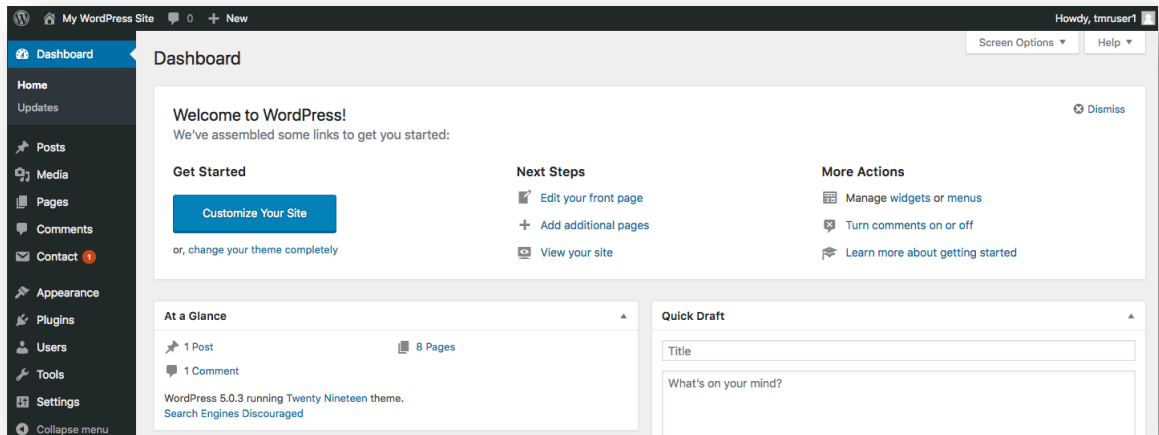




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**WP 5.0 GUTENBERG USER GUIDE:**  
HOW TO MANAGE YOUR WORDPRESS WEBSITE  
Chapters 1–10

## CHAPTER 1. INTRODUCTION TO WORDPRESS



### Welcome to WordPress 5.0!

515 Media is pleased to help you get familiar with WordPress 5.0 and the new Gutenberg editor, and to show you how to use it to market your products and services. We have created a step-by-step guide that takes you through the basics of using and managing your WordPress site.

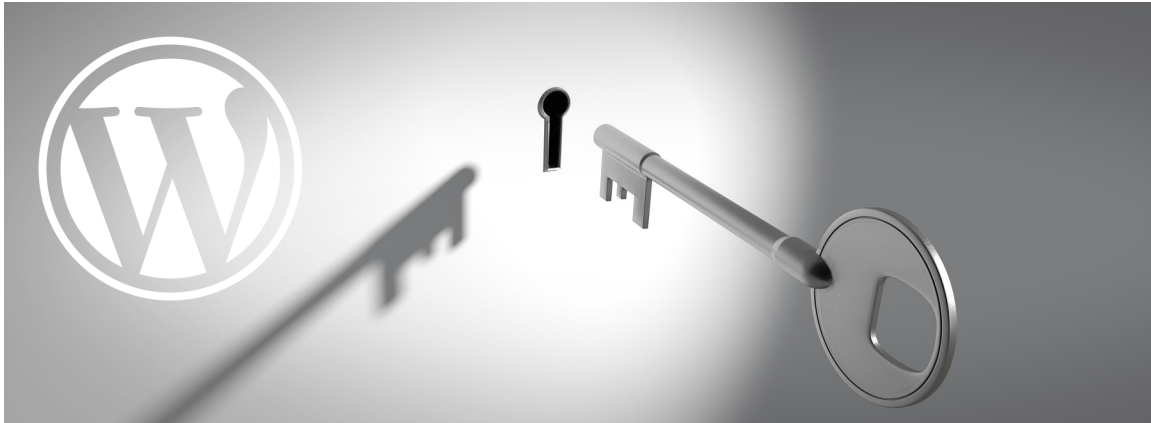
This tutorial is geared for complete beginners who are new to WordPress and don't have prior experience.

#### **Our WordPress guide will cover the following areas:**

- How to Log-in to Your WordPress Website
- The WordPress Dashboard
- Understanding Posts and Pages
- How to Use the Block Editor
- Adding Media to Your Website
- Adding Navigation Items
- WordPress Plugins
- Managing Users

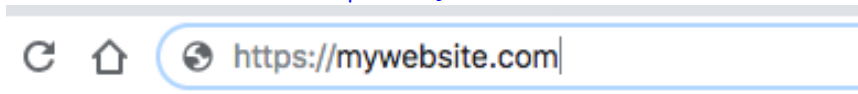


## CHAPTER 2. HOW TO LOG INTO YOUR WP SITE

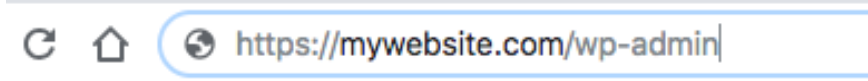


Accessing the Administrator area of your WordPress website is very simple.

1. To get started, please navigate to your website URL by entering it into your web browser bar. (ex. <https://mywebsite.com/>)



2. Next, you will also need to add **"/wp-admin"** to the end of your site URL in the browser bar. (ex. <https://mywebsite.com/wp-admin>) then click on the enter key.



Username or Email Address  
admin

Password  
●●●●●●●●

Remember Me **Log In**

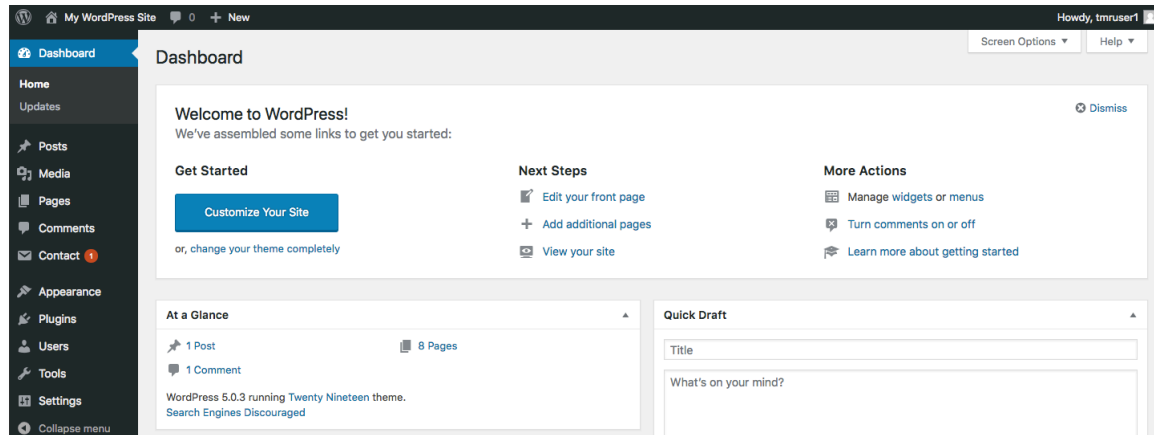
[Lost your password?](#)

[← Back to](#)

3. This will take you to the Login page for your website. On this page you will see a login panel, where you will need to enter your username and password information.

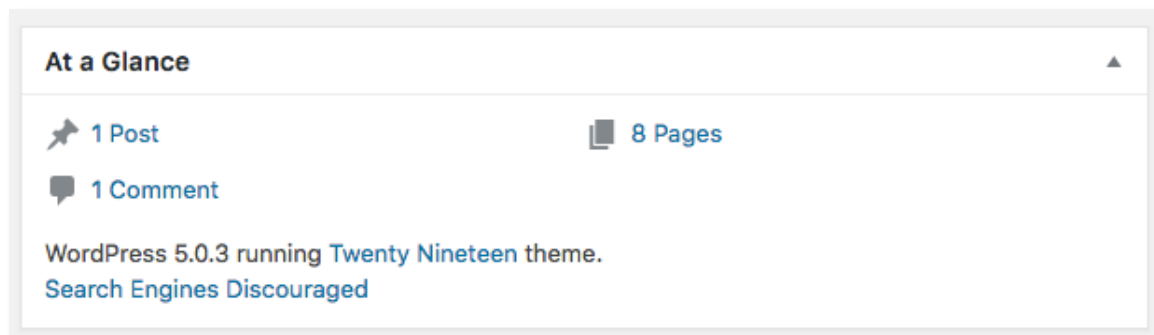
After you have entered your credentials into both boxes, please click the blue **“Log In”** button. This will take you to your website’s Dashboard.

## CHAPTER 3. THE WORDPRESS DASHBOARD



Once you have logged into your secure WordPress Dashboard, you will notice quite a few boxes and menus. In this guide, we will show you how to identify and access the sections you will need in order to comfortably update your website.

First, you will notice a box that reads “**At a Glance**” at the top left corner of your dashboard, which gives you a basic overview of your site information. This box contains details such as how many blog posts and pages your site currently has, what WordPress Version is installed, and what WordPress Theme your site is currently running.

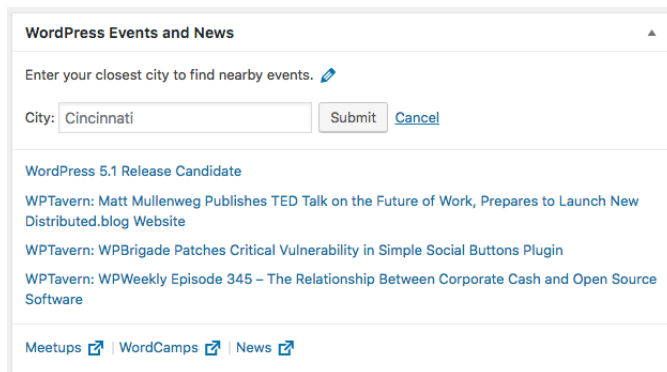
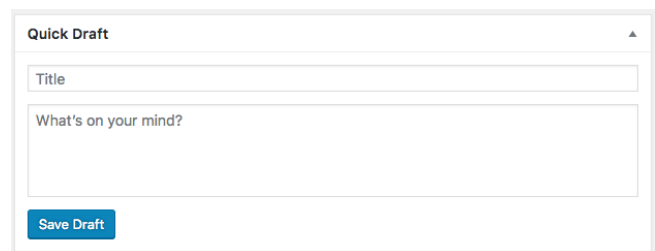


Below the “**At a Glance**” box, you will see a box called “**Activity**” which shows the recent site activity such as posts or pages that have been published, new comments, or other general updates that have recently occurred on your site.

If you scroll down further on the Dashboard, you will see several other boxes that contain additional information and statistics on your website. Please note that the information displayed in the Dashboard may be different depending on your specific site and the plugins you are using.

On the top-right side of your Dashboard, you will see a box that reads “**Quick Draft**”. This box provides a fast way to write a draft blog post on the fly, without needing to get into much detail. You can simply enter your blog title and text into the box and click the blue “**Save Draft**” button to save a version of your work to be published later.

