

Editing Your Privacy Policy Page

SKIP AHEAD TO

[How to Create/Add Your Privacy Policy Statement Page](#)

Watch: Editing Your Privacy Policy Page

Having an accessible and easy-to-understand privacy policy shows your users that you are trustworthy and have procedures to handle their personal information with care.

Your privacy policy is unique to your standard operating procedures, type of service, etc. The purpose of this guide is to show you how to add your Privacy Policy Statement inside your Thrive Marketing Machine. Please note that Thrive Academy does not and cannot provide any legal advice.

How to Create/Add Your Privacy Policy Statement Page

Step 01: Log in to your Thrive Marketing Machine

1. Copy and Paste app.thrivemarketingmachine.com on your browser
2. Enter your **Email**, **Password** and **Security Code** which is sent to your email login.

THRIVE
MARKETING
MACHINE

Sign into your account

Email

Password

[Forgot password?](#)

By signing in you agree to our [Terms and Conditions](#)

THRIVE
MARKETING
MACHINE

Verify Security Code

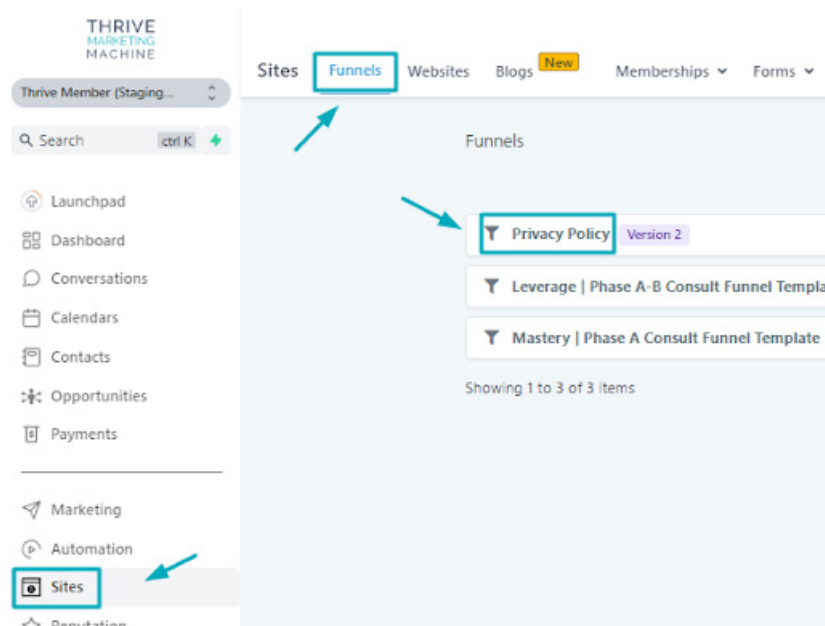
☒ Send code to email va*****@gmail.com

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[If you did not receive the code click here to resend](#)

Step 02: Open the Privacy Policy Funnel

1. Click on **Sites**, then click **Privacy Policy** under the **Funnels** tab



Step 03: Add your Domain to your Funnel

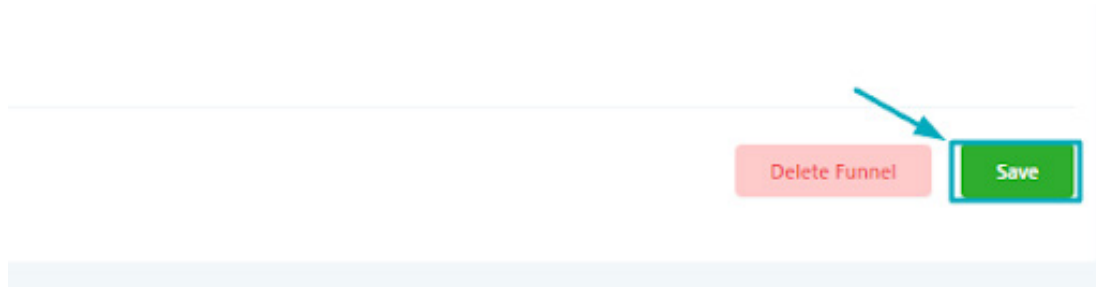
If you haven't added a domain to your Thrive Marketing Machine please fill out this form [DFY \(Done For You\)](#) so we add your domain.

