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* Admins Only



Webbula Helps You Send More Confidently

Webbula is the undisputed industry leader in data quality technology. Our emailHygiene service identifies invalid data and mitigates delivery threats for email campaigns. Webbula has a proven track record of helping our customers navigate hazardous data quality obstacles and increase their return on investment.

Webbula pioneered and perfected emailHygiene, the ability to detect Spam Traps, and much more – all in pursuit of truth in data.

Webbula emailHygiene Portal

Webbula's updated and modern client portal is specifically designed to make our emailHygiene and verification solution easier to use and more intuitive. We've implemented additional features to make it easier for clients to access their reports and organize their archived data.

How to Get Started with emailHygiene

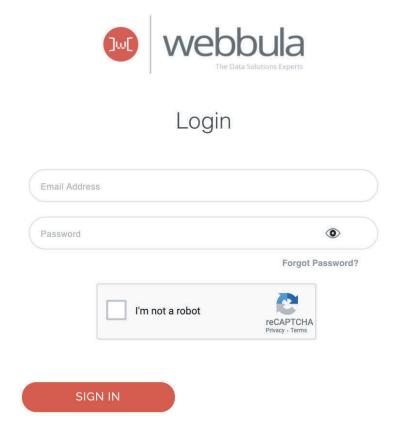
Before you run a file with Webbula emailHygiene, please review the steps and information indicated.

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	ons? Don't know what you're looking for? at support@webbula.com	

How to Login

- 1. Go to https://login.emailhygiene.com
- 2. Enter your email and password

Your account credentials were sent by email from our support team when your account was created.





Navigation and Configure

Once you log in, you will automatically be on the dashboard screen. Take a look at the navigational options as shown in the screenshot in Figure 1. Review the number call-outs to navigate and configure the portal.

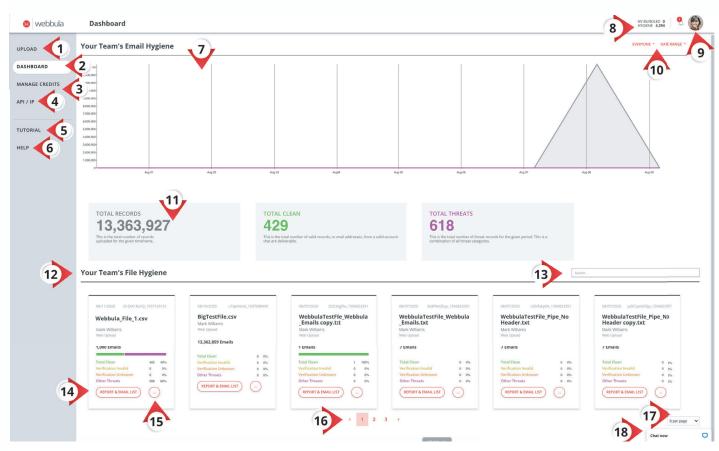


Figure 1

Navigation Pane



User: Upload, Dashboard, and education section, which includes: Tutorials, Help, and News

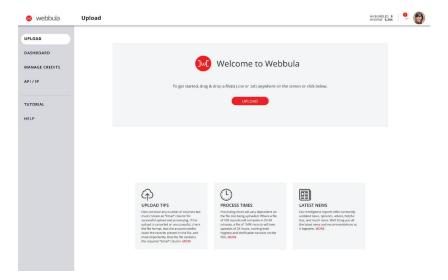


Admin: Upload, Dashboard, the education section, which includes: Tutorials, Help, and News. The Administration Section includes: Reporting, Account Settings, Manage Users, API/IP, and Manage Credits

1. Upload Tab

From here you can click the "Upload" button or drag and drop a file(s) anywhere onto the screen. See the upload a file section to learn more. Once your file(s) have been uploaded, you will be redirected back to the dashboard screen.

Upload tips, process times, and the latest emailHygiene news are also available on this tab.



2. Dashboard Tab

The first screen you see when you log into the emailHygiene portal. Here you will see your team's file activity chart broken down into total records, total clean, and total threats.



Scroll to the bottom of the screen, and find a breakdown of each file your team members have uploaded and download options. If you're searching for an older file you may search based on **file name only**.



In the top right corner, view your credit balance, and profile settings.