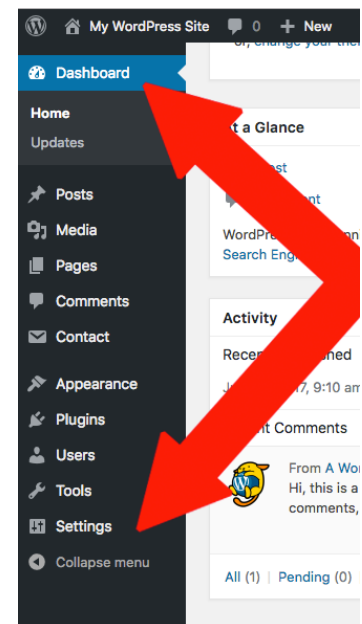
Nothing you post here will be published or set live on your website immediately. In the next chapter of this guide, we will cover how to publish your posts, which will be handled in a different area of WordPress. The “Quick Draft” feature is just a shortcut you can optionally use to write drafts.



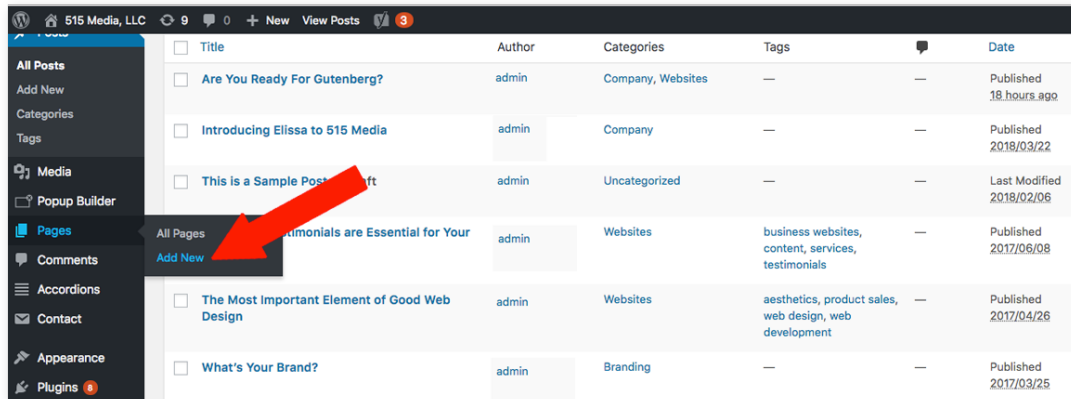
Further down the Dashboard, you will see a box titled “**WordPress Events and News**”, which is a news ticker that is showing what is currently going on in the world of WordPress along with other relevant news updates.

Please note that you will not necessarily need to know all of the information that appears in the boxes in your Dashboard, as the vast majority of work you will be doing will be handled via the main **Dashboard Menu** that appears on the left hand side of the screen.

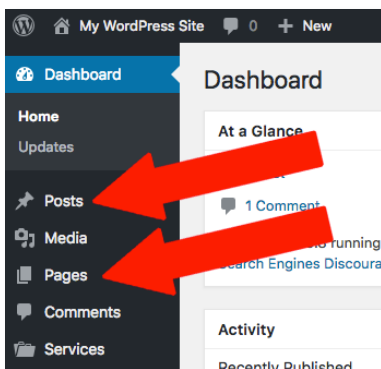
In the following chapter, we will be discussing how to access important areas of the site, such as Posts and Pages, via the Dashboard menu.



## CHAPTER 4. UNDERSTANDING POSTS & PAGES



### DIFFERENCES BETWEEN PAGES & POSTS IN WP

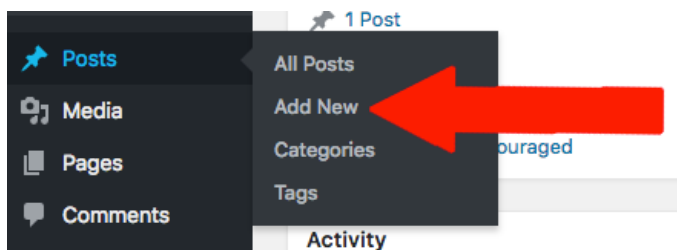


When you are logged into your WordPress admin area, you will notice a long list of menu items on the left hand side of the page. Two of these items of note are the **Posts** menu and the **Pages** menu.

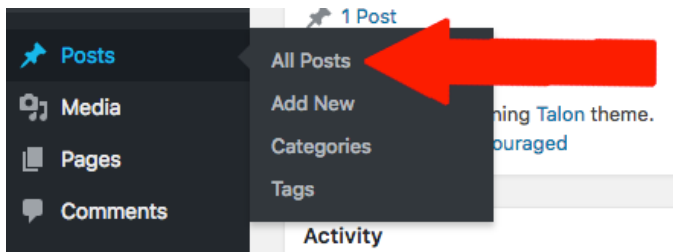
It's important to know the differences between these two areas, as they lead to content editors that populate completely different areas on your site.

### POSTS

In summary, the **Posts** section will be where you can update your website's Blog. For example, if you would like to add a new Post to your site's Blog, you would navigate to the "**Posts**" tab on the Dashboard Menu, then click on the "**Add New**" subtab. On the "Add New Post" page, you can create a new blog post by adding your content, then publish it to the Blog on your live site.



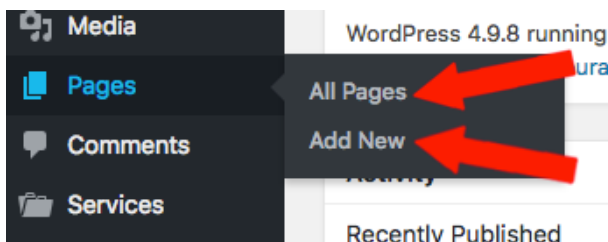
Please note that when publishing posts, each new post entry will appear above the previous post entry on your live site Blog page.



If you choose to edit an already existing post on your website, you can do so by going to the **"Posts"** tab, and clicking on the **"All Posts"** subtab.

This will take you to a page listing all of your current blog posts, and where you can make edits to individual posts.

## PAGES



When you go to the Pages tab, on the Dashboard Menu, you will have the option to add a new page to your site, by clicking on the **"Add New"** subtab.

Or, if you would like to edit an existing page, you can click on the **"All Pages"** subtab, which will take you to an area listing all of your current pages, and where you can make edits to individual pages.

When it comes to Posts and Pages, it's important to remember the different areas each of these sections are located within the Dashboard Menu, in order to make updates.

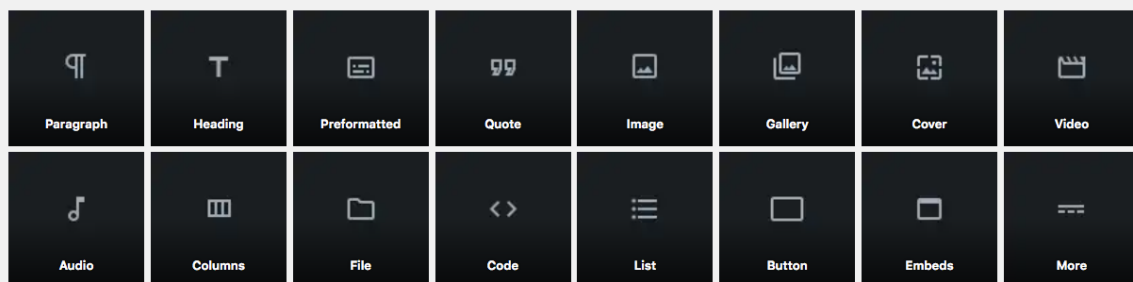
## CHAPTER 5. USING THE NEW WP BLOCK EDITOR



With the introduction of WordPress 5.0, the first thing WP users will notice are the big changes to the editor interface. WP's new block-based editor is the first step toward an exciting new future with a streamlined editing experience across your site. You'll have more flexibility with how content is displayed, whether you are building your first site, revamping your blog, or customizing an existing site.

The new block-based editor won't change the way any of your content looks to your visitors. What it will do is let you insert any type of multimedia in a snap and rearrange to your heart's content. Each piece of content will be in its own block; a distinct wrapper for easy maneuvering. If you're more of an HTML and CSS sort of person, then the blocks won't stand in your way. WordPress is here to simplify the process, not the outcome.

WordPress has tons of blocks available by default, and more get added by the community every day. Here are a few of the more common blocks you will encounter when using the new editor.

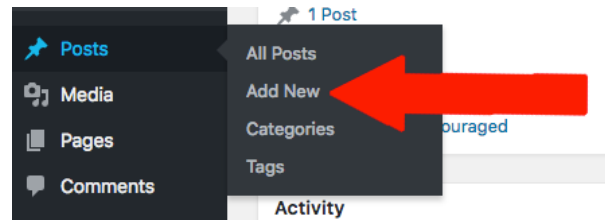




The Posts and Pages section of WordPress contain powerful editors that allow you to add dynamic image, multimedia and text driven content to your website. In this section of the guide, we will instruct you how to add a new Blog Post to your site, in order to show you how the new Block editor works. The instructions can also be applied to the Pages section, as the Block editors for both are nearly identical.

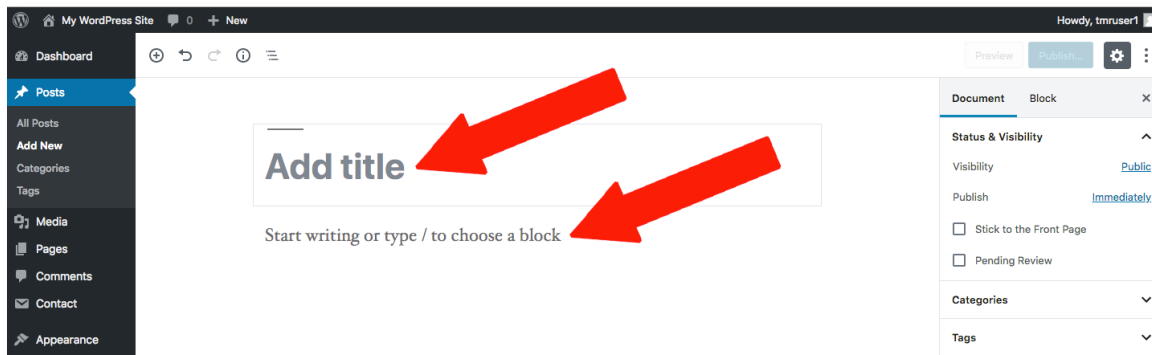
## GETTING STARTED WITH PARAGRAPH BLOCKS

1. To add a new Blog Post, go the Dashboard Menu, and under the Posts tab, please click on the "Add New" subtab.



2. You will then arrive at the Post Editor page (see below) where you will enter your new post content. In the middle of the page you find the main content area where you will be adding your blocks and site content.