This step is important so you can get the live URL of your Privacy Policy Statement

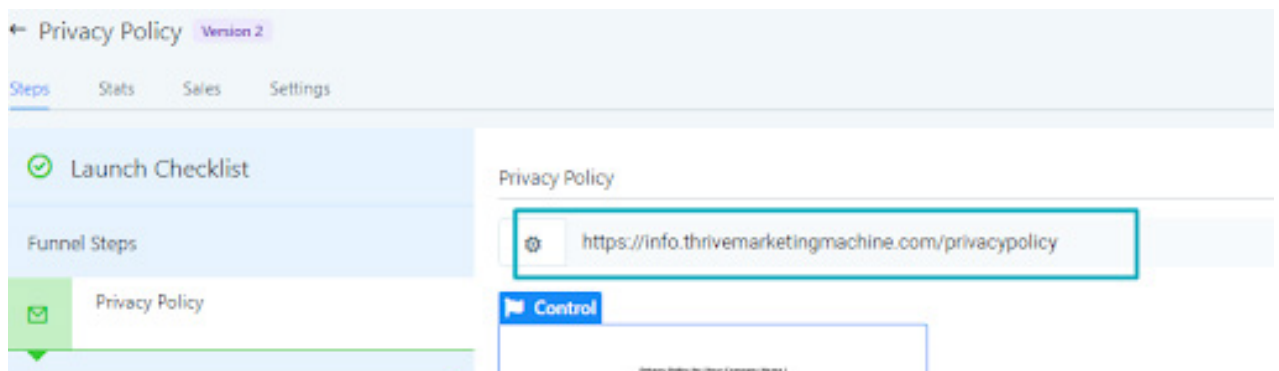
1. Click on **Settings**, and then under Domain click the drop down arrow and select your domain.

The screenshot shows the 'Settings' form. The 'Domain' section has a label 'Domain' and a text input field with the placeholder 'Select Domain for Funnel'. A red box highlights the dropdown arrow on the right side of this field, with a red arrow pointing to it. Below this, the domain 'info.thrivemarketingmachine.com' is listed. The 'Favicon URL' section has a text input field with a placeholder 'Add a URL to your .png or .ico favicon image. For ALL your pages inside your Funnel.' The 'Body tracking code' section has a text input field.

