

Aston Link guide

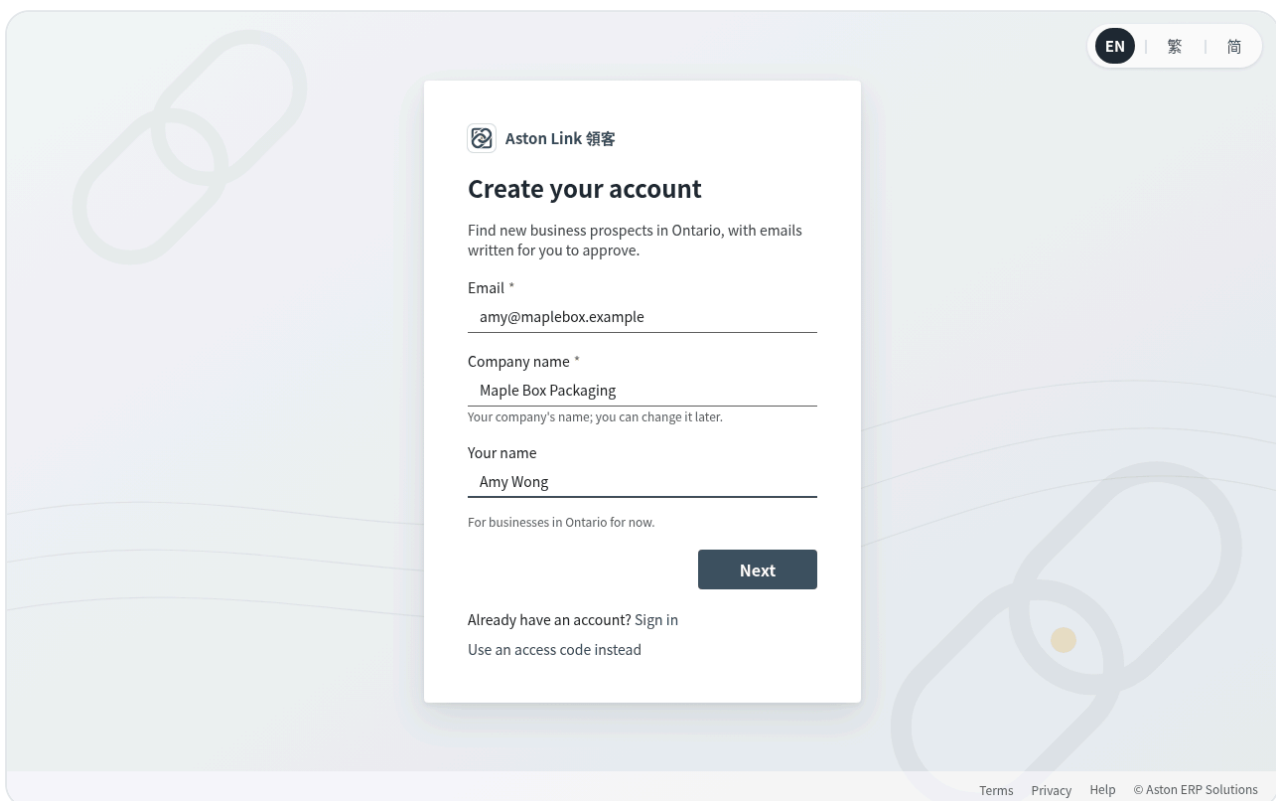
How to use Aston Link, one task at a time. Every page has numbered steps with a picture of the screen.

1. Sign up

Create your account with your email address. There is no password: we email you a code each time you sign in.