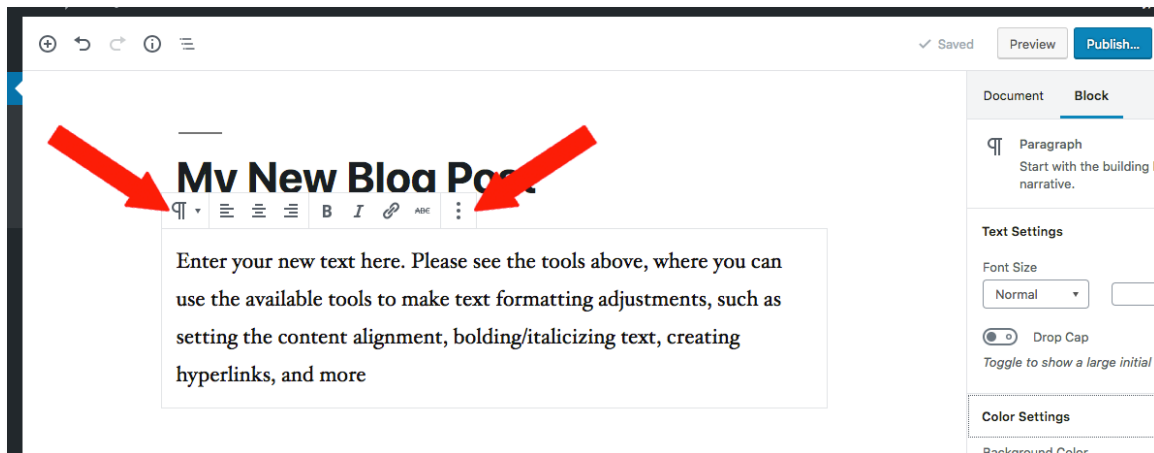
Since this is a new post, the content area will only contain a Block for the title at the top and Block below the title where you can start adding your text content and media.



For your new blog post, the first thing you will need to do is add the title. You do this by simply typing your title in the box where for "Add Title".

Below, there is a blank block where you can start adding your post content. All you need to do is start typing directly in to create a new Paragraph Block, or you can type "/" to reveal different Block options to use.

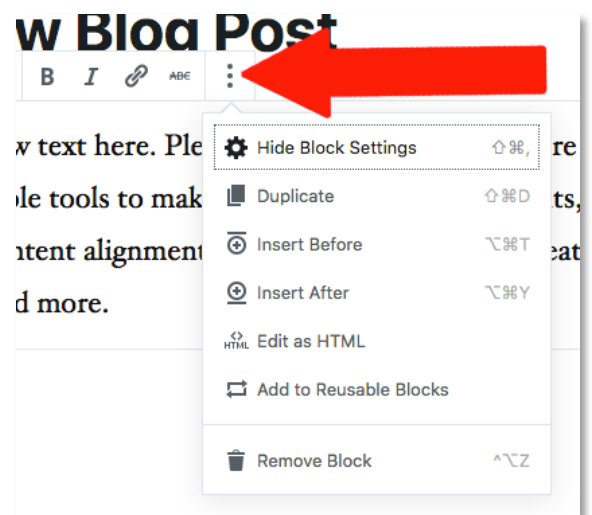
If you start typing content in, this will automatically create a new “Paragraph” block. After entering your initial text, if you hover your cursor over the text, you will notice that the Paragraph Block is now bordered by a thin blue/grey line. You will also see a small box with formatting options at the top of the Paragraph Block. (see below)



In the box above the text you will see tools to make formatting adjustments such as setting the alignment, **bolding/italicizing** text, creating new hyperlinks. In addition, on the right side of the formatting tools, there is an icon (3 vertical dots) for more options.

If you click on the “more options” icon, you will see additional choices for the block, including:

- Hide the block settings
- Duplicate the block
- Insert Before/After, which will move the block up/down other blocks
- Edit HTML, where you can switch from Visual mode to HTML mode to edit code directly.
- Add to Reusable Blocks, where you can create and save a new block for future use.
- Remove and delete the block.



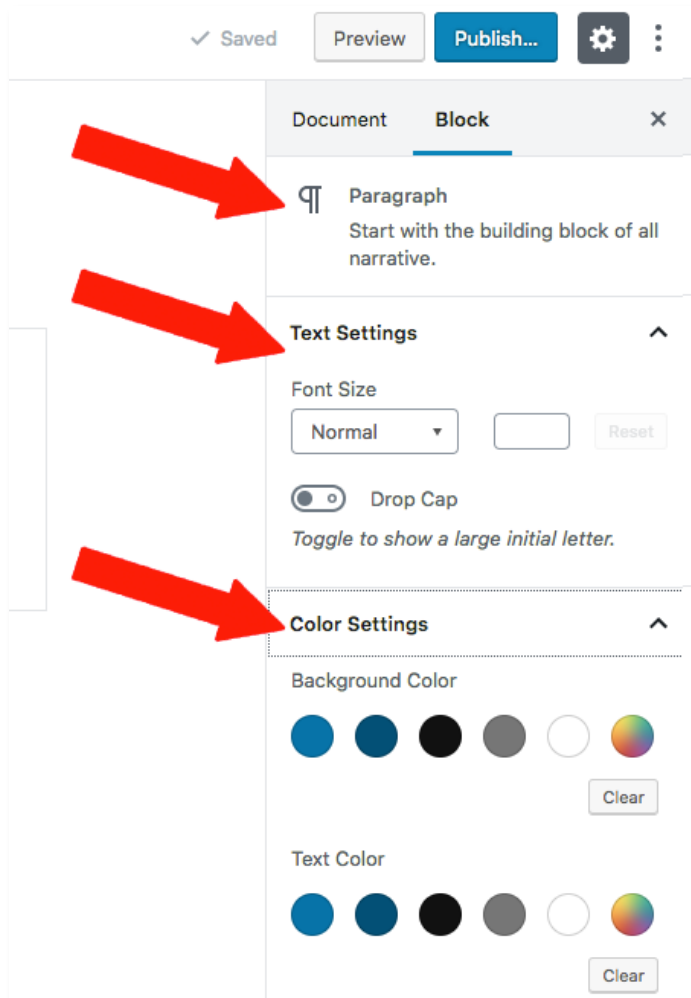
## ADDITIONAL PARAGRAPH OPTIONS

To the right of the content area, there is a tab titled "Block" that displays what type of block you are currently working on, and the specific options related to the type of block.

In this case, for the Paragraph Block, there are additional options for:

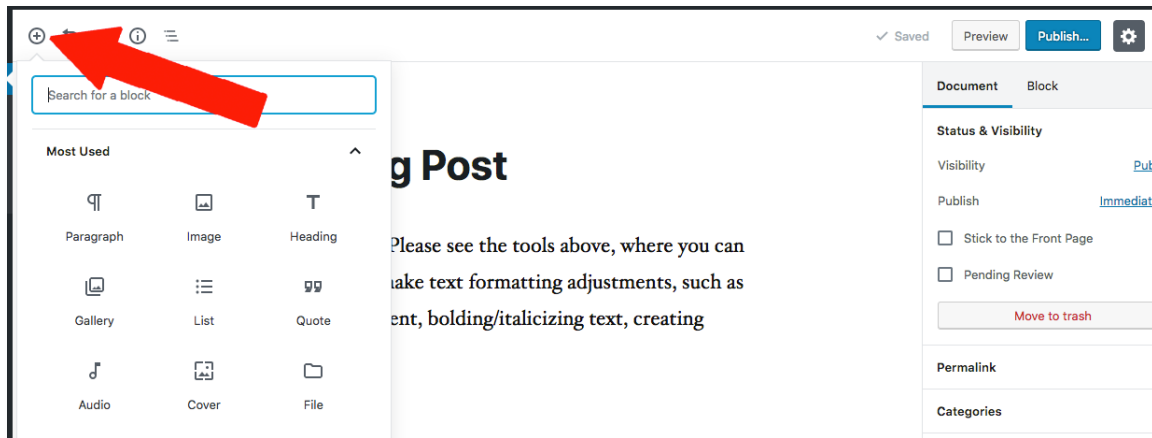
**Text Settings:** Here you can set the font size by either selecting one of the standard sizes from the dropdown tab (small, normal, large) or you can enter in a custom font size in the box on the right. There is also an option to add a Drop Cap for the first letter of the paragraph.

**Color Settings:** Here you can change the background color and the text color.



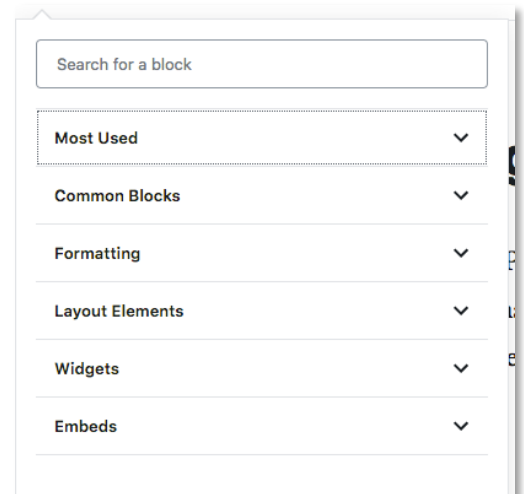
## ADDING NEW BLOCKS

You may add different types of Blocks to the page by clicking on the small “+” icon on the top left of the page. This will reveal a list of different Block options, starting with the “Most Used” Block types, where you can add blocks for paragraphs, images, headings, galleries and more.



If you scroll down through the list of Blocks, you will see Block type options for:

- **Most Used:** Shows your most used Blocks
- **Common Blocks:** Basic Blocks like images, paragraphs, headings, quotes, etc...
- **Formatting:** Blocks for formatted content like pull quotes, tables, or classic WordPress text editor
- **Layout Elements:** Blocks for Text Columns, Buttons, Separators, or “More” tags
- **Widgets:** Blocks for available widgets, shortcodes, latest posts, categories, etc
- **Embeds:** Blocks that allow you to embed content from external sources like YouTube, Facebook, Instagram, and more.



Clicking on the dropdown arrows for any of these options will reveal the available options for each Block category. Once you click on a specific Block icon from the list, the chosen Block type will automatically be added to the content area of the page.