2. Click Save

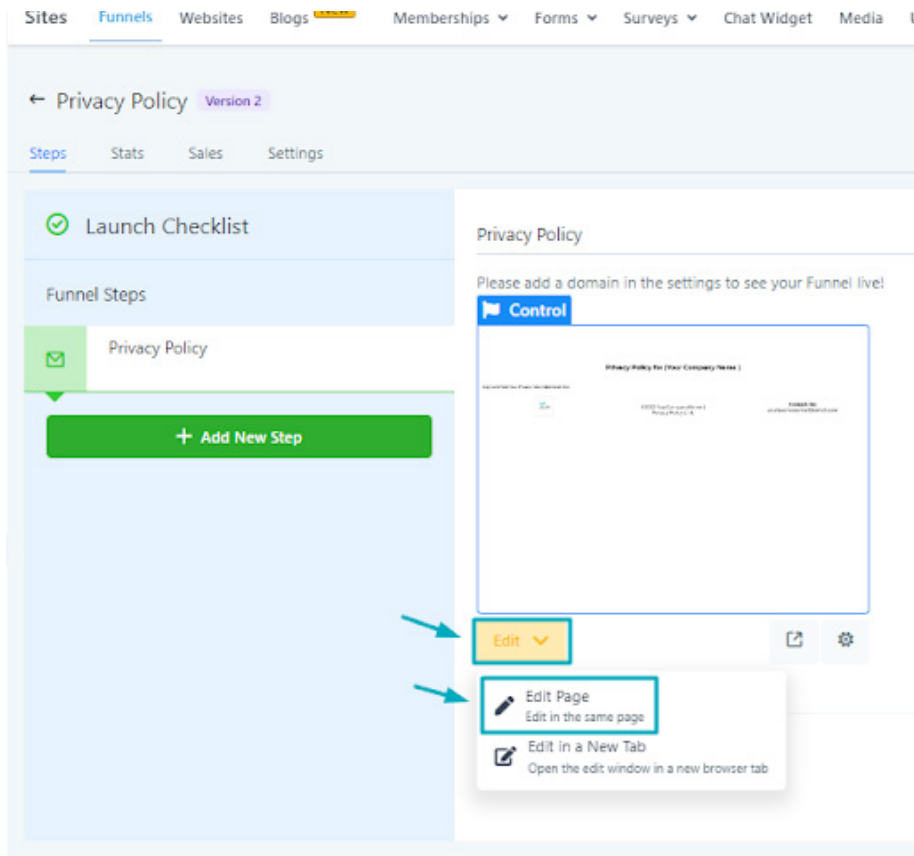


3. Copy your Privacy Policy URL then save it in your notepad

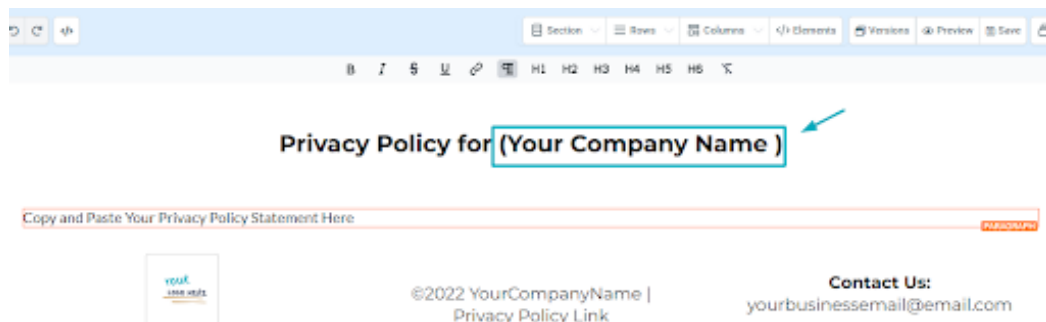


Step 04: Edit Privacy Policy Page

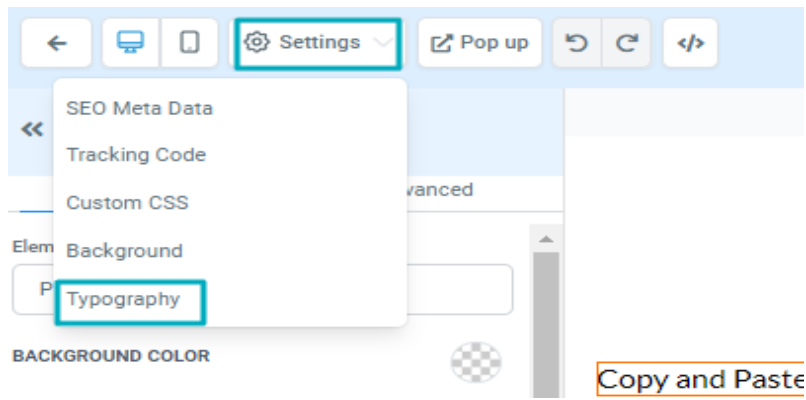
1. Click **Edit** then select **Edit Page**



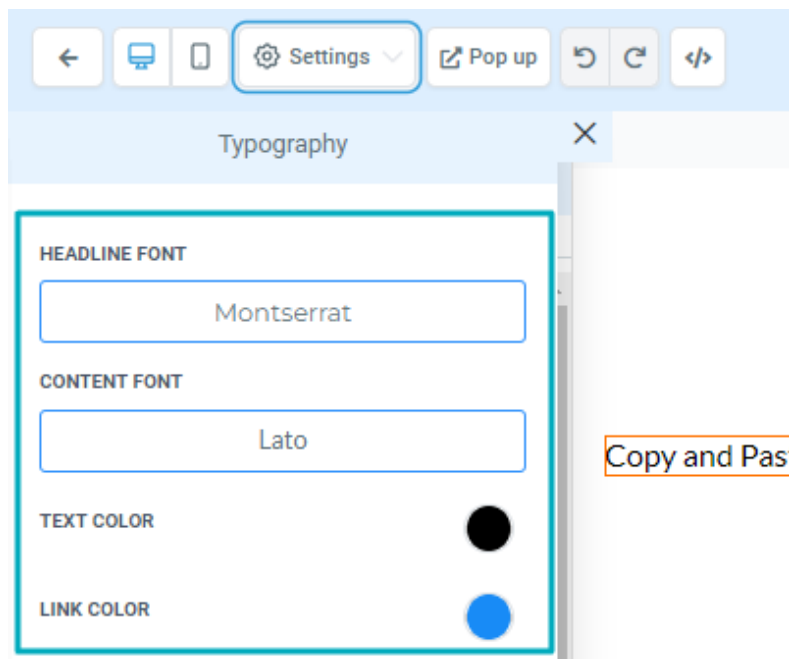
2. Replace **Your Company Name** to your Name or Business Name