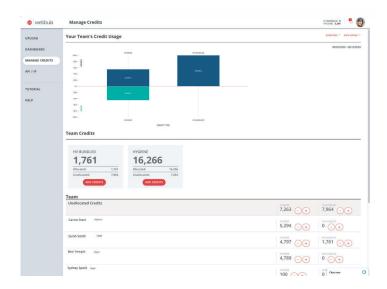




3. Manage Credits Tab*

See past credit usage and your team's current credit balance by the user in the top graph. Transfer credits to other users and admins, and purchase more credits.

Note: This section does not apply to pay as you go accounts.

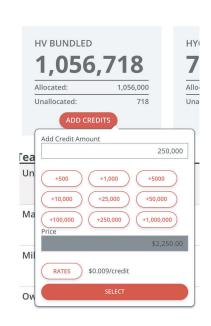


Add credits to your account: Admins can purchase credits to their HV Bundled or Hygiene plans without talking to a Webbula representative.

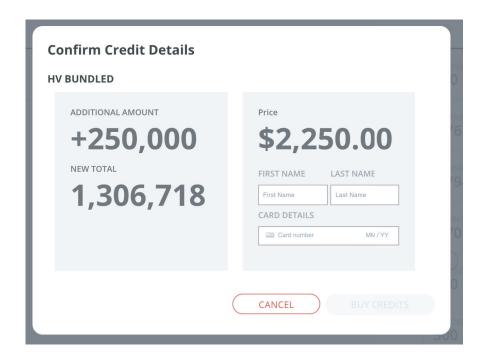
- 1. Scroll down to the Team's Available Credits
- **2.** Click ADD CREDITS and a card will popup asking for you to choose the number of credits you'd like.
- **3.** Once the number of credits is selected it will calculate your price and you would click SELECT.
- **4.** At this point you can confirm your number of credits and the cost. Enter your name and credit card number and hit BUY CREDITS.
- **5.** That's it! You'll receive an email receipt.

Your price per credit will appear below. Check out the rate card if you want to see the price per credit with tier ranges.

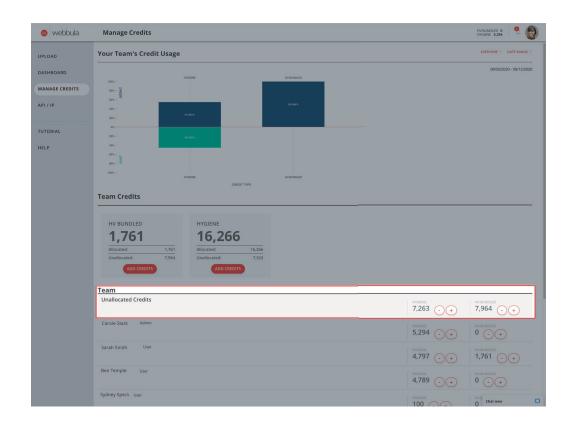
Click "select" when you've chosen your appropriate credit amount.



Confirm the credit details on the next screen and add your payment information.

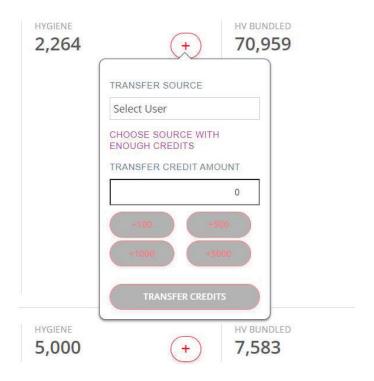


Note: When an admin purchases credits, the credits go into an 'unallocated' account until they are transferred to a user or admin.

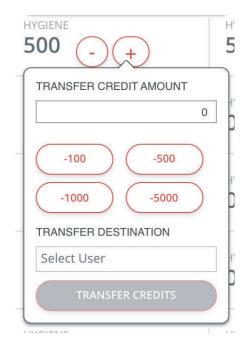


Transfer your credits: As an admin, you can add or remove credits from the unallocated credits area, and to the users on your team.

Add credits to other accounts: Click the "+" button to the user you wish to add credits to. Specify the amount by typing it in or choosing from the options listed. Choose where you want to take the credits from under the "Transfer Source" dropdown.