## ADDING TEXT HEADINGS

In addition to being able to add Paragraph Blocks of text, you can also add Blocks for Headings and Subtitles to your page. You can do this by clicking on the **Heading ( T )** icon. (located in the **Common Blocks** dropdown section)



After adding the Heading Block to the content area, you will be able to enter your new text heading, and set the Heading style/size using the tags (H2, H3 and H4)

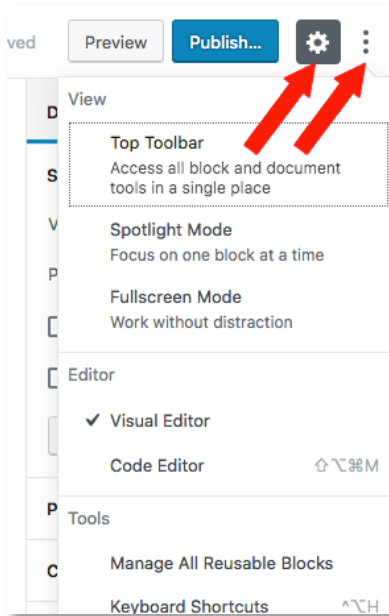


## ADDITIONAL OPTIONS AND TOOLS FOR THE EDITOR

When creating your new post or page using the Block Editor, you will find many additional tools and options at your disposal that are helpful for the publishing process. At the top left corner of the Editor, you will see a row of 5 icons, which serve as helpful shortcuts for common editor features.

- The (+) Icon is for adding new Blocks to the page.
- The left facing arrow icon is for undoing changes.
- The right facing arrow icon is for redoing changes.
- The ( i ) icon displays the content structure (word count, heading count, paragraph count, and a document outline)
- The 3 staggered line icon displays the current block navigation and order on the page.





On the top-right corner of the Block Editor, there is an icon shaped like 3 vertical dots for “**Show More Tools & Options**”. (see image on right) Clicking on this icon reveals a list of options for adding a “Top Toolbar” to the page, viewing the page in either “Spotlight” or “Fullscreen” modes, editing the page in “Visual or code (HTML) modes, etc.

To the left of the “Show More Tools & Options” icon, there is a gear shaped icon for “Settings”. Clicking on this simply hides and shows the Settings bar that appears on the right side of the Block Editor page.

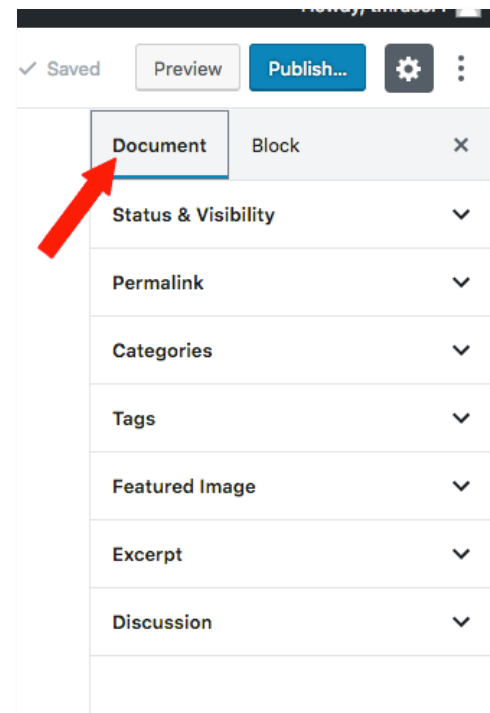
## SETTINGS BAR

On the right side of the page, there is a sidebar that displays the **Document** and **Block** Settings.

The **Document** tab includes settings for important Post/Page features including:

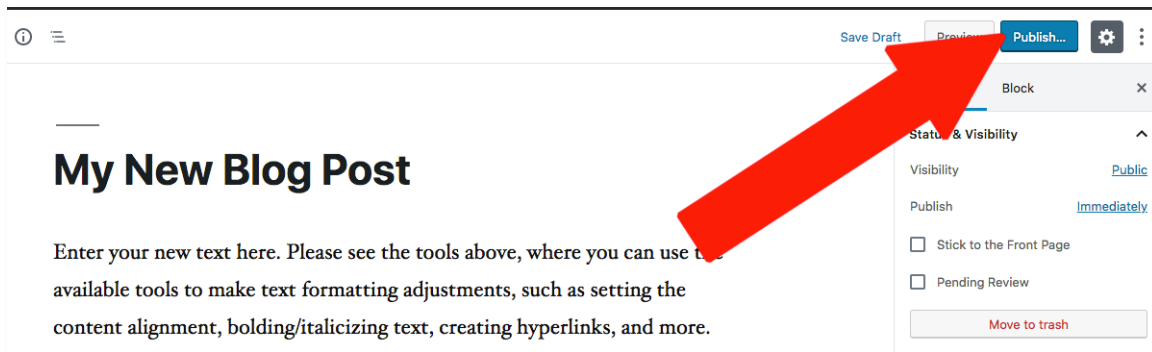
- **Status & Visibility:** Allows you set the page/post visibility (Public/Private/Password Protected) and options for publishing the page/post
- **Permalink:** Displays the URL for your Page/Post
- **Categories:** Here you can select existing categories or add new ones.
- **Tags:** Here you can select existing tabs or add new ones.
- **Featured Image:** Here you can set the featured image that appears at the top of the page.
- **Excerpt:** Create a custom excerpt for your Page/Post
- **Discussion:** Here you can turn on/off commenting for pages and posts.

The **Block** tab displays the options available to the Block in the content area that is currently selected. If no Block is selected, this tab will be empty.

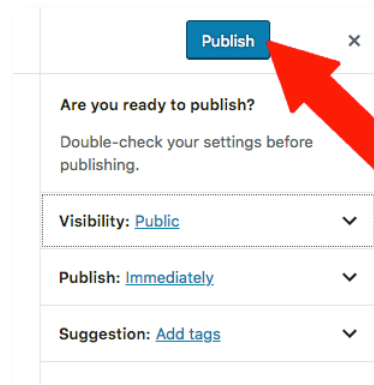


## PUBLISHING YOUR POSTS/PAGES

Once you are ready to set your Post/Page live on the web, you can start the publishing process by clicking the blue **"Publish"** button in the top-right corner of the Block Edit page.

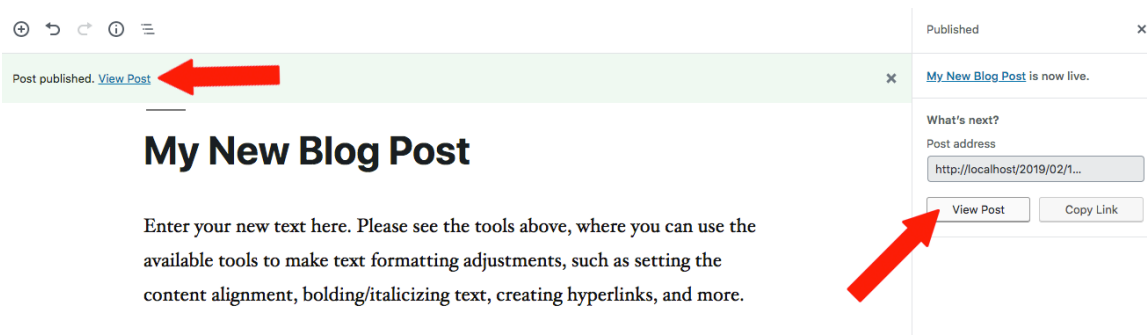


After you click the Publish button the first time, you will see a notification asking if you are ready to publish, and to double check your settings before confirming the final publishing step. This section will also display suggestions, such as adding tags, categories, etc.

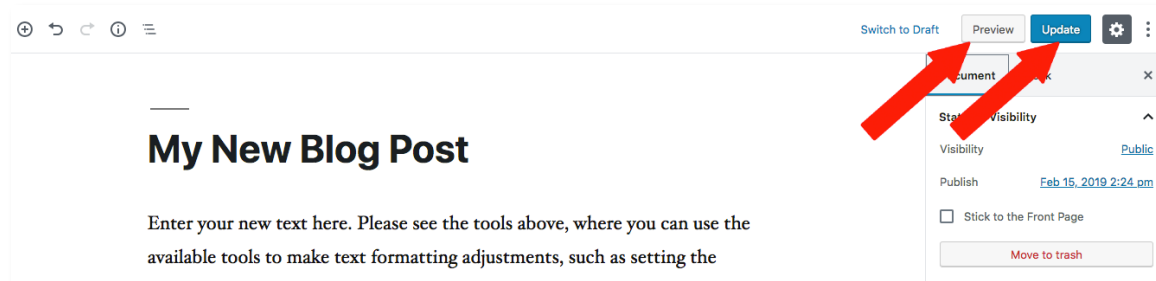


Once you have double-checked and confirmed that you are ready to publish, you will need to click the blue **"Publish"** button one more time.

After your post has been published, you will see a notification in the Settings bar that your post is now live. You will also see the final post URL and there will be additional options to view the post.



After you publish your post/page, the blue Publish button, will now display as **“Update”**. In this manner, you may make edits to posts or pages that are already live on the site, and then by clicking the **“Update”** button to save and set your changes live.



If you would like a preview of how your page looks before publishing or updating, you can click on the **“Preview Changes”** button in the top right corner. A new tab will open, showing you a preview of how your page and changes will look on the web.

You also have the ability to schedule posts to publish by selecting the **“Status & Visibility”** menu. Here in the **“Publish”** section, you can select a date in the future for a post to publish automatically, and by clicking the **“OK”** button. Please note that any date in the past will publish immediately, and will display the date you selected instead of today’s date. This function is especially helpful for posts that you would like to backdate or sort by date.

Overall, the new WordPress Block Editor is a powerful and useful tool to manage the content for your website. In the next chapter, we will cover some of the finer points of adding Media Blocks, such as images to your site pages.