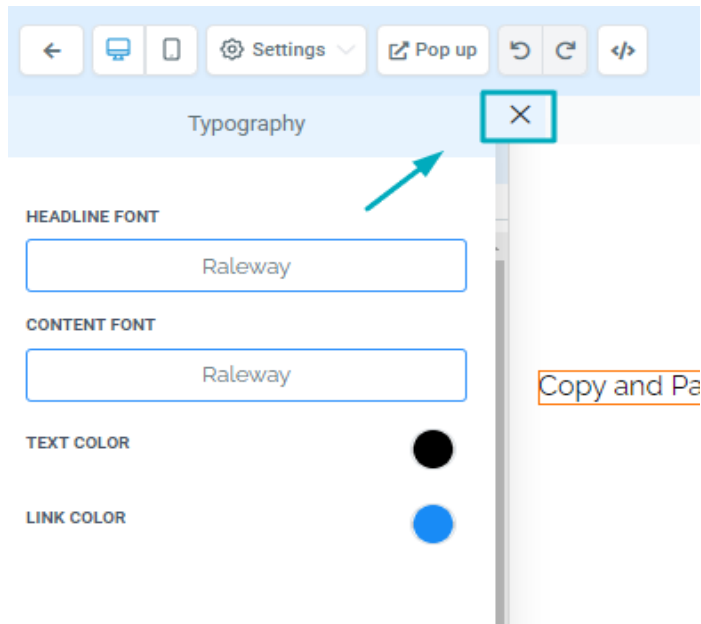
- a. If you want to change the Font style you can change it by clicking on **Settings** then selecting **Typography**



- b. Here you can **change Font, Font Color** and **Link Color** select your branding font and colors. Click this [link](#) for more info on changing fonts and colors