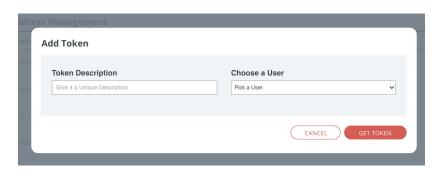
Remove credits from accounts: Click the "-" button for the user you wish to delete credits from. Specify the amount by typing it in or picking from the options listed. Choose where you want to place the credits under the "Transfer Destination" dropdown.



4. API / IP Tab*



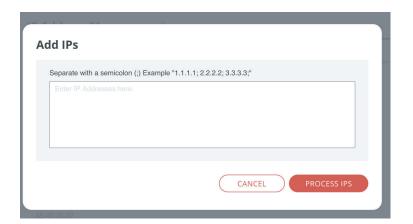
Add API Tokens: Click "Add API token", create a description, and assign an admin or user to it.



Remove API Tokens by clicking the "delete" button next to the token you wish to delete.

Add IP Addresses: Click "Add IP", and begin to type in your IP addresses you'd like to add; multiple IP addresses can be entered as a semicolon-separated list.

Remove IP Addresses by clicking the "Delete" button next to the IP address you wish to delete.



5. Tutorial

A quick video tutorial takes you step-by-step to navigate through the portal, and how to upload and download a file.

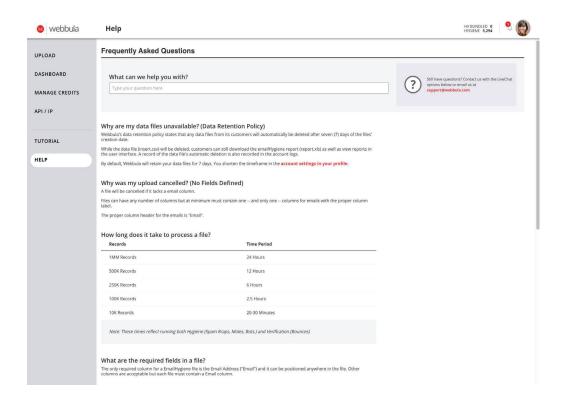


6. Help Tab

Visit the Help tab if you're having trouble finding what you need within emailhygiene.com. Learn where to reset passwords, create an API tokens, manage IP addresses, why your files failed during the upload process, and more.

Still can't find what you're looking for after searching through the Help tab?

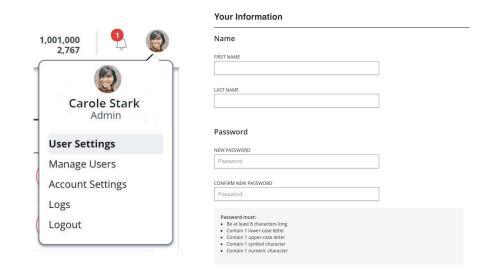
Our support team is available on LiveChat or email us at *support@webbula.com*.



Information you can find in the Help Center.

How do I reset my password?

- 1. If you forget your password when trying to login, you can reset it by clicking "forget password" on the login screen.
- 2. You may also reset your password at any time from your account profile screen.
 - 1. Click on your profile image.
 - 2. Click "User settings".
 - 3. Begin to change your password.



How do I reset the password of another user? *

As an administrator, you can reset your user's passwords by:

- 1. Clicking your profile image in the upper right corner of the screen.
- 2. Click "Manage Users".
- 3. Click "edit" next to any user you'd like to change the password for.



7. Team Activity Chart

The files you and your team have uploaded are shown on this chart.

8. Credit Balance

Your credit balance is broken down into HV bundled and Hygiene depending on what plan per file you chose during the signup process.

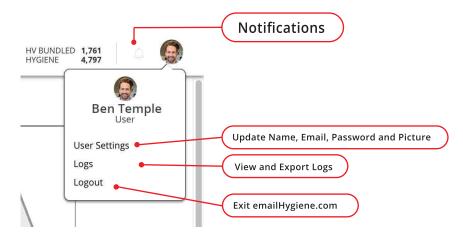
Note: If you have a pay as you go plan, you will only see "Unlimited".