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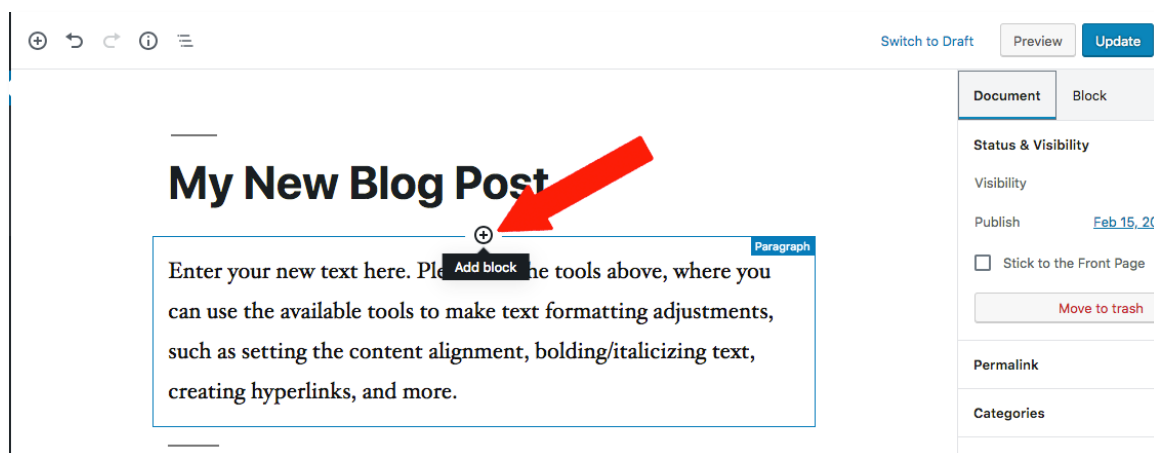
## CHAPTER 6. ADDING MEDIA BLOCKS (IMAGES / EMBEDS)



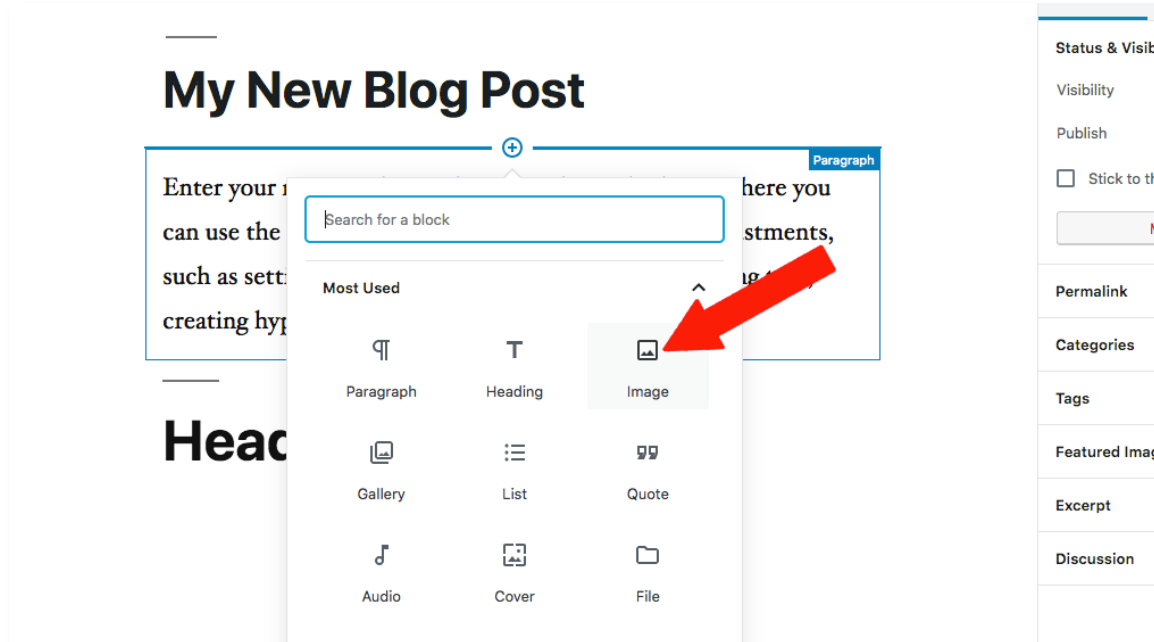
One of the best features of WordPress is the ability to add images and other media to your website. Images are a critical piece, as they make your website much more attractive to site visitors and potential customers and clients. For example, when you are writing a blog post, it is the image that really helps sell your article.

### ADDING IMAGE BLOCKS TO YOUR POSTS/PAGES

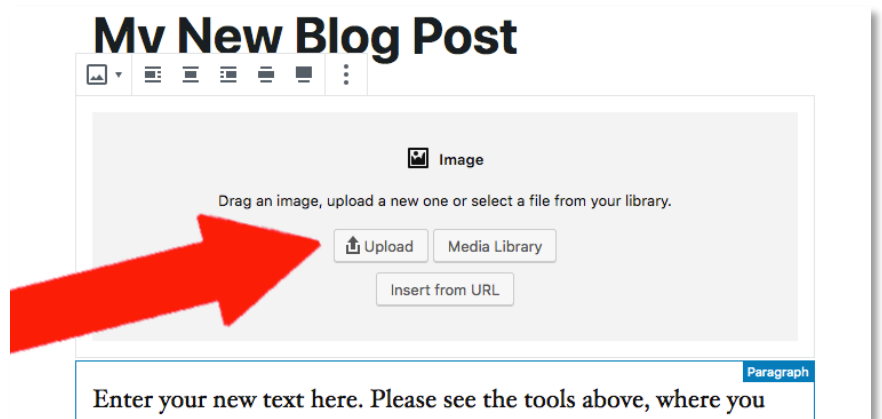
To add an Image Block to your site, first navigate to the post or page where you would like to add your Image. You can add a new Image Block by hovering over the spot/Block where you want to insert your first image and clicking the plus icon.



This will open up a new window where you can select the Block you would like to add. Please click on the Image Block.



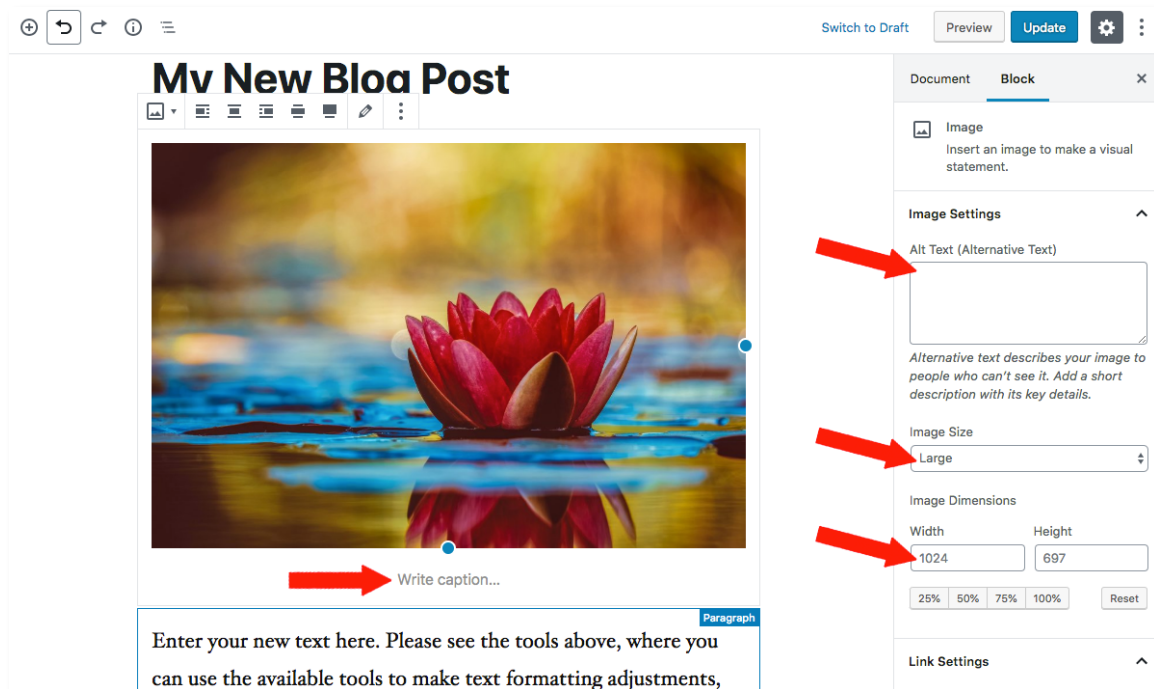
This will create a new empty Image Block, where you will have the option to either drag and drop an image into the center area, Upload a new Image from your computer, Choose an existing image from the Media Library, or Insert an image from a URL.



In cases where you are adding a new image to your site, you will need to choose the option to **“Upload”** the image.

After clicking the Upload button, you will be prompted to select an image from your local device.

After you have selected the image and imported it, the image will then appear in the new Image Block in the content area of the Edit page.



On the right side of the page, in the Block Settings tab, you will see additional image settings options, including

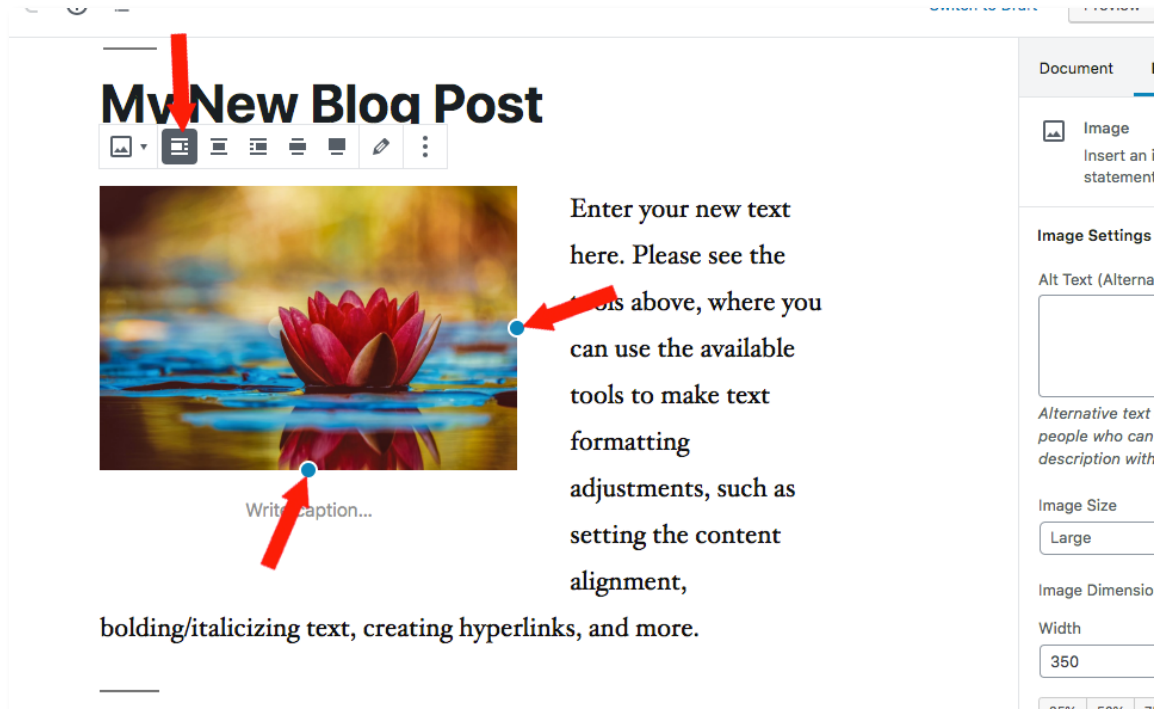
- **Alt Text:** Here you can add “Alternative Text” which is used to provide a description of the image for people who can’t see it.
- **Image Size:** Here you can select a general size (Large, Medium, Thumbnail)
- **Image Dimensions:** Here you can set more precise height and width measurements for your image in pixels. Below that, there are also buttons with percentage options (25%, 50%, 75% and 100%) you can use to size your image.