1

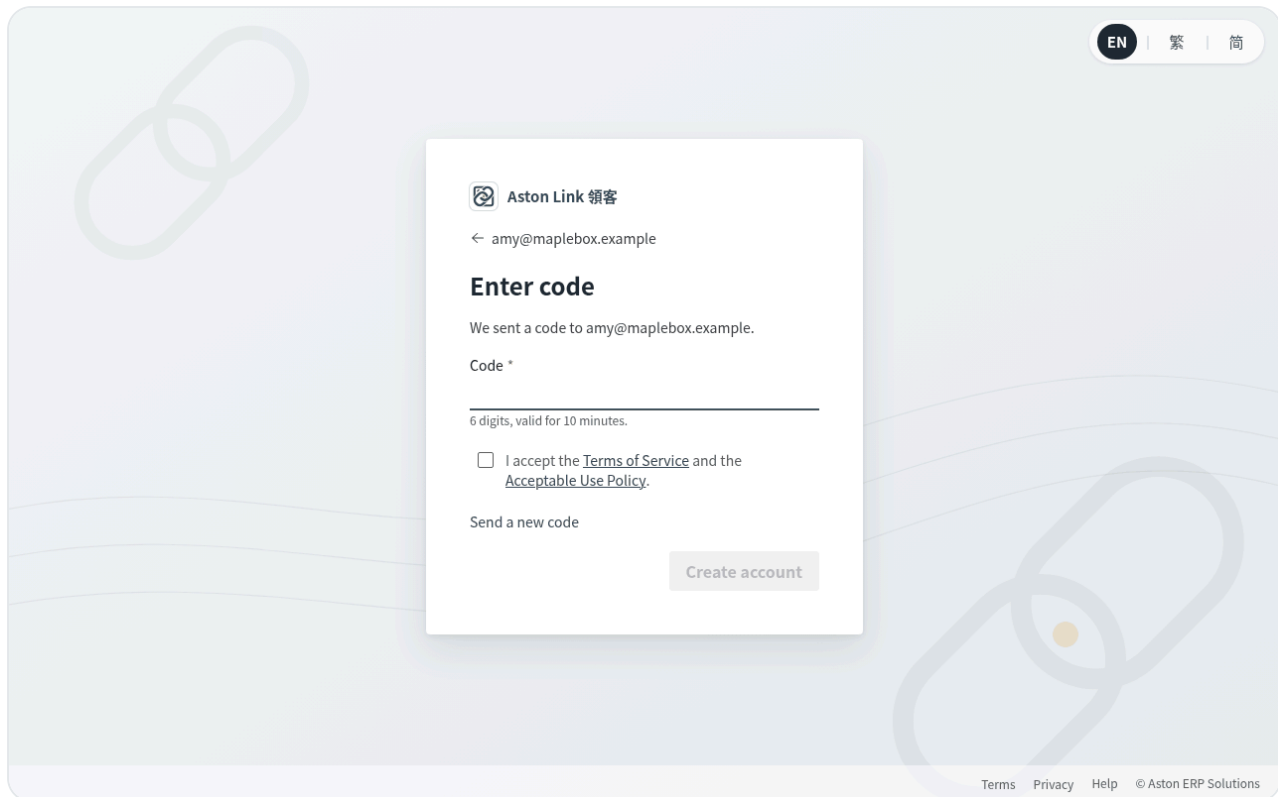
Go to app.astonlink.ca. Under the sign-in box, choose No account? Create one. Pick your language at the top right (EN | 繁 | 简). Enter your email address, your company name and your name, then press Next.



The screenshot shows the 'Create your account' form on the Aston Link website. The form is centered on a light blue background with a large, faint link icon. At the top right of the page, there are language selection buttons: 'EN', '繁', and '简'. The form itself has a white background and a dark blue header with the Aston Link logo and the text 'Aston Link 領客'. Below the header, the title 'Create your account' is followed by a description: 'Find new business prospects in Ontario, with emails written for you to approve.' The form contains three input fields: 'Email *' with the value 'amy@maplebox.example', 'Company name *' with the value 'Maple Box Packaging', and 'Your name' with the value 'Amy Wong'. Below the 'Company name' field, there is a note: 'Your company's name; you can change it later.' At the bottom of the form, there is a 'Next' button and a link: 'Already have an account? Sign in Use an access code instead'. At the very bottom of the page, there are links for 'Terms', 'Privacy', and 'Help', and a copyright notice: '© Aston ERP Solutions'.

2

We email you a 6-digit code. Type it in, accept the Terms, and press Create account. If the email doesn't arrive within a minute, check your spam folder or ask for a new code.



