



Welcome to the Level 4 Services Spam Filter Application

The first thing that you should do is open a web browser and navigate to <https://sfilter.lv4.com/console>. Once there, click on the "Signup" link as seen below.

A screenshot of the "Personal Dashboard Login" form. The form is titled "Personal Dashboard Login" and includes a "Signup | Forgot Password" link. It contains two input fields: "Email:" and "Password:". A red "Login" button is located at the bottom right of the form. The Level 4 Services, Inc. logo is visible in the top left corner of the page.

On the next screen you'll input your email address and a desired password.

A screenshot of the "Personal Dashboard Signup" form. The form is titled "Personal Dashboard Signup" and includes a "Login | Forgot Password" link. It contains three input fields: "Email:" (with the example "example@example.com"), "Password:" (with a masked password of seven dots), and "Confirm Password:" (with a masked password of seven dots). A red "Signup" button is located at the bottom right of the form. The Level 4 Services, Inc. logo is visible in the top left corner of the page.

Then just click Signup!

Shortly, you will receive an email from us asking you to confirm and activate your account. Just simply click on the link and your account will be activated for you to check your Spam Filter for trapped messages, thus giving you the ability to release trapped messages, whitelist domains and senders and blacklist them as well.

Personal Dashboard

Your Personal Dashboard is your control panel for managing your email filtering settings. It allows you to view and release quarantined messages, create and change your Personal Dashboard password, customize your digest options, configure your mail filtering preferences, manage your whitelist and blacklist, and view your account status.

How do I get to the Personal Dashboard?

There are two ways to access your personal dashboard.

- 1) Click the **My Account** link in the upper right corner of the Spam Digest email that is sent to you daily to open the Personal Dashboard Login screen. If needed, enter your username and password to enter the Personal Dashboard.
- 2) Navigate in your web browser to <https://sfilter.lv4.com/console> and enter the email address and password that was used during the signup process.

Once logged in, you will be presented with your Personal Dashboard



Here is where you will be able to view filtered and quarantined messages and choose what happens to the messages.

You have the following choices as to handle a message –

- 1) Release – releases the message and forwards it to your inbox.
- 2) Delete – deletes the message from the Spam Filter.

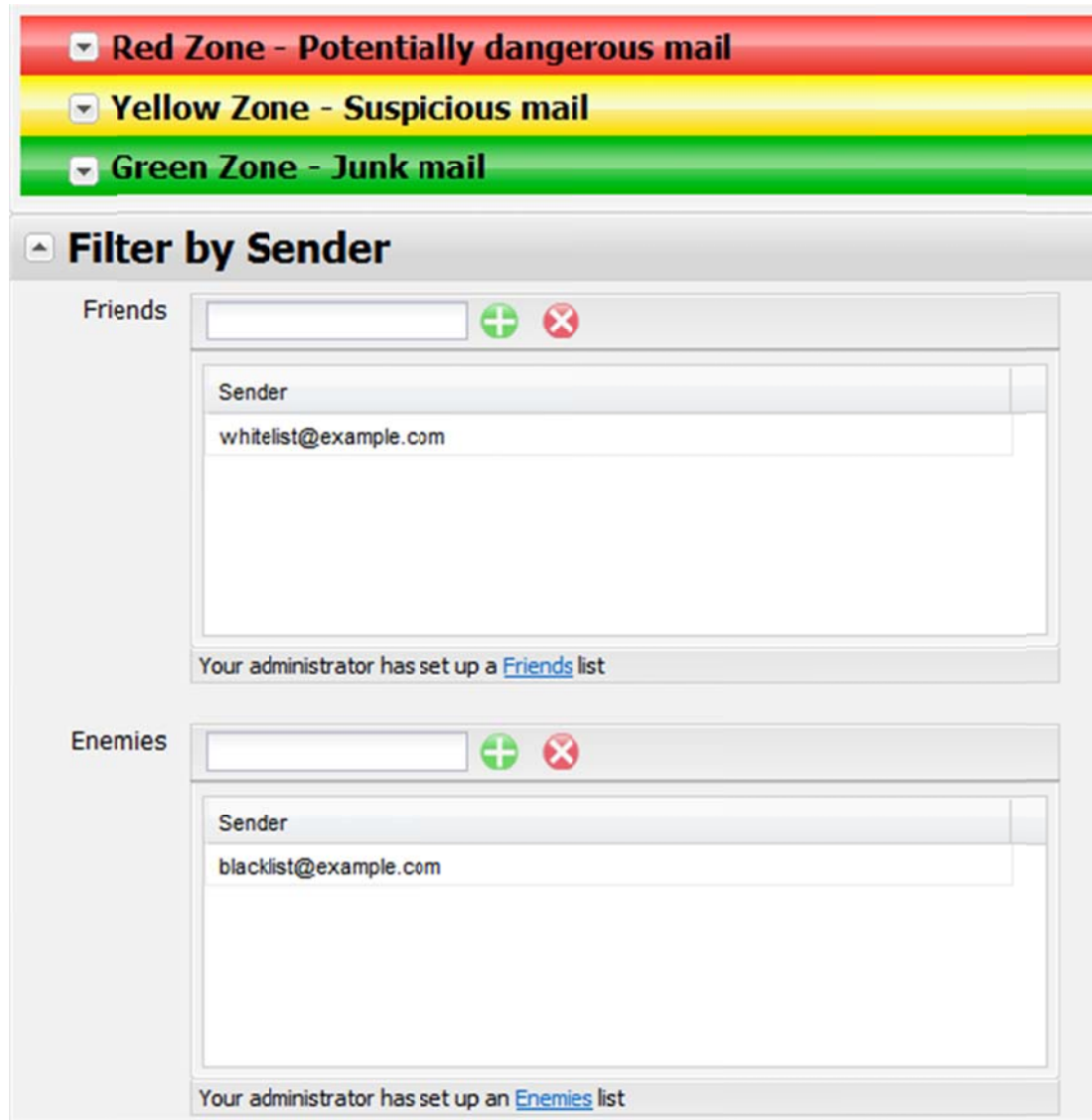
- 3) Select All – selects all messages on the current page.
- 4) Download Message – Downloads the email as a .eml file on your PC to be opened later.

How do I get to my Whitelists and Blacklists?

On your Personal Dashboard page there is a “Policies” tab at the top. Click that tab.

Next you will be presented with a screen that has various tabs below.

Expand the “Filter by Sender” tab. Here is where you will be able to place your “Friends” (Whitelist) and “Enemies” (Blacklist)



If you have any questions regarding any features or functions of the Spam Filter Application, please do not hesitate to call or email support@lvl4.com