If you would like to add a caption to your image, there is text section “**Write caption**” directly below the image where you can enter in the caption text.

At the bottom of the Block Settings tab, there is a tab titled “**Link Settings**” where you can add a specified hyperlink to your image.

## ADDITIONAL FORMATTING OPTIONS

You may also manually resize the image by pulling the blue tabs that appear on the left and bottom sides of the image. This method will resize the image on all sides proportionately and will not distort the image.

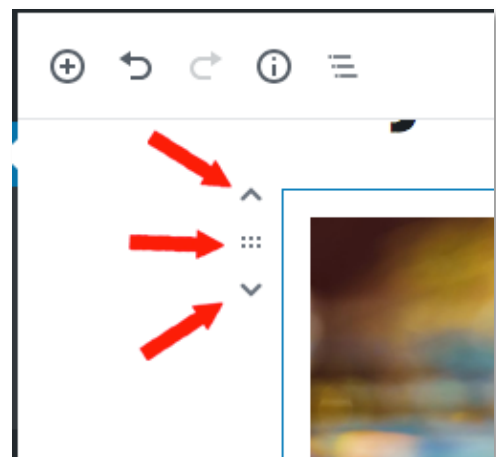


On top of the image, there is a toolbar with additional formatting options. To align your image on the page, you can select one of alignment options in the toolbar. Here you can align the image to the Right, Left, Center or None.

**Tip:** Aligning to the left or right is usually the best setting, as it will make the text wrap around either side of the image and display better on the page.

## MOVING BLOCKS

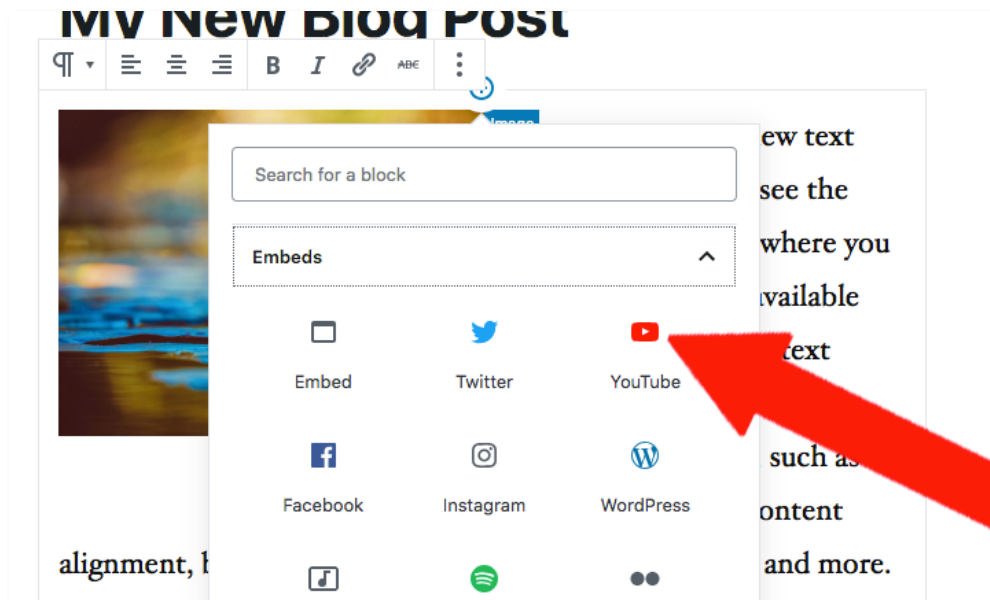
You can rearrange the order of any Block by using the tabs on the left side of a selected block. The up/down arrow tabs will move a block up/down when clicked. If you press and hold the center icon (6 dots), you can drag a Block to the desired placement on the page.



## ADDING EMBED BLOCKS (FOR VIDEOS)

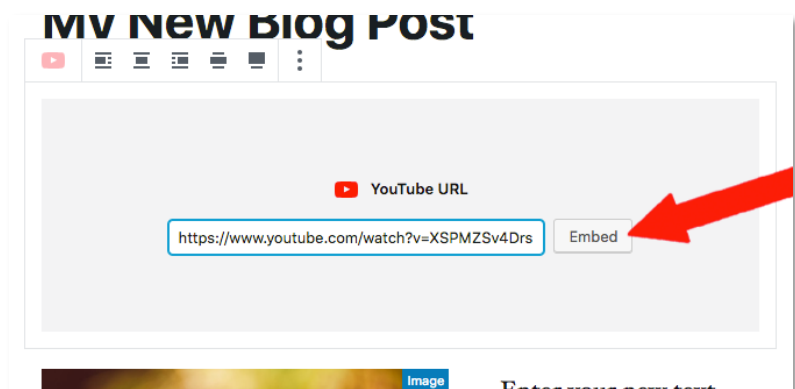
Another exciting feature of WordPress 5.0, is the introduction of Embed Blocks, which allow the user to easily add different types content from various platforms such as YouTube, Facebook, Twitter, etc.

For example, to embed a YouTube video into your page, you will just need to add a new block to the content area of your page, and scroll down to the Block type options for **Embeds**. Here you can click on the YouTube icon.



This will open a new box, where you can simply add the URL of the YouTube video you want to show on your page.

After you click the “**Embed**” button, the video will now appear embedded in the page.



This process for this also works for embedding other types of content such as Vimeo Videos, and posts from Facebook, Twitter and Instagram.

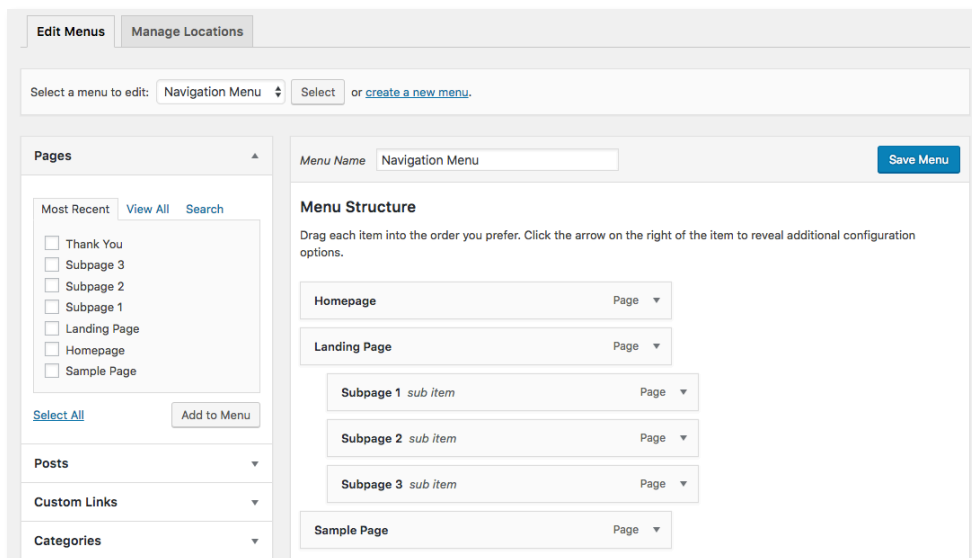
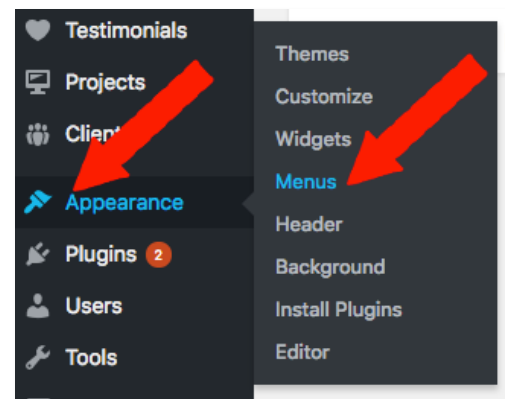
## CHAPTER 7. ADDING NAVIGATION ITEMS



The Navigation Menu is the menu that allows visitors to click from page to page on your website. Updating the Navigation Menu is surprisingly simple with WordPress.

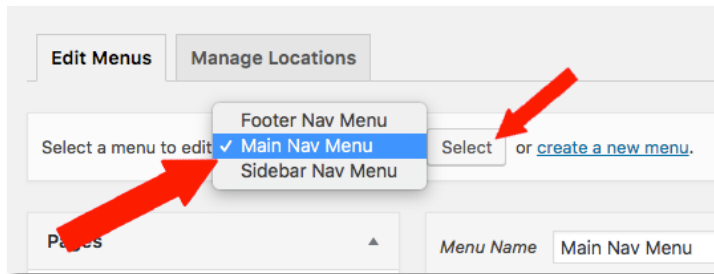
To update the Nav menu, you will first need to log into the WordPress Admin area, then on the Dashboard menu on the left, look for a tab titled "Appearance".

Under the **Appearance** tab, please click on the subtab titled "Menu". This will take you to the "Menu" page, which shows the current menu structures that will appear on your website.



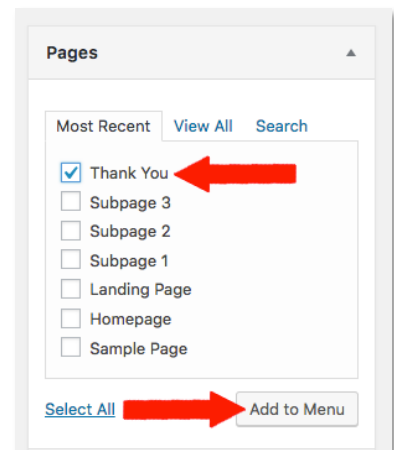
## ADDING NEW ITEMS TO THE MENU

At the top of the **Menus** page, in the “**Edit Menus**” section, please select the menu you would like to edit from the dropdown list. In this case, we will be updating the “**Main Nav**”. Next, you will need to click on the **Select** button that appears to the right of the list of dropdown choices.



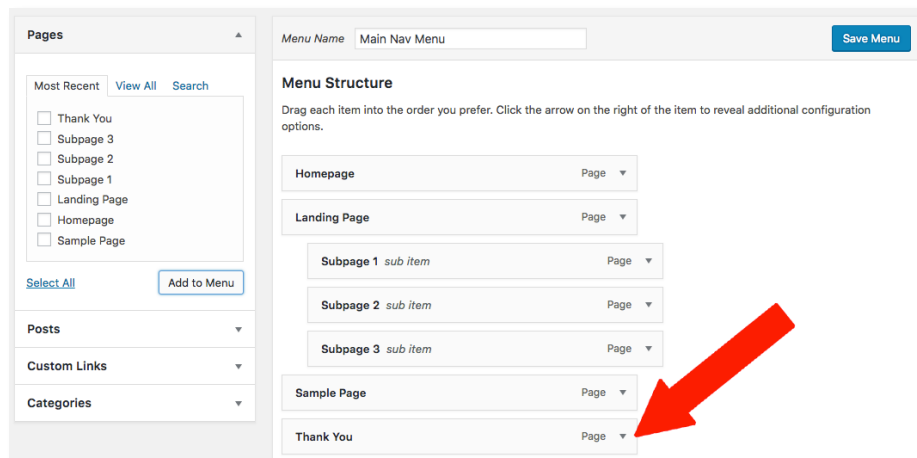
Please note that most WordPress sites have 2–3 menus, which usually appear in the header or footer areas of the site. Before making updates, it’s important to select the correct menu before moving on to the next steps.