The screenshot displays a web interface for creating an account with Aston Link. The background is a light blue-grey with faint, stylized circular patterns. In the top right corner, there is a language selector with 'EN' selected, followed by '繁' and '简'. The main content is a white card with a subtle shadow. At the top of the card is the Aston Link logo and the text 'Aston Link 領客'. Below this is a back arrow and the email address 'amy@maplebox.example'. The section is titled 'Enter code'. It states 'We sent a code to amy@maplebox.example.' and features a text input field labeled 'Code *'. Below the input field, it says '6 digits, valid for 10 minutes.' There is a checkbox with the text 'I accept the [Terms of Service](#) and the [Acceptable Use Policy](#).' Below the checkbox is a link 'Send a new code'. At the bottom right of the card is a grey button labeled 'Create account'. The footer of the page contains links for 'Terms', 'Privacy', and 'Help', followed by the copyright notice '© Aston ERP Solutions'.

EN | 繁 | 简

Aston Link 領客

< amy@maplebox.example

Enter code

We sent a code to amy@maplebox.example.

Code *

6 digits, valid for 10 minutes.

☐ I accept the [Terms of Service](#) and the [Acceptable Use Policy](#).

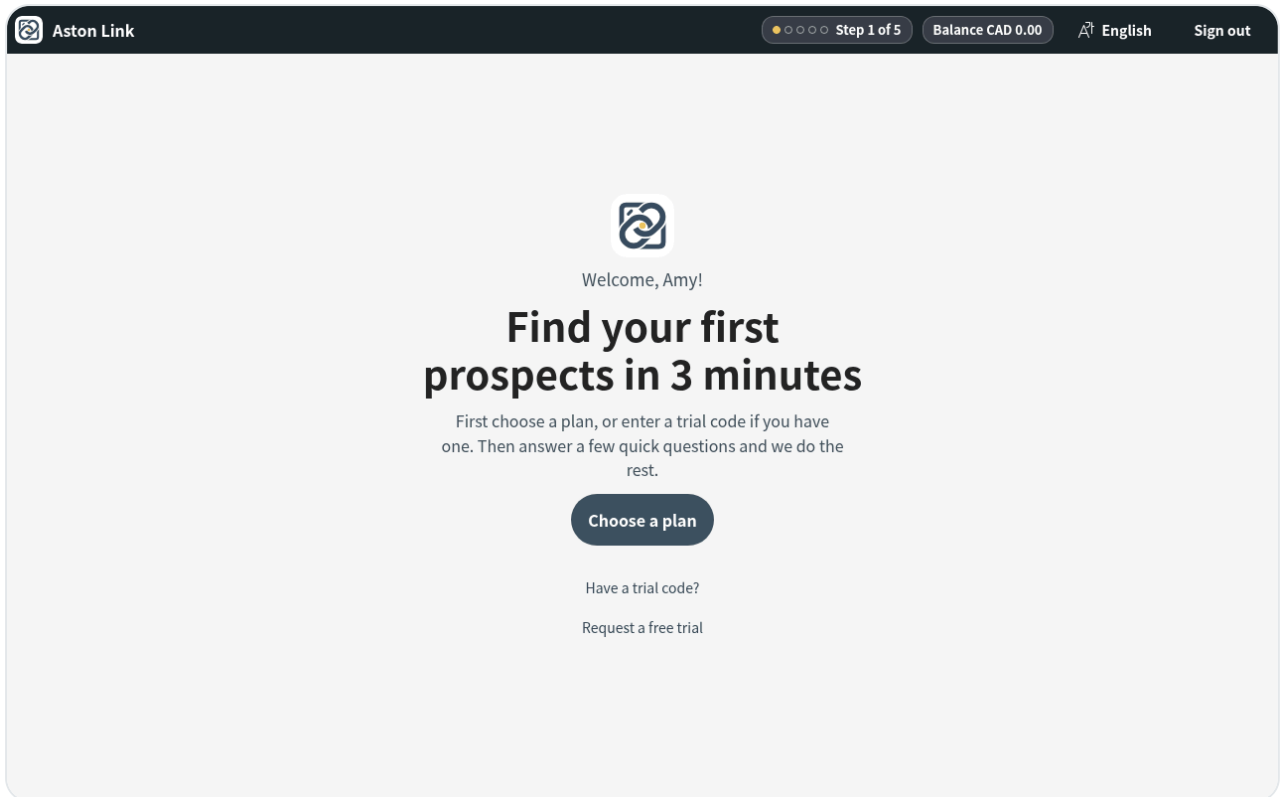
[Send a new code](#)

Create account

Terms Privacy Help © Aston ERP Solutions

3

You're in. The welcome screen shows one next step at a time, so you always know what to do.