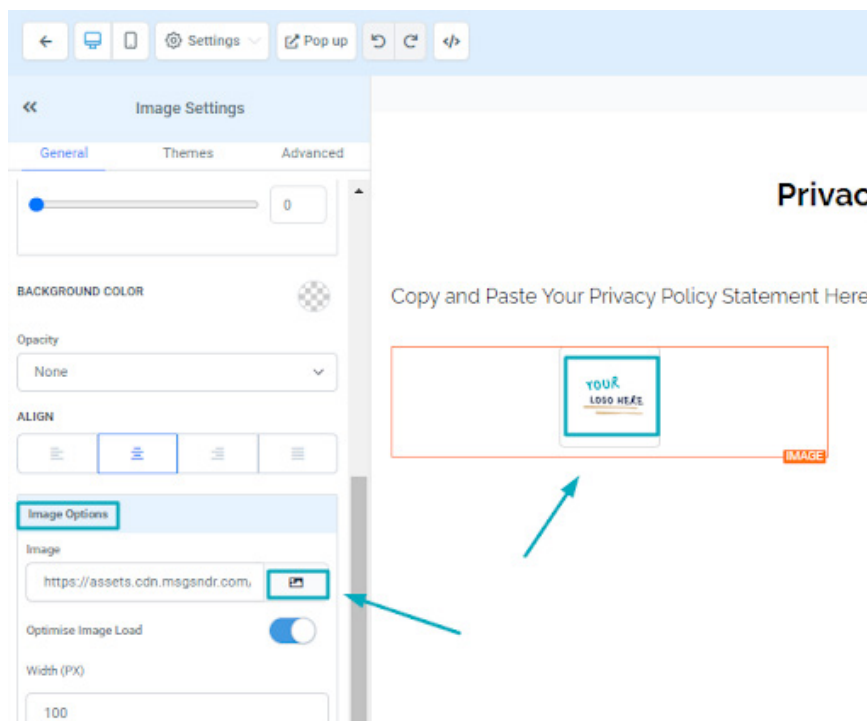


c. Click X to close

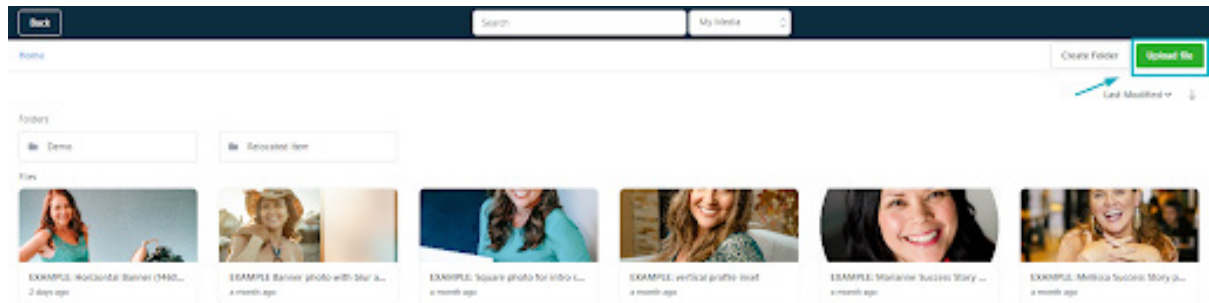


3. Replace the Logo Image with you logo.

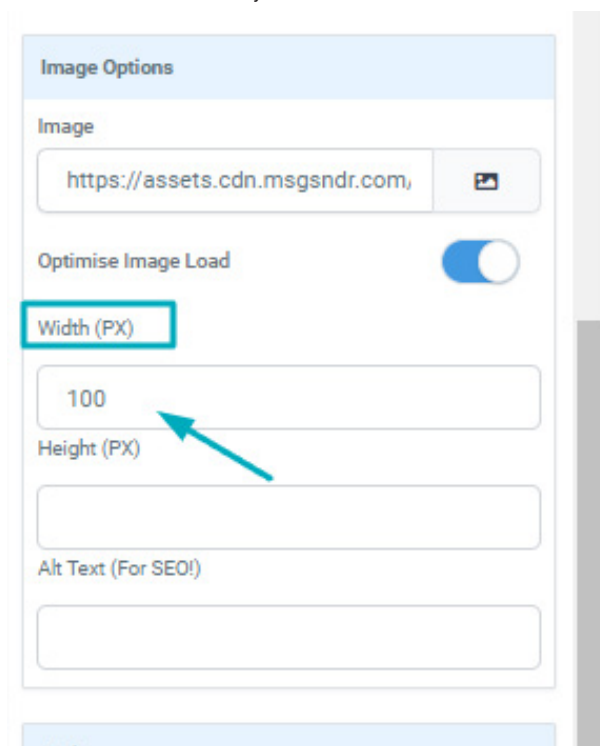
a. Click on the **Logo Image**. You will see the Image Settings on the left, scroll down to **Image Options**, then click the image icon. This will open the **media library**



- b. Inside the **Media Library** you will see all the images that you have already uploaded. You may also **upload a new file**. If your logo is already in the media library, just **double click** on it to add it on your funnel.



- c. If you want to **change your logo size**, click the **logo image** then scroll down to **Image Options**. Change the **Width (PX)** to your desired size, leave the **Height (PX)** blank.

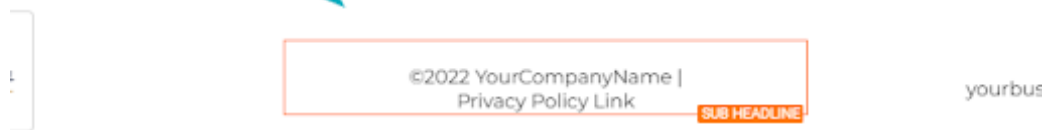


4. Update your Business/Company Name and Privacy Policy Link

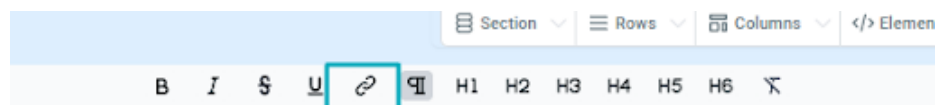
a. Select/Highlight YourCompanyName and replace it with your name or business name.