After selecting the menu you would like to edit, please go to the section on the left side of the page titled “**Pages**”. This is a list of currently published pages on your website. Here you can select a page from the list to add to the menu. In this example, we will be adding the “**Thank You**” page to the Main Nav Menu.



In the **Pages** section, you will first need to tick the checkbox for the page you want to add to the menu. Then, you can click on the “**Add to Menu**” button.

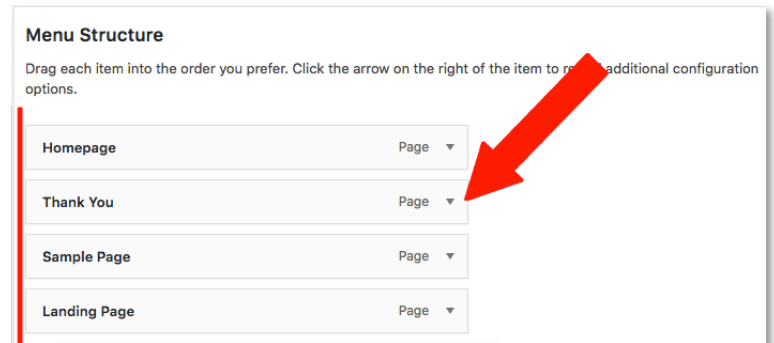
This will insert the “**Thank You**” page into the bottom of the **Menu Structure** section on the right side of the page. The **Menu Structure** displays each of the pages on the menu as individual blocks, which can be dragged and dropped to the preferred order.



Here you can drag the **“Thank You”** page to the desired position in the menu.

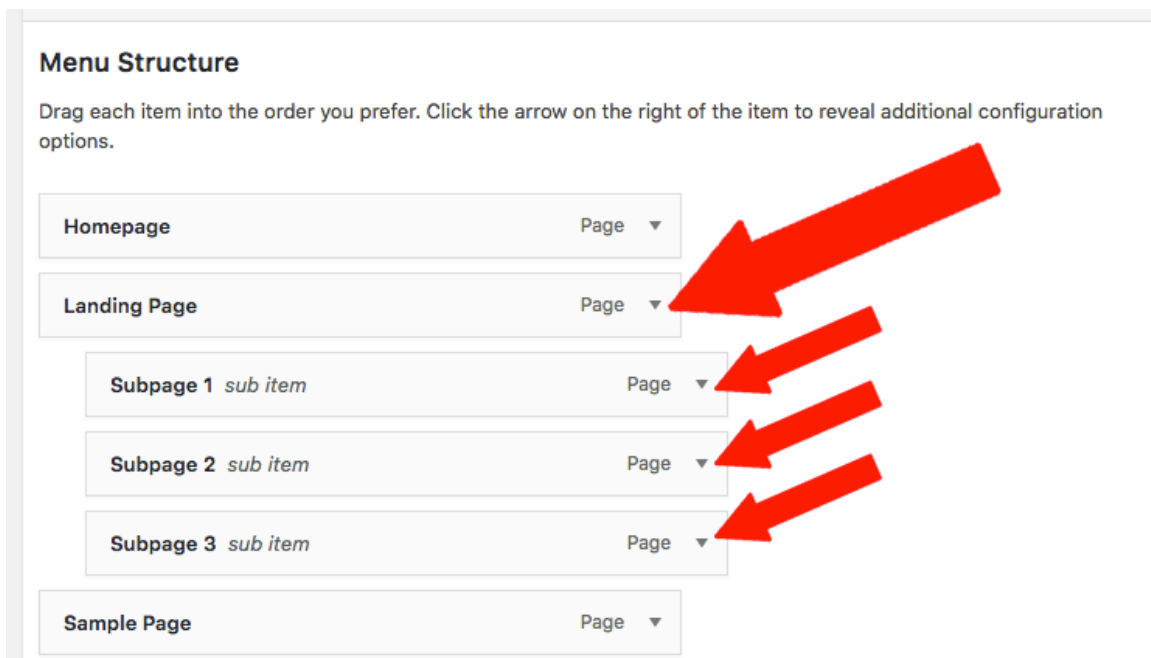
Tip: When dragging and dropping the page blocks, please make sure that the blocks for the top level pages (the tabs that appear on the main row of the site’s Navigation Menu) are all aligned on the left side, and not indented.

Otherwise, this will create subpages, which will be covered next.



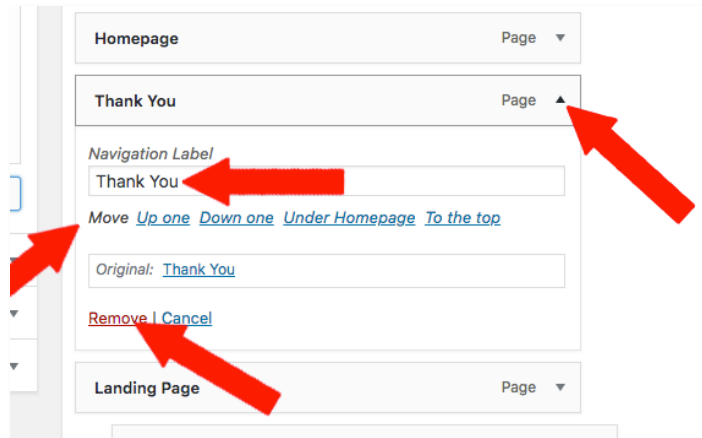
## CREATE SUB-PAGES ON THE MENU

To create sub-page tabs on your menu, you can do this by dragging the page block (sub-page) underneath another block (main page) and nudge it slightly to the right so that it is indented. For example below, the top **“Landing Page”** block has 3 sub-pages (Subpage 1, Subpage 2 and Subpage 3) assigned underneath it.

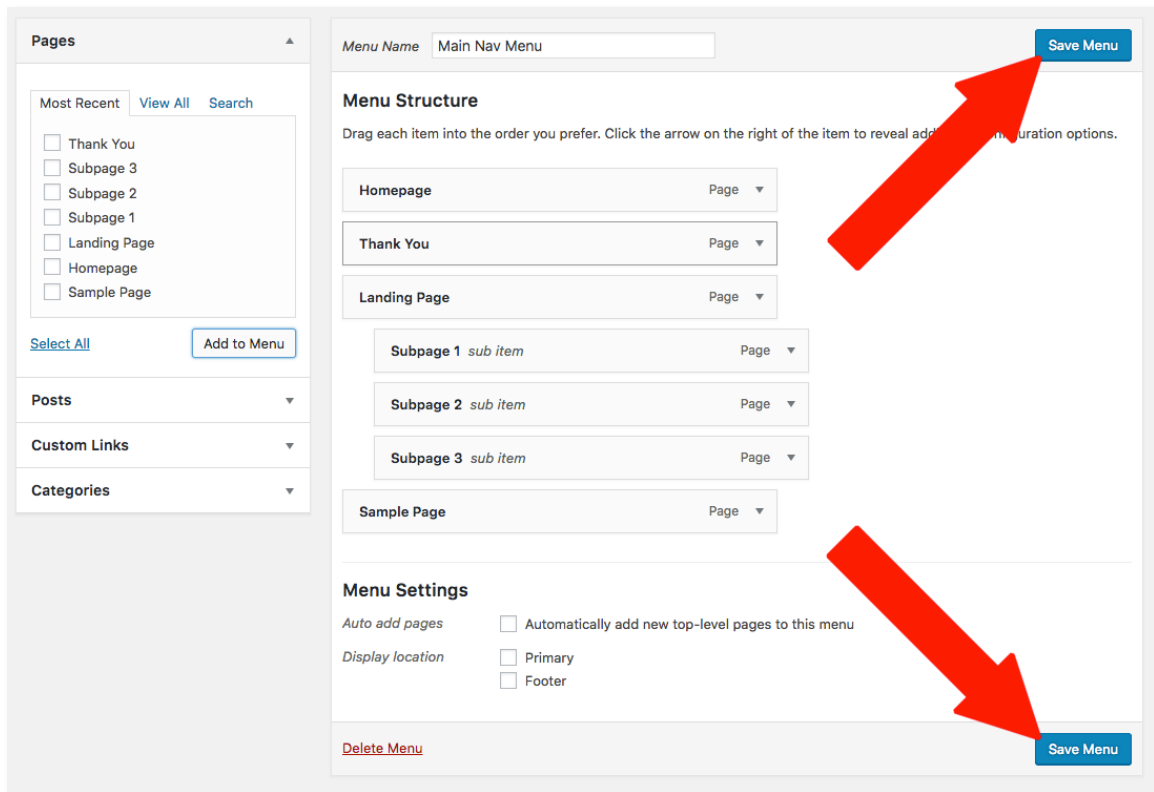




If you click the arrow on the right side of the page block, you have options to rename your page tab, move it, or you can click **"Remove"** to delete the page block from the menu structure.



To save your changes and make your new Page Tab live on the site's Navigation Menu, please click the blue **"Save Menu"** button at the top or bottom of the page.



## CHAPTER 8. ADDING PLUGINS



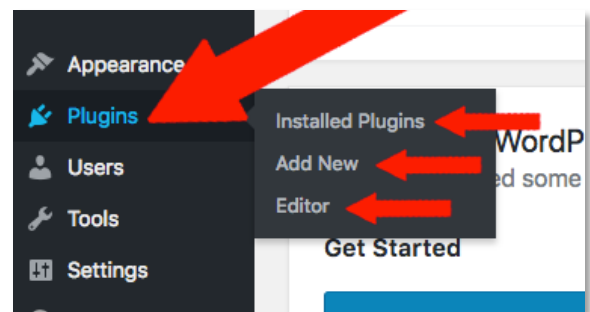
### WHAT IS A PLUGIN?

Plugins are extra programs that function as additions to your WordPress site that can perform a variety of functions. While plugins are technically optional, they may be installed to perform a variety of functions, such as delivery of contact forms, tracking site analytics data, adding a shopping cart, and more.

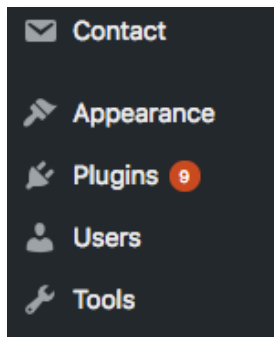
WordPress developers are always creating new plugins and releasing them to WordPress site owners to enhance their site's capabilities. If you would like your website to perform a new function, we will likely be able to help make this possible, by installing and configuring a plugin.

### LOCATING THE PLUGINS AREA ON YOUR SITE

To access the Plugins menu on your site, you will need to be logged into the WordPress Admin. On the Dashboard Menu that appears on the left side of the screen, look for the tab titled "**Plugins**". Please note that in order to install or configure plugins on your site, you will need to be assigned with an "Admin" user role in WordPress.



**IMPORTANT:** Before installing or updating any plugins on your site, we strongly recommend checking with 515 Media first, as plugins can affect vital site functions, and tampering with these can potentially disable your website.



## PLUGIN UPDATES

From time to time, you may notice that one or more of your plugins on your site will need to be updated. This will be indicated by a small orange circle to the right of the Plugins tab on the Dashboard Menu. Inside the circle will be a number, which indicates the number of plugins currently installed on your site that are in need of updating.

We do generally recommend that you keep your plugins up to date, as leaving old versions installed does not allow them to function with the newest scripts in mind, and in extreme cases, can expose your site to malware or malicious scripts written to compromise older software.

If you are currently enrolled in one of the 515 Media Managed Hosting plans, we handle plugin updates for you automatically. We will safely update your plugins when new updates become available.

If you do wish updating one of your plugins manually, we strongly recommend contacting 515 Media or another developer who can assist you with the process to make sure it is performed safely.

## CHAPTER 9. MANAGING USERS

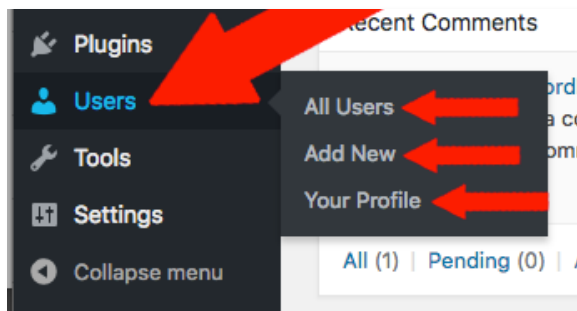


### WORDPRESS USERS





WordPress allows you to add users with various levels of access to the Admin center of your website. Here you can set up new users, change passwords for current users, update user roles and more.

To access the **User** section of your website, you will need to be logged in with a username that has been assigned the role of an **Administrator**.

Once you are logged in, please go to the Dashboard Menu on the left side, and look for the tab titled **"Users"** (this should appear towards the bottom of the list of menu items). Here you will see the following 3 subtabs for "All Users", "Add New" and "Your Profile".

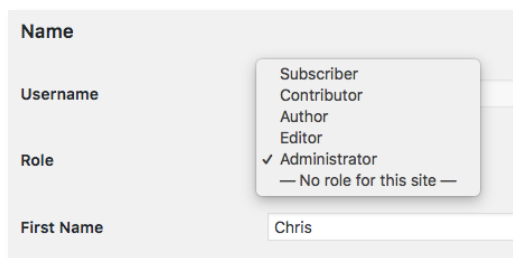
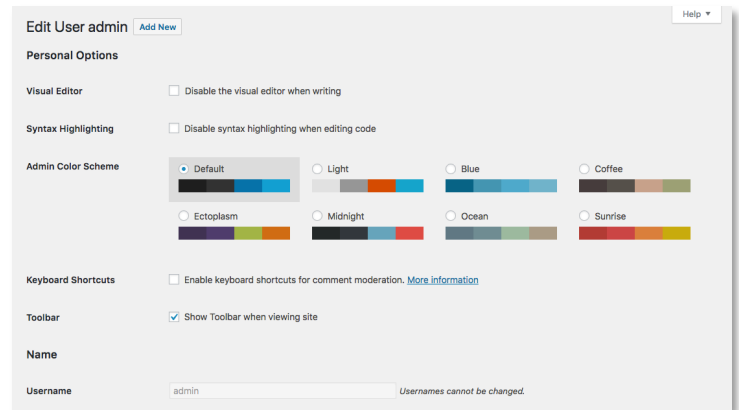


If you click on the **All Users** tab, you will see a list of each user that has permissions to log-in and administer your WordPress website. On the left hand column you will see the usernames listed, and on the right side, you will see the email addresses and user roles assigned to each person.

| <input type="checkbox"/> Username   | Name     | Email                  | Role          | Posts |
|---|----------|------------------------|---------------|-------|
| <input type="checkbox"/>  admin  | —        | donotemail@example.com | Administrator | 0     |
| <input type="checkbox"/>  chris  | Chris C  | chris@515media.com     | Administrator | 2     |
| <input type="checkbox"/>  dev    | —        | dev@515media.com       | Administrator | 0     |
| <input type="checkbox"/>  elissa | Elissa D | elissa@515media.com    | Editor        | 1     |

## MANAGING USERS

To manage a user, please click on the username of the user you wish to manage. You will then arrive on the **“Edit User”** screen. Here you can select from a number of options, each of which will only affect that specific user. For example, you can disable the visual editor, change the administrator center color scheme for that user only and much more.



If you scroll down further on the page to the **“Name”** section, you will see a **“Role”** dropdown menu. Here you can select a role for the user, which depending on your WordPress site settings and plugins, could contain a different number of roles.

Some roles such as **Subscriber** and **Contributor** are ideal for when you do not want to give a particular user any abilities to edit any pages of the site.

## COMMON WP USER ROLES

**Subscriber** – Is used to only store user data, allow posting of comments, and grant the user access to different areas of the front-end of the website.

**Contributor** – Can write and edit their own posts, but their posts must first be approved by someone with a higher permission setting in order for them to be published.

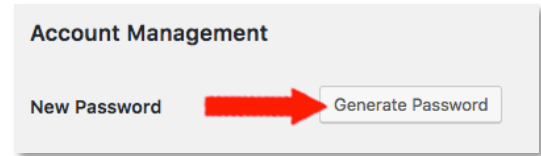
**Author** – Can write, edit and publish their own posts, but they cannot modify or publish other users posts.

**Editor** – Has the ability to access, edit and publish all post and page content. However they cannot access plugins or much of the website framework itself.

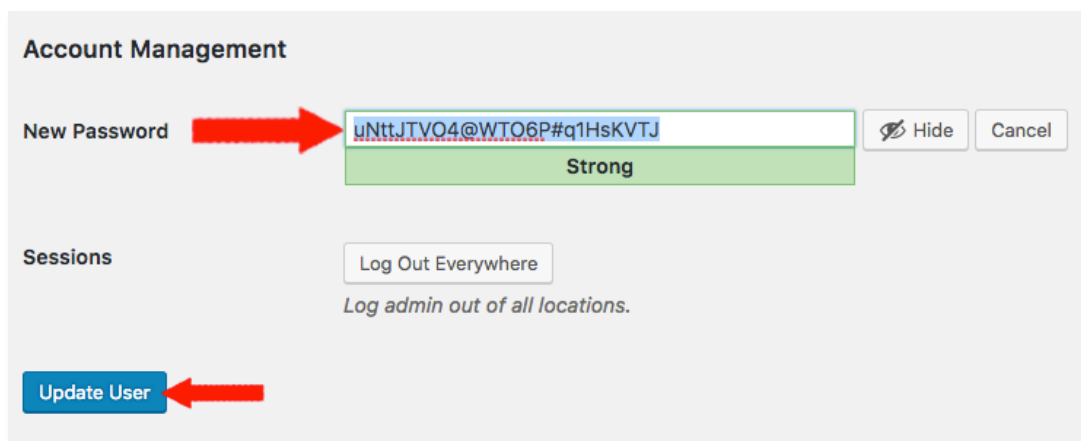
**Administrator** – This role is the most powerful, and should only be granted to someone on your team that your trust implicitly, as they will have the ability to make major modifications to the website.

## UPDATING USER PASSWORDS

Further down the **Edit User** page in the **Account Management** section, you have the ability to change and update the user's password by clicking the **"Generate Password"** button.



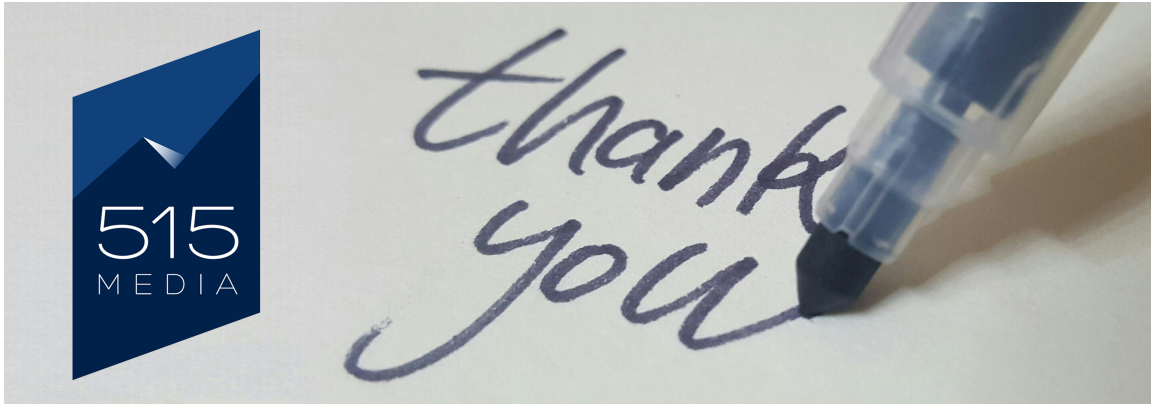
In this box, a new secure and randomized password will be generated and displayed. Please make sure to copy this password and store it somewhere safe. After you have generated the password, please click on the blue **"Update User"** button to save your changes.



**NOTE:** We strongly recommend you use the password generated by WordPress, because it is long and contains many alphanumeric characters that will create a secure password that is difficult to guess or hack.

However, if you want to use a different password instead of the generated password, you can type your new password into the box. To ensure that your password is secure, please create a complex password that contains a mix of uppercase/lowercase characters, numerals and symbols. As you type your new password in, WordPress will let you know its level of security.

## CHAPTER 10. FINAL THOUGHTS



We hope you have enjoyed this guide and found it to be useful as you are learning how to use WordPress to manage your website. If you have any questions, please feel free to contact us anytime. We are always happy to help.

From all of the 515 Media team, we look forward to your success in your online business venture!



<https://515.media>  
[accounts@515.media](mailto:accounts@515.media)

(720) 618-4908