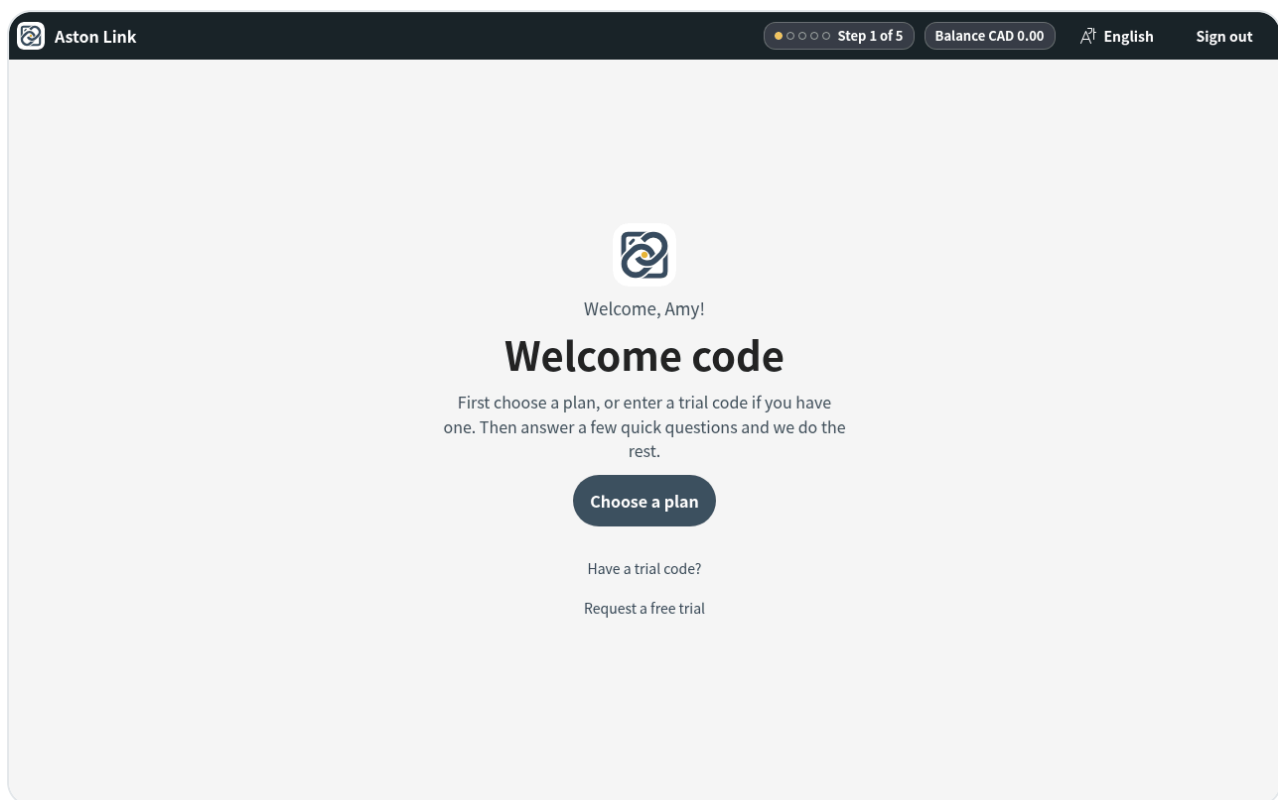


2. Choose a plan or enter a trial code

Aston Link starts working once you have a plan or a free trial. A trial code starts the trial at once, with credit to find your first prospects.

1

On the welcome screen, press Choose a plan. Have a trial code? Tap Have a trial code? under the button instead.



Pick Individual or Team. You pay by card on Stripe's secure page; usage is prepaid separately, as credit.