9. Profile/Notifications

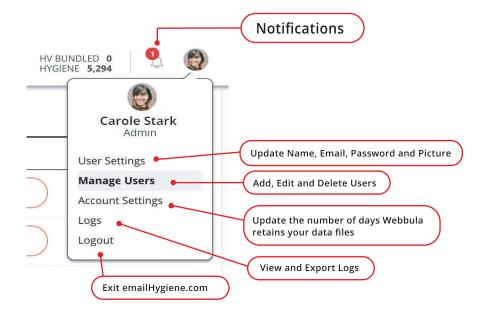
If you or a member has a failed file, or low credits, you will be notified with a numbered alert under the notifications icon.

Hover over your profile picture, and you will find:

User Profile Settings: User Settings, Logs, Logout.



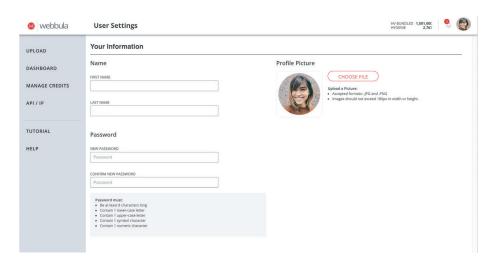
Admin Profile Settings: User Settings, Manage Users, Account Settings, Logs and Logout of your account.



Profile Setting Breakdown

User Settings

Change your password, and profile picture.



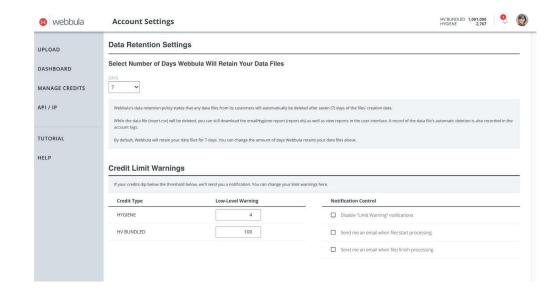
Manage Users*

Add, edit, and delete users. When click "Add User" fill out the new user details.



Account Settings*

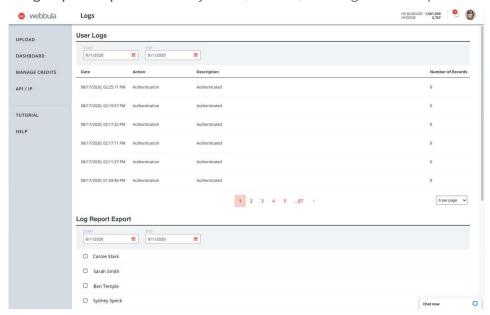
Update the amount of days Webbula retains your data files. Manage your credit limit warning and other account notifications.



Logs

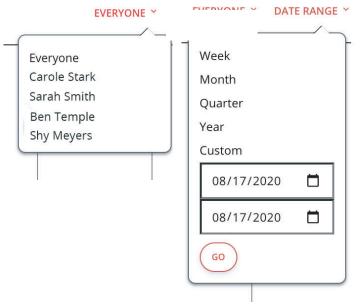
View and export past logs by user and date range.

- Event Logs: Upload/download files, change passwords, add new users etc.
- Log Report Exports: Filter by users, default, or categories to export.



10. Chart Customization

Customize your chart view by user, and date range.



11. Team File Activity

This is a snapshot of the total number of records submitted, total clean, and total number of threats identified within a collective time period. The time period can be modified from the upper right corner drop down titled "Date Range".

12. File Snapshot

Here you will find your team's most recent file uploads. You also have the option to delete files, directly download the report, and email list or customize your downloadable report by threat type. Due to our retention policy, after 7 days the list will be removed from our system and the "Report & Email List" button will change to "Report" only. Users can still download the reports at any time.



13. SearchThe search bar is a quick way to search for files that may not be seen on the first page. *Search by file name only.*

14. Download Report and Email List

Download your full report results, and email list zip file. See Download Your Report for full download instructions.

15. Customize your Download

Download your full report or customize your report based on the threats found in your lists such as Reputation, Conversion, Fraud, and Delivery. See Download Your Report for full download instructions.

16. Pages

Change the pages to look at older file uploads.

17. Extended Page View

To view more file upload history you can adjust the number of files shown on one page.

18. Chat with Support

If you have any questions about emailhygiene.com or the reports, our support team is here to assist you through our LiveChat or contact us by email at *support@webbula.com*.

