## CO PASS

# We get it. Relationships are **everything.**

### Claim Lead Retrieval

- 1. Download **Expo Pass** from the <u>Apple App Store</u> or <u>Google Play</u>. Search: "Expo Pass"
- 2. Follow the mobile app instructions to create and verify your account
- 3. From the menu click Exhibitor Access and enter this 6-digit code: GNY282
- 4. Select your company and **complete your profile.** Don't see your company name? Add it by clicking "Don't see your company name?"
- 5. Select "Get Lead Retrieval" to purchase lead retrieval
- 6. Create qualifying questions to document **attendee interactions** in the exhibitor toolkit in the settings menu
- 7. Add your team members as Users



#### Lead Retrieval Benefits

- No hardware! Use your own device
- Document your conversations
- Download your leads any time
- Includes five free users

#### **Exhibitor Help Center**



expopass.com/exhibitorhelp

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### Scanned Leads Will Include:

- Name
- Title
- Organization
- Address
- Organization Phone
- Scanned leads will NOT include emails: Per foundation by law, emails are not provided. However, you can manually add emails through your qualifying questions



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