The screenshot displays the 'Billing' section of the Aston Link web application. The interface includes a top navigation bar with the 'Aston Link' logo, a progress indicator for 'Step 1 of 5', and a 'Balance CAD 0.00' status. A left sidebar contains a search bar and a 'Back to app' link, followed by a 'SETTINGS' menu with options: Business profile, Sending, Schedule, Team, Billing (selected), and Setup. Below the settings is a 'Settings' button and a user profile section for 'Company: Maple Box Packaging' and 'User: Amy Wong'. The main content area is titled 'Billing' and includes a sub-header 'Prepaid credit: every researched company is charged by its research cost.' with 'Refresh' and 'Export CSV' links. It features three tabs: 'Balance and top-ups', 'Plans' (active), and 'Invoices'. The 'Plans' section presents two options: 'Individual' and 'Team'. The 'Individual' plan is priced at 'CAD 2.99 / month' (plus HST) and includes 1 user. The 'Team' plan is priced at 'CAD 7.99 / month' (plus HST) and includes 3 users. Both plans list benefits such as prepaid usage, monthly renewals, and non-refundable payments. Each plan has a 'Start with a card' button. A note at the bottom states: 'A card is required to start. Your plan renews every month until you cancel; the balance for finding, drafting and sending stays prepaid.' A final message at the bottom indicates that card payments are not yet switched on and provides contact information for Aston Link.

Billing
Prepaid credit: every researched company is charged by its research cost.

Refresh Export CSV

Balance and top-ups **Plans** Invoices

Individual
For one person finding and emailing their own prospects.

CAD 2.99 / month
for the first 2 months, then CAD 9.99 / month
Plus HST (Ontario)

- ✓ 1 user
- ✓ No extra users (choose Team for more)
- ✓ Usage is prepaid separately: top up your balance
- ✓ Renews every month; cancel any time from Billing

Payments are non-refundable. See Terms.

Start with a card

Team
For a sales team: assign prospects, each member sends from their own mailbox.

CAD 7.99 / month
for the first 2 months, then CAD 24.99 / month
Plus HST (Ontario)

- ✓ 3 users included
- ✓ Extra users: CAD 5.00 / month each (prorated)
- ✓ Usage is prepaid separately: top up your balance
- ✓ Renews every month; cancel any time from Billing

Payments are non-refundable. See Terms.

Start with a card

A card is required to start. Your plan renews every month until you cancel; the balance for finding, drafting and sending stays prepaid.

Card payments aren't switched on yet. Please contact Aston Link.

3

To use a trial code, type it in (for example FRIEND-ABCD) and press Start my trial. Your trial and its credit start straight away.

Aston Link

Step 1 of 5Balance CAD 0.00EnglishSign out



Welcome, Amy!

Find your first prospects in 3 minutes

First choose a plan, or enter a trial code if you have one. Then answer a few quick questions and we do the rest.

Choose a plan

Trial code

Start my trial

Request a free trial

3. Answer the setup questions

Tell Aston Link what you sell and who buys it, like a short chat. It takes about 3 minutes, and you can type or speak your answers.

1

Press Start. Prefer to set everything up yourself? Use Skip, I'll set it up myself at the bottom; you can come back later with Set up by answering questions.

Aston Link

Step 2 of 5

Balance CAD 0.00

English

Sign out

Find prospects

A few quick questions, then we find your first prospects.



Tell us who you sell to

Answer 4 or 5 short questions, like a chat. Type, or use the microphone on your phone keyboard. It takes about 2 minutes.

Start

Skip, I'll set it up myself

Answer each question in a few words. The example under each question fits your business. On a phone, tap the microphone on the keyboard to speak.

Aston Link

Step 2 of 5

Balance CAD 0.00

English

Sign out

Find prospects

A few quick questions, then we find your first prospects.

What do you sell?
For example: takeout boxes and paper bags for restaurants.

takeout boxes, paper bags and cups

What kinds of businesses usually buy it?
For example: restaurants, bubble tea shops, bakeries, cafés

restaurants, bubble tea shops, bakeries

Which area should we look in?
Most people pick the whole Greater Toronto Area.

Question 3 of 5

Whole GTA

Type your answer...

Tip: tap the microphone on your keyboard to speak your answer.

Skip, I'll set it up myself

Check the summary card: what you sell, who to find, where, and who not to contact. Press Looks right, or Change something to fix it.

Aston Link

Step 2 of 5Balance CAD 0.00EnglishSign out

Find prospects

A few quick questions, then we find your first prospects.

Is this right?

Here is what we understood. Check it before we start looking.