File Requirements

1. File Format Settings: Figure 1.2 outlines how to format your files properly. For maximum compatibility, we strongly recommend adhering to the "Preferred Format" settings.

File Format:

Preferred Format	All Acceptable Formats
.CSV	.csv, .txt
Pipe ()	Pipe (), Comma (,), Semicolon (;), Tab ()
Unix (LF)	Unix (LF), Windows (CRLF)
Unicode (UTF-8)	Unicode (UTF-8)
Yes	Yes, No
	.csv Pipe () Unix (LF) Unicode (UTF-8)

Figure 1.2

2. Required Fields: The only required field for an emailHygiene file is the Email Address ("Email") field and it can be located in any column within the file. Please ensure that the file has one and only one Email Address ("Email") column so that emailHygiene may process the proper column.

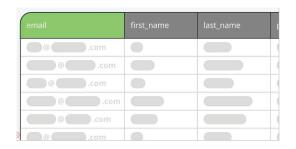
Input Fields:

	Proper Spelling of Column Names	Field Required	Notes
Email Address	"Email"	Yes	A single column, labeled "Email" containing non-hashed email addresses is required in order for emailHygiene to process.

Upload a File

Before you upload

1. A file can contain any number of columns but must contain at least one (and only one) column of emails.



2. Please label those headers! Make sure the email address column is labeled "email".

Upload Instructions

3. Click on the Upload tab on the left side of the screen. Within this page you have the option to click the upload button, or drag and drop your .CSV or .TXT files(s) anywhere on the screen to start.



- **4. Profile**: Select the appropriate profile for each file. Your profiles were created during the on-boarding process with your sales representative and support team.
- **5. Credit Limit Warning:** If your account does not have enough credits to support your file upload, you will receive a warning about your balance. Head over to the Manage Credits tab (Admins Only) and purchase more credits.

Webbula Magic

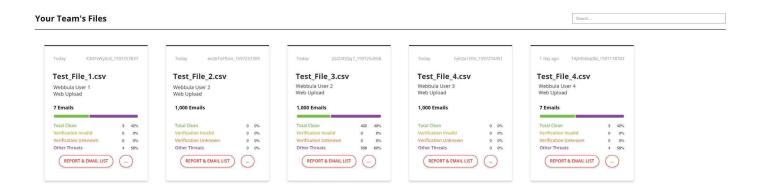
- **6.** Our emailHygiene tool will scan your email list for 50+ Inbox Delivery & Conversion Threats Including:
 - Reputation Threats
- Delivery Threats
- Fraud Threats
- Conversion Threats

The solution will also scan for:

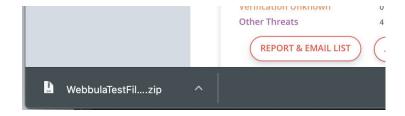
- Invalid or misspelled emails
- Emails connected to a social media account
- **7. Successful Upload:** When you finish uploading, you will be directed back to the dashboard screen where you will see your file and a progress wheel. When the progress hits 100%, refresh your screen and your file details will be shown. You can begin to download your report.

Download Your Report

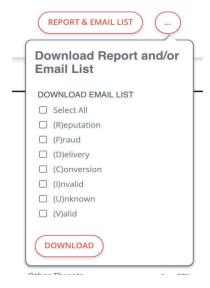
1. When your file(s) are processed, you will then be transferred back to the dashboard screen, where you now can download your result zip file in two ways:



Option 1: The executive summary will give you a high-level overview of the process (report.xls) and the results file (insert.csv) will contain all of your records and flags.



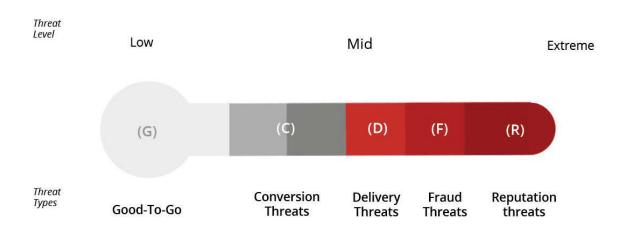
Option 2: Download the report and customize the results in your insert file.



Understand Reports

Flag Category Options

Hygiene Flags:



Verification Flags:

"|" denotes a record that is **Invalid.**

"U" denotes a record whose validity is **Unknown** and can not be determined.

