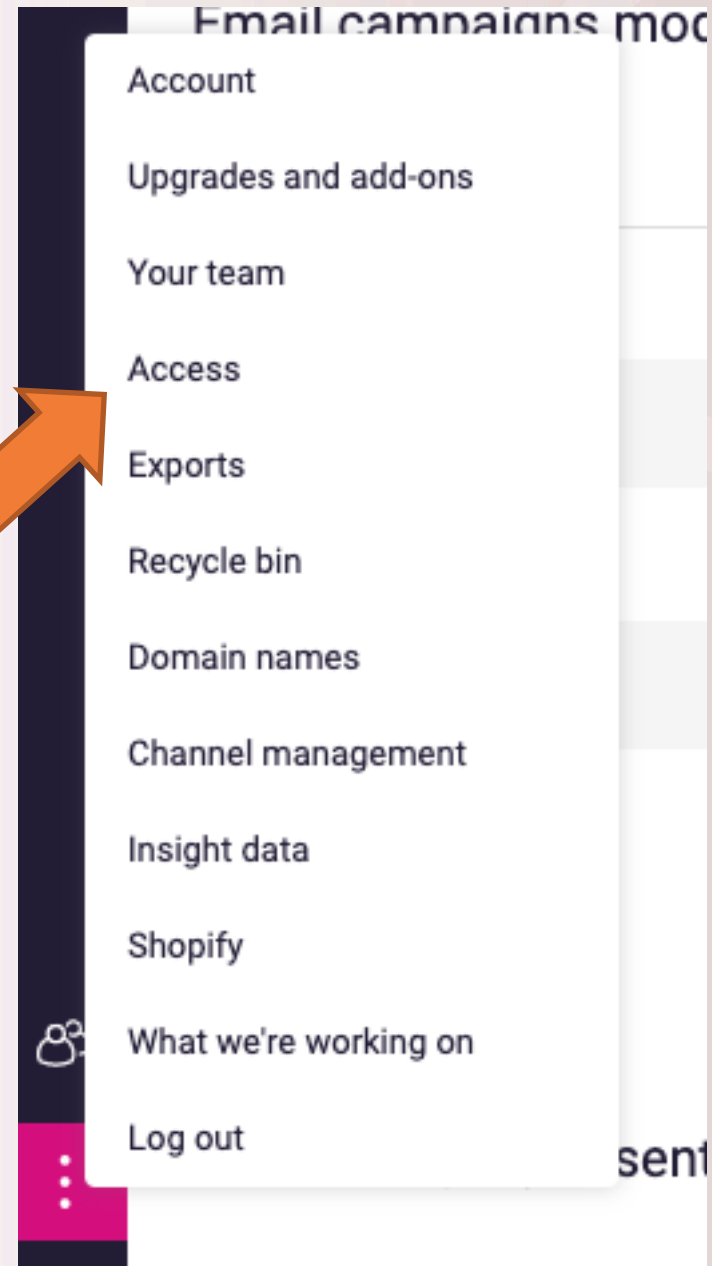Step 1: Log into your dotdigital account and click on the settings symbol (three vertical dots) at the bottom left of the screen.

Then click on "Access"

Account

Upgrades and add-ons

Your team

Access

Exports

Recycle bin

Domain names

Channel management

Insight data

Shopify

What we're working on

Log out

Step 2: In the Access section ensure the API Users folder is selected (which it should be by default) and click on the "NEW USER" button to create a new API user. At this time open a word.doc or text file, as you'll need to copy and paste some information into it, in the next few steps

Access

API users   Transactional email users   SFTP users   Ex

ⓘ Your API endpoint is **https://r1-api.dotdigital.com.**

To start using the API you'll need to create an **API managed user**. You can

NEW USER   Search 🔍   🗑 **DELETE**

Step 3: Copy and paste the API email address shown in the first box into the file you just created. Then write a description (e.g. RAIS integration) and then enter a strong password and re-enter to confirm it (please copy and paste this into the doc you created in the last step too). Then hit save ensuring the "Enabled" radio button is highlighted