Privacy Policy for (Your Company Name)

Policy Statement Here



b. Highlight/Select Privacy Policy Link then click the Link icon on top



Privacy Policy for (Your Company Name)

Statement Here



- c. Paste the Privacy Policy Link that you copied and pasted on your notepad then click Okay.

Add link

URL

<https://info.thrivemarketingmachine.com/privacypolicy>

Open link in..

Current window

Cancel Okay

5. **Update your Contact Us** email

- a. Click the email address below **Contact Us** then replace it with your business email address.

HEADLINE

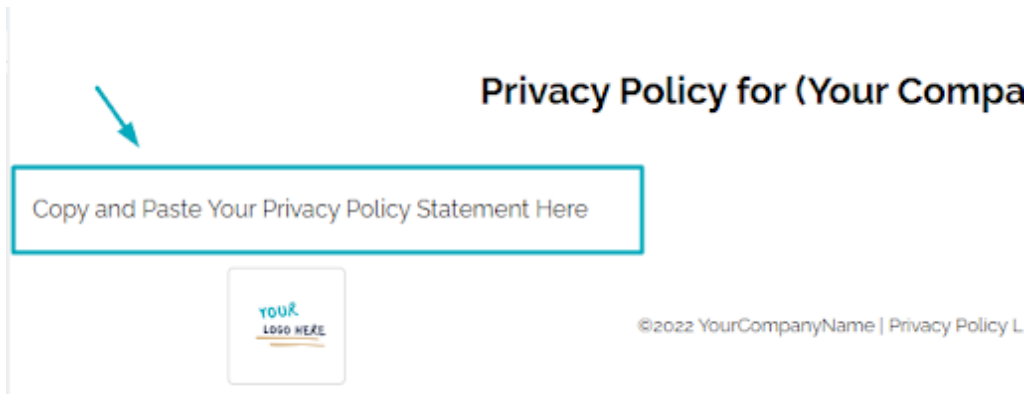
Contact Us:

yourbusinessemail@email.com

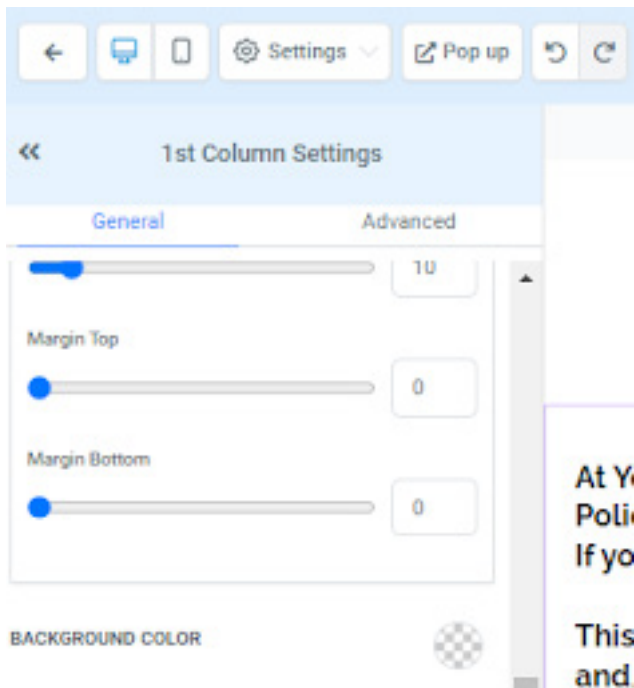
SUB HEADLINE

6. **Copy and Paste** your Privacy Policy Statement

- a. Open your Website Privacy Policy page then copy it, you can press **CTRL+A** on your keyboard to select all texts.
- b. Highlight/Select "**Copy and Paste Your Privacy Policy Statement Here**" then paste the Privacy Policy Statement that you copied.



- c. Check formatting, spacing and alignment settings on the left before saving.



d..Click **Save** and **Preview** once you're done.