"V" denotes a record is Valid.

Note: If hygiene and verification is applied to your file, records normally flagged "G" (Good-To-Go) for hygiene will be replaced with a verification flag.

Understand the Hygiene Report

After emailHygiene identifies harmful email addresses in your list that are deliverable, the hygiene section provides insights into these threats grouped into threat categories. Descriptions offer further insight into the specific threats that may exist in your list. The emailHygiene summary provides an overview and metrics to benchmark against in the future.



User: Demo User Settings: _Default_HVI / Categor		gence Report		Start: 7/09/202		
	r [Demo_File.csv] [Description]		#	0 08.1	%	
Threat Type (R)eputation Threats	Description			10.7	043	0.8%
	Emails that are members of a Snam Advisory organization			2,	2	0.0%
Intl Spam Advisory Domains	Emails that are members of a Spam Advisory organization				0	0.0%
Spam Advisory Domains DMA EMPS	Emails that are members of a Spam Advisory organization				134	0.0%
	Emails on the DMA "Do Not Mail"				100000	
SMS Domains	FCC monitored telco properties e Emails of individuals and entities		: 4b 110		11	0.0%
US Government Banned Em			in that I ic		0	0.0%
US Government Banned Dor			The	eat	2	0.0%
Legal Traps	Emails associated with litigators k				1	0.0%
Intl Malicious Moles	Emails that report campaign statis		FIIt	ers	298	0.1%
Malicious Moles	Emails that report campaign statis	Stics to RBL's			22	0.0%
Intl Blocklisted Emails	Emails utilized to identify spam	100			208	0.1%
Blocklisted Emails	Emails utilized to identify spam				96	0.0%
Seeded Trackers	Addresses used in marketing can				4	0.0%
Intl Blocklisted Domains	Organizations, associations or ne				365	0.1%
Machine Learning Traps	Emails that have the same pattern				4	0.0%
Blocklisted Domains	Organizations, associations or ne		1		518	0.2%
Recycled Bounces	Historically dead emails that are r	eactivated as traps			380	0.1%
(F)raud Threats				2,	425	0.9%
Phishers	Emails associated with phishing s	V-24-00-00-00-00-00-00-00-00-00-00-00-00-00			4	0.0%
Intl Numeric Usernames	Usernames consisting of only nur					0.0%
Numeric Usernames	Usernames consisting of only nur			1		<u> </u>
Forward Folders	Emails forwarded beyond the inte			_ Th	rea	ts
Intl Bots	Fraudulent activity associated in f			- Idei	ntif	ied 🕨
Bots	Fraudulent activity associated in f		or clicks	_ 10.0.		100
Spammer Emails	Emails identified in content spami				O2	0.1/0
Intl Scammers	Emails associated with online scams				54	0.2%
Scammers	Emails associated with online sca		17	0.1%		
Intl Highly Exposed Emails	Addresses discovered in harveste		233	0.1%		
Highly Exposed Emails	Addresses discovered in harvested, pirated, and stolen locations				481	0.2%
Bogus Usernames	Email is statistically improbable				85	0.0%
(D)elivery Threats				1,	139	0.4%
Improper RFC Rules	Invalid format via RFC rules gove	rning global address for	mats		44	0.0%
Invalid gTLD	Invalid generic top level domain	136 2			2	0.0%
Duplicates	Identical addresses within the file		7		67	0.0%
Intl Improper Domain Rules	Email does not follow the specific				3	0.0%
Improper Domain Rules	Email does not follow the specific		ts domain		933	0.3%
Temporary Disposable Email	Emails associated with temporary	, disposable services			90	0.0%
(C)onversion Threats				3,	671	1.4%
EU Member Domains	Emails from Domains that are reg		an Union		238	0.1%
California Residents	Emails associated with California				321	0.1%
Shadow Domains	Emails from domains that are shared for bot invasions				88	0.0%
Zombies	Emails from deceased individuals			1,	198	0.4%
Education	Addresses associated with a elementary, high school or university				12	0.0%
Military	Addresses operated exclusively by the United States military				30	0.0%
Civics	Addresses belonging to appointed local, state and federal officials				399	0.1%
Role Accounts	Email name is a group, position, or task not a person or individual				70	0.0%
Complainer Emails	People who habitually report commercial email as spam				045	0.4%
Screamer Emails	People who are virulent protesters of commercial email				201	0.1%
Complainer Domains	Domains that habitually complain about receiving commercial email				5	0.0%
Profanity Usernames	Addresses containing obscene language				3	0.0%
			rrections:		170	8.0%
Threat	Email Health	Initial	Records:	269,		100.0%
			Threats:		280	3.4%
Categories	Summary	Verification		-22,		8.4%
		Verification (U			285	4.2%
12	- 10 Table 1	Go	od-To-Go:	226,	838	84.0%