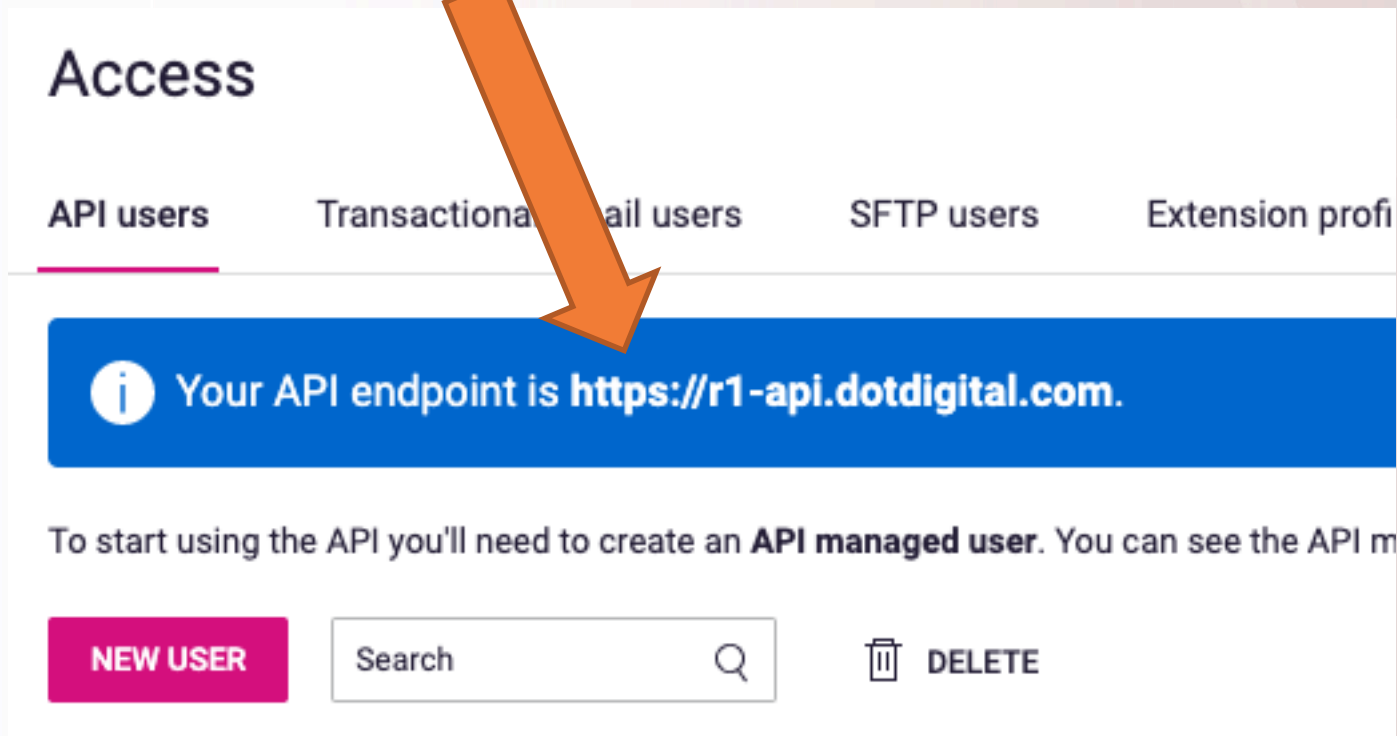**Manage users**

User details

Email address * ⑦   [apiuser-1bf42fa841... @apiconnector.com]

Description   [   ]

Password   [   ]

Confirm password *   [   ]

Status   ● Enabled
                                   ○ Disabled

SAVE   **CANCEL**
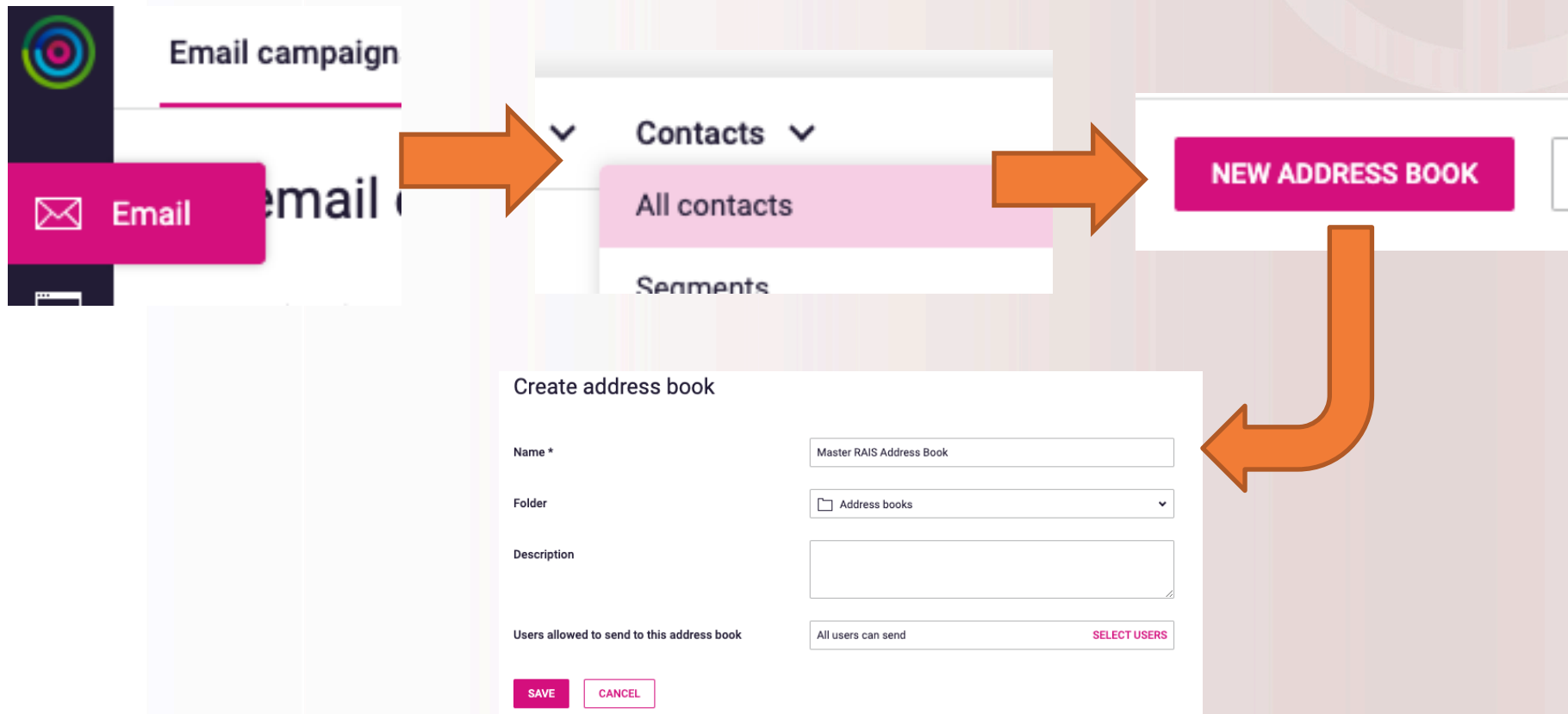
Step 4: Copy and paste your API endpoint into the doc with the API email address and password. You'll find this endpoint on the Access screen

Step 5: Click on the Email tab on the left side of the screen and then go to Contacts >>> All Contacts and create a NEW ADDRESS BOOK. Call it Master RAIS Address book and click SAVE

Create address book

Name *	Master RAIS Address Book
Folder	📁 Address books
Description	
Users allowed to send to this address book	All users can send SELECT USERS

SAVE   CANCEL

Step 6: Save the file that contains the API email, password and API endpoint and contact integration@rais.io to let us know you have done this. In the email please include the following information:

- Business name
- The name of the address book(s) you want RAIS to pull customers from
- The name of the master address book you created in Step 5 (this will be the address book RAIS will update)

Once we have this information we will share a secure folder for you to drop your file into which contains the API email, password and API endpoint

If you have any questions,
please contact us
integration@rais.io
tel: +44 (0)20 3393 0515

Thank you