

Exhibitor Lead Retrieval Instructions



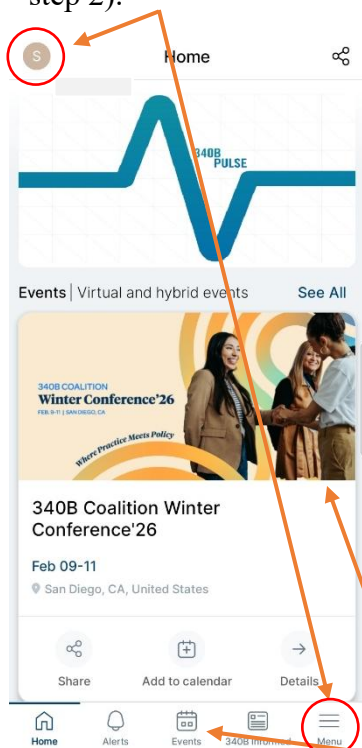
Please review the instructions below carefully and reach out to a staff member for help if needed.

LOG IN TO THE MOBILE APP:

Download or update the 340B Pulse app from the Apple App Store or Google Play.

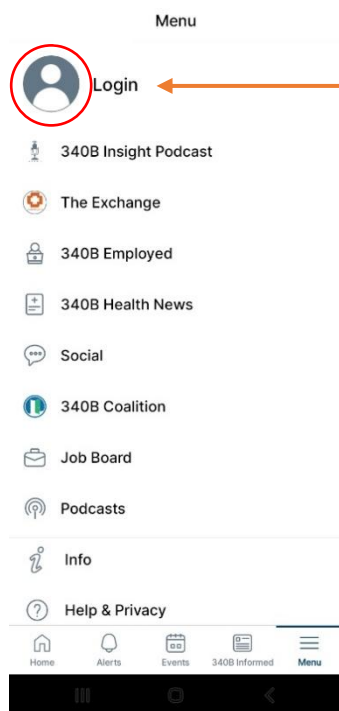
STEP ONE

Open the mobile app:
From the home screen, select either the profile icon at the top left (skip to step 3) or the Menu item at the bottom right (continue to step 2):



STEP TWO

Touch Login at the top to open the username and password option:



STEP THREE

Enter the login ID/Username and password you used to register for the conference and click Login. Click Need Help Logging in if you've forgotten your ID/Password.

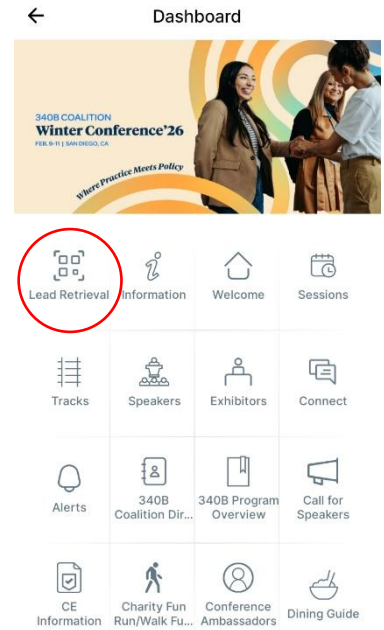


Once you have logged in and are back at the home screen of the app, either click directly on the 340B Coalition Winter Conference'26 item or click Events icon at the bottom of the screen and select the event.

STEP FOUR

From the home page of the Mobile App select Lead Retrieval.

Please Note: You **MUST BE LOGGED INTO THE APP** for the Lead Retrieval option to appear. If you are logged in and don't see this button, please see a staff member at onsite registration for help.



STEP FIVE

Use the viewer to capture the QR code on the attendee's badge. Alternatively, you may press "Enter Code" to enter the ID number located under the QR code.



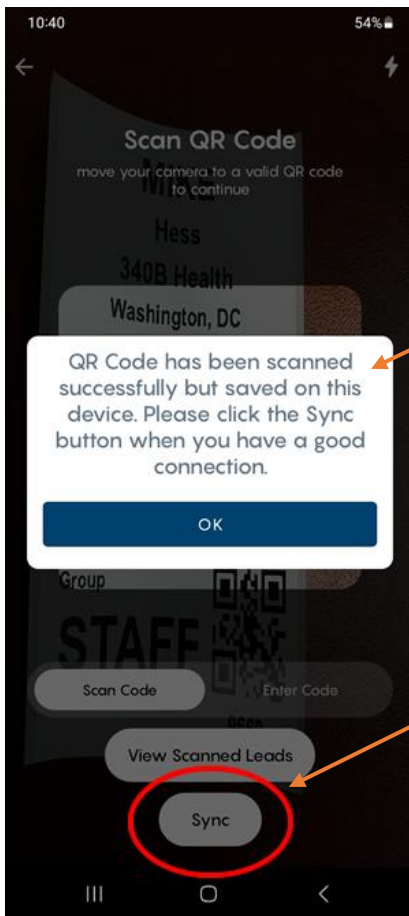
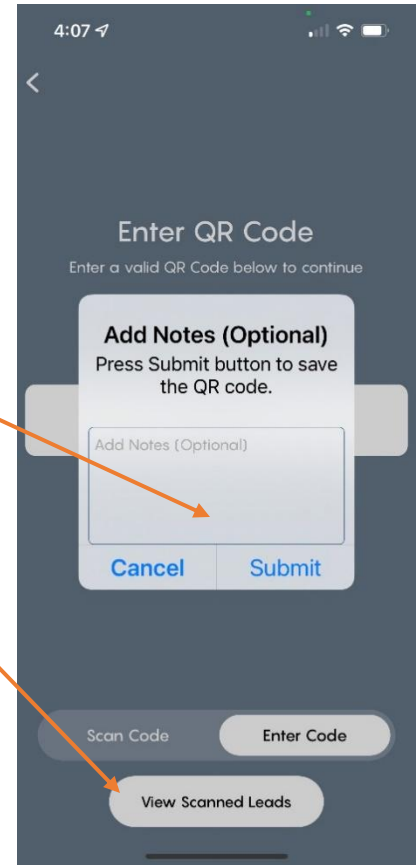
Please Note: If you do not see the **View Scanned Leads** button, your lead retrieval is not setup properly and will not record your leads. Please see a staff member at onsite registration for help.

STEP SIX

When you have captured a QR code, or entered an ID #, the following screen will appear. Enter any notes you wish to capture on the attendee and, when finished, click Submit. If you don't wish to take any notes simply press submit to capture the attendee data.

At any time throughout the day you may review your scanned leads and email them to yourself by clicking the "View Scanned Leads" button at the bottom of the screen. You can also add additional notes when viewing your scanned leads.

A list of your scanned leads will be emailed to you daily at 7:00pm PT Monday – Wednesday. You may also email yourself a list of your scanned leads at any time by exporting them using the email icon in the top right corner of the View Scanned Leads section. Please be sure to check your junk mail if you do not see these emails.



Please note that if you do not have a good internet connection when scanning leads, you will see this message displayed. The lead retrieval will still work and will store all scans locally on your mobile device. Once you get an internet connection again, please use the Sync button at the bottom of the screen to add all scans to your profile.