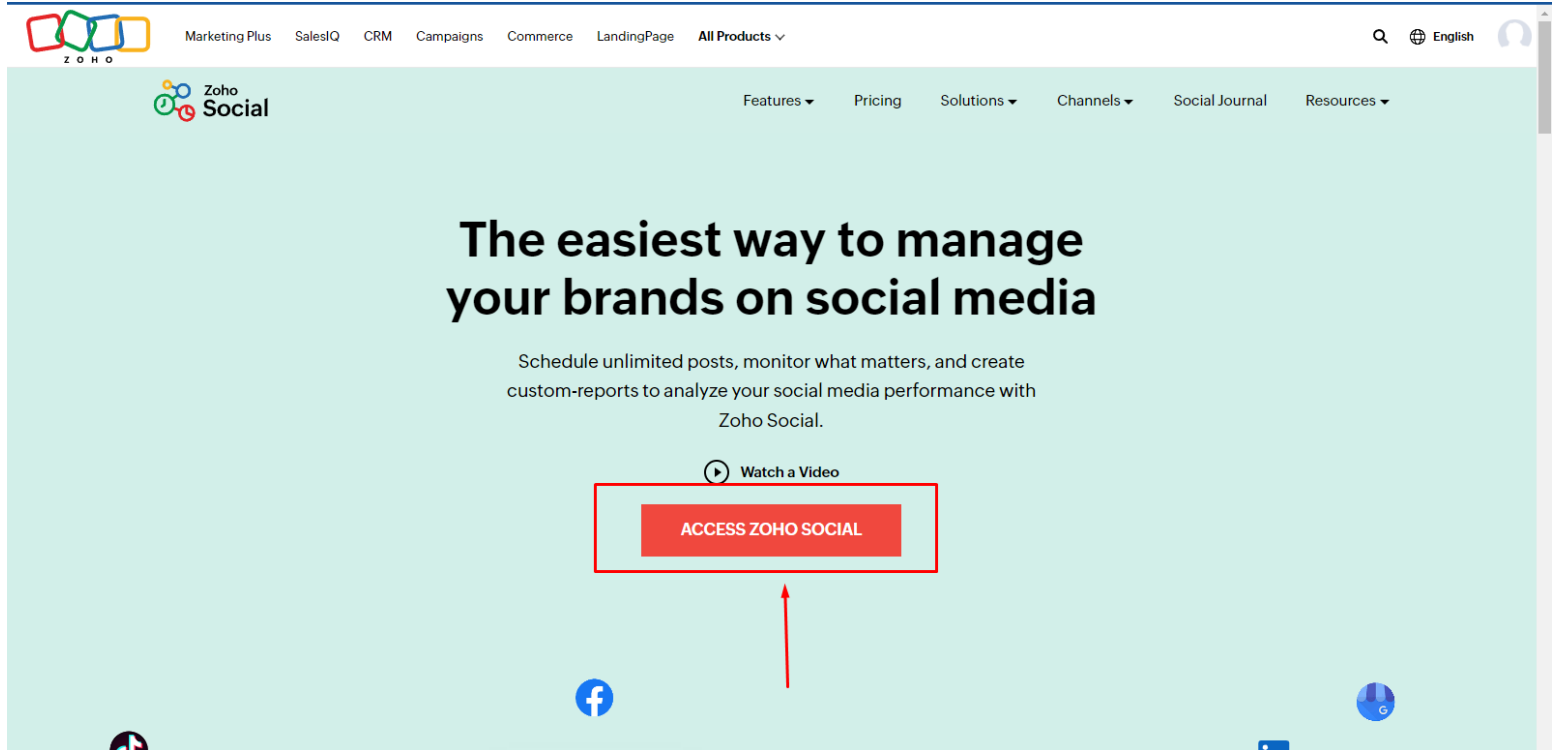
Username:

Password:

1.13 ZOHO SOCIAL MANAGEMENT



1. Using your Zoho account you can also log in Zoho Social Management

- Go to <https://www.zoho.com/social/>



Zoho Social Management Dashboard

CHANNELS	TOTAL FOLLOWERS?	NEW FOLLOWERS?	NO. OF POSTS?	REACH?	ENGAGEMENTS?
NLF Corporate	0	0	0	3 ↑ 100.0%	0
North Lane Farms	NA?	NA?	NA?	0	0
Robert Boyes	0	0	0	0	0
nlf2023	0	0	0	NA?	0

 |  North L... ▾

HomePostsMessagesMonitorConnectionsCollaborateReports ▾

← Back

BRAND SETTINGS

Brand Information

Social Channels

Brand Members

Publishing

Roles & Permissions

Notifications

GENERAL SETTINGS


Preference


All Members


Portal Settings

Audit Log


Social Channels

 Facebook Page

 Connected as **NLF Corporate**
[Disconnect](#)


 Facebook Group

[Connect](#)


 Twitter Profile

[Connect](#)


☒ Follow [@ZohoSocial](#) for news, updates, and social media tips.

 LinkedIn Profile


[Connect](#)


 LinkedIn Company Page


[Connect](#)


 Instagram Profile


[Connect](#)


 Google My Business


 Connected as **North Lane Farms** ⓘ
[Disconnect](#)


 YouTube Channel

 Connected as **Robert Boyes**
[Disconnect](#)

 Pinterest Profile

 Connected as **boyes0838**
[Disconnect](#)

 TikTok Business Profile NEW

 Connected as **nlf2023**
[Disconnect](#)

Part 2: BRAND STANDARDS

SECTIONS

- 2.1 Primary Logo
- 2.2 Secondary Logo
- 2.3 Logo Font
- 2.4 Colours
- 2.5 Business card

2.1. PRIMARY LOGO



2.2. SECONDARY LOGO



EXCELERATE
EXPANDED

CENTURY SCHOOLBOOK
REGULAR

2.4. COLOURS

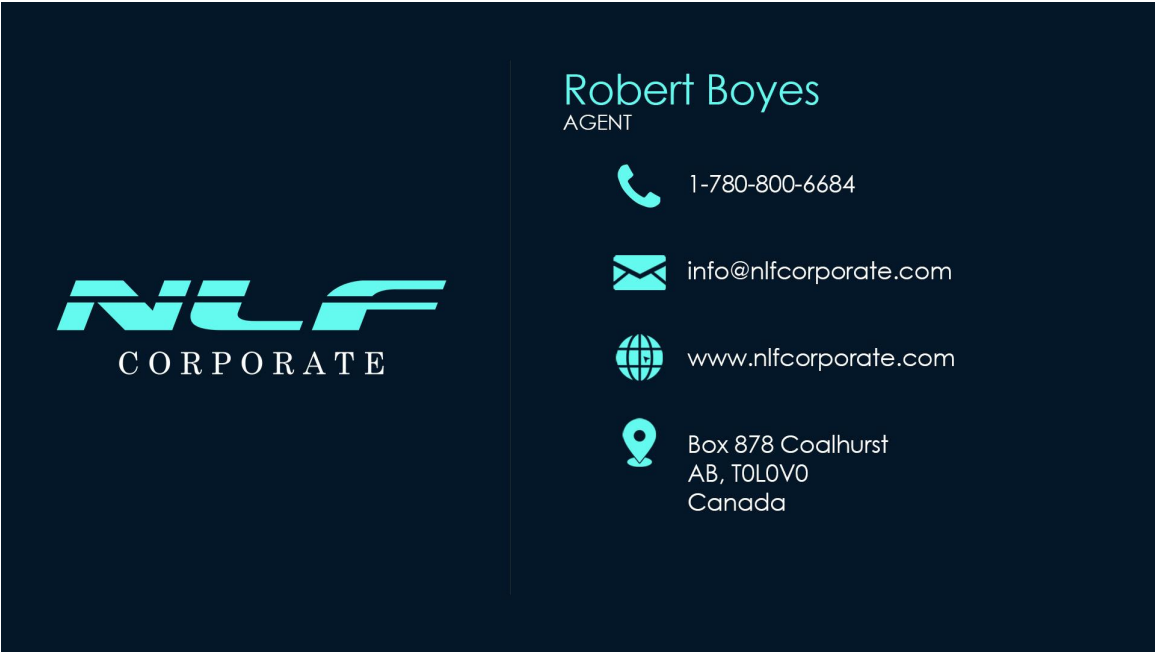
#031728

#66fcf1

#000000

#ffffff

2.5. Business Card





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Canada

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