You sell

Takeout boxes, paper bags and cups

You want to find

Restaurants, bubble tea shops and bakeries that do takeout

Where

Toronto, North York, Scarborough, Mississauga, Markham, Vaughan

Don't contact

Big chains, and Golden Spoon (already a customer)

Also

Small family businesses • Small

Usually about CAD 3-5, at most CAD 11. Stops once 2 good fits are found. You have no credit yet.

Looks right

Change something

Add your company details for the bottom of every email: name, phone and business address (Canadian law requires the address). A website is optional. Then press Find my first prospects.

Aston Link

Step 2 of 5

Balance CAD 0.00

English

Sign out

Find prospects

Your details for the emails

These go at the bottom of every email. Canadian law requires your business address in each one.

Company name *

Maple Box Packaging

Company website

https://

Optional. No website? That's fine: your emails use your answers.

Your name *

Amy Wong

Phone *

416-555-0100

Street address *

1 Example St

Unit / suite (optional)

City *

Toronto

Province *

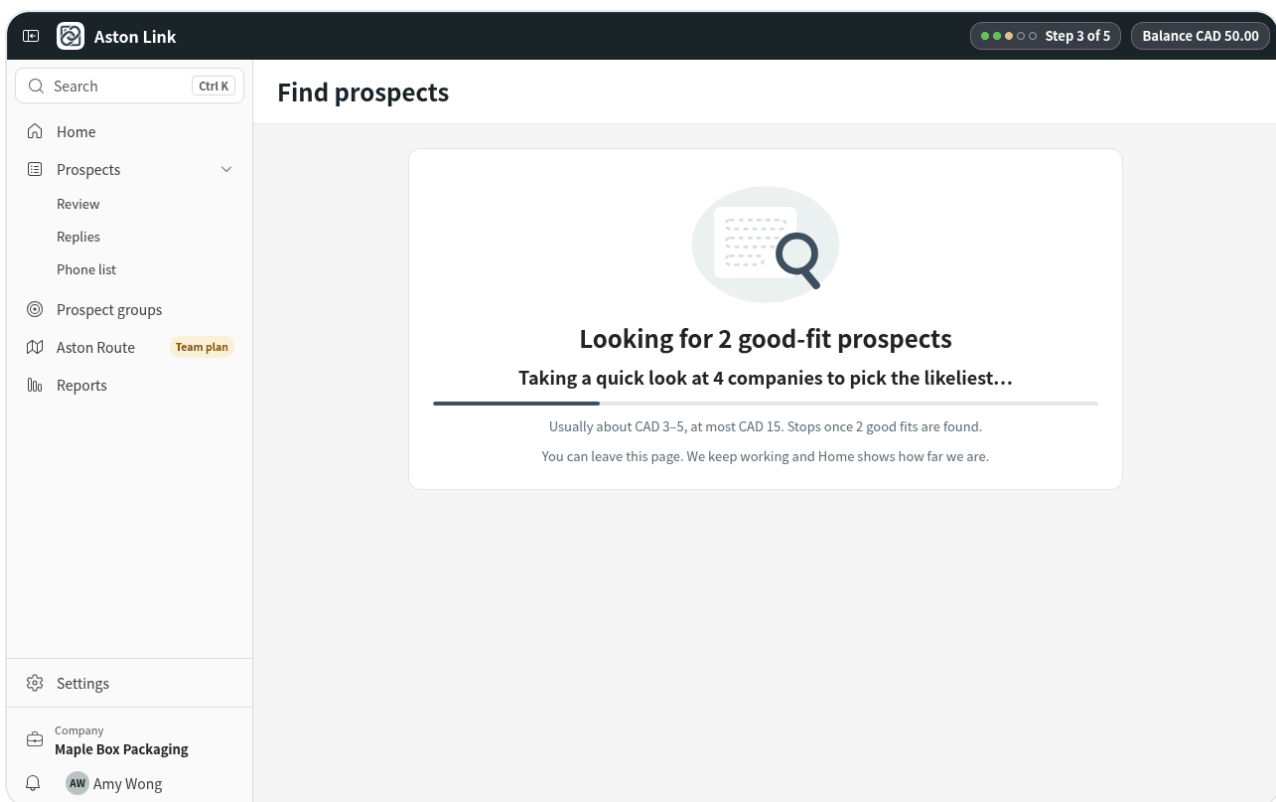
Postal code *

4. Review your first prospects

Aston Link takes a quick look at up to 20 companies, researches the likeliest few, and stops once it finds 2 good fits. It writes an email for each one; nothing is sent without you.