Understand the Verification Intelligence Report

After emailHygiene identifies undeliverable email addresses, the verification section provides insight into the results. If you have opted to run hygiene and verification together, email addresses identified as "G" (Good-To-Go) from the hygiene process will then be checked for deliverability with verification.

	Verification Intelligence Report		
Report	Description	#	%
Verification			
(I)nvalid	Denotes a record that is Invalid	224,262	19.8%
(U)nknown	Denotes a record that can not be determined	178,578	15.8%
(V)alid	Denotes a record that is Valid	569,818	50.3%

Understand the **Social Media** Intelligence Report

The social media authentication report shows the results of the quick and active scans.

- Quick Scan shows the number of records matched in Webbula's historical social database.
- **Active Scan** shows the number of records matched in both Webbula's historical social database and a real-time social media platform authentication process.

	Social Media Intelligence Report		
Report	Description	#	%
Social Media Authentication			
Benchmark Scan	A benchmark indicating the # of emails connected to social media	12,010	1.1%

Understand the Domain Intelligence Report

The domain intelligence report summarizes the domain and extensions found in your email list. This provides insight on how your email list might perform.

	Domain Intelligence Report		
Report	Description	#	%
Top 10 Domains			
1	yahoo.com	332	33.2%
2	aol.com	165	16.5%
3	gmail.com	74	7.4%
4	msn.com	45	4.5%
5	att.net	44	4.4%
6	comcast.net	35	3.5%
7	bellsouth.net	26	2.6%
8	netscape.net	24	2.4%
9	juno.com	17	1.7%
10	earthlink.net	15	1.5%
Domain Distribution			
Top 50 Domains	Percentage of the top 50 domains represented within the file	962	96.2%
Unique Domains	Number of unique domains within the file	88	100.0%

Understand the Activity Intelligence Report

365+

The Activity Intelligence Report provides the trend of activity your data file emails are doing outside your brand within the last 6 months. Webbula shows when we first encountered the email address, how active it is as previously noted, and the most recent activity of your emails.

Activity Intelligence Report Report Description **Email Activity** First Seen Activity Emails that were first detected by Webbula within the last 30 days 59,275 22.0% 90 Emails that were first detected by Webbula within the last 90 days 57,053 21.1% 180 Emails that were first detected by Webbula within the last 6 months 59,345 22.0% 365 Emails that were first detected by Webbula within the last 1 year 29,511 10.9% 365+ Emails that were first detected by Webbula over 1 year ago 32,940 12.2% **Activity Trajectory** 12.0% Major Deceleration The average activity volume has significantly slowed recently 32,425 7.2% Moderate Deceleration The average activity volume has moderately slowed recently 19,412 The average activity volume has slightly slowed recently 27,377 Slight Deceleration 10.1% Unchanged The average activity volume has remained steady and is flat 86,396 32.0% The average activity volume has slightly accelerated recently 26,291 9.7% Slight Acceleration Moderate Acceleration The average activity volume has moderately accelerated recently 35,368 13.1% Major Acceleration The average activity volume has significantly accelerated recently 10,854 4.0% Most Recent Activity 10.5% Emails where the most recent activity was within the last 30 days 28,327 90 Emails where the most recent activity was within the last 90 days 48,953 18.1% 180 Emails where the most recent activity was within the last 6 months 53,948 20.0% 365 Emails where the most recent activity was within the last 1 year 38,285 14.2%

Emails where the most recent activity was over 1 year ago

68,610

25.4%

Additional Resources

Visit the Webbula Resources Page (https://webbula.com/resource-library/) for access to additional learning resources such as:

- One Sheeters
- Blog
- Sample Report
- Case Studies
- Videos

Contact Us



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