1

Before it starts, one line says what it usually costs and the most it can use. While it works you can leave the page; Home shows how far it is.



Each card shows the company, how well it fits, why, and a draft email. The line at the top says what this search actually used.

Aston Link Step 4 of 5 Balance CAD 50.00

Search Ctrl K

Find prospects

Your first prospects

We looked at 4 companies and researched the 4 likeliest: 3 are a good fit, and 2 have an email ready for you to check.

This used CAD 3.91 of your credit (at most CAD 15.00).

Connect your mailbox to send

Or copy an email below and send it from your own Gmail or Outlook.

Lotus Lane Tea House Very good fit

A bubble tea shop in Markham with a large takeout trade.

Draft email (not sent)

Takeout boxes for Lotus Lane Tea House?

Hi,

We're Maple Box Packaging. We deliver takeout boxes, paper bags and cups to restaurants across the GTA, usually the next day.

With so many takeout orders at Lotus Lane Tea House, how do you keep enough boxes in stock on busy weekends?

Show the whole email

Copy this email **Copy subject**

Settings

Company
Maple Box Packaging

AW Amy Wong

No good fit yet? You see the closest matches and their reasons. Add nearby areas or other kinds of business and press Add these and try again.

The screenshot shows the 'Aston Link' web application interface. The top navigation bar includes the 'Aston Link' logo, a search bar with 'Ctrl K' shortcut, and a progress indicator showing 'Step 4 of 5' with a balance of 'CAD 50.00'. The left sidebar contains a menu with options: Home, Prospects (selected), Review, Replies, Phone list, Prospect groups, Aston Route (with a 'Team plan' badge), and Reports. Below the menu are sections for 'Settings' and 'Company' information, which includes 'Maple Box Packaging' and a user profile for 'Amy Wong' (AW).

The main content area is titled 'Find prospects'. It features a message box stating 'No good fit this time' with the text: 'We looked at 3 companies and researched the 3 likeliest, but none was a good fit yet. This used CAD 4.20 of your credit (at most CAD 15.00)'. Below this, a section titled 'The closest matches' lists three potential prospects, each with a 'Close' button:

- Golden Hall Banquets**: A large banquet hall that uses its own suppliers.
- Tea Time Café**: A small café with little takeout.
- Sushi Express Bar**: Part of a chain that buys centrally.

A 'Google Maps' link is visible at the bottom right of the matches section. At the very bottom of the main area, a partially visible section titled 'Widen the search' is shown.

5. Copy an email or connect your mailbox

Send the emails from your own address. You can copy each email into Gmail or Outlook yourself, or connect your mailbox so Aston Link sends the emails you approve and shows you the replies.

1

Press Copy this email, then paste it into a new email in your Gmail or Outlook. The unsubscribe line stays at the bottom: keep it. Copied emails are marked Copied (not tracked).

Lotus Lane Tea HouseVery good fit

A bubble tea shop in Markham with a large takeout trade.

Draft email (not sent)

Takeout boxes for Lotus Lane Tea House?
Hi,
We're Maple Box Packaging. We deliver takeout boxes, paper bags and cups to restaurants across the GTA, usually the next day.
With so many takeout orders at Lotus Lane Tea House, how do you keep enough boxes in stock on busy weekends?

Show the whole email

 **Copy this email**

Copy subject

Copied (not tracked)

Send it to: hello@lotuslane.example

Or press Connect your mailbox to send. Enter your work email: Aston Link finds the right way to connect it. Step-by-step guides for each email provider are in the mailbox guides. [Mailbox guides](#)

Aston Link

Step 4 of 5

Balance CAD 50.00

Search

Ctrl K

Back to app

SETTINGS

Business profile

Sending

Schedule

Team

Billing

Setup

Settings

Company

Maple Box Packaging

Amy Wong

Setup

Seven short steps. Everything saves as you go, so you can stop and come back any time.

Step 1 of 7

3 of 7 done

1

2

3

4

5

6

7

Sending mailbox

Business basics

What you offer and who to find (AI draft)

Never contact (existing customers)

DNS check for your sending domain

Test email

Sending times

STEP 1 OF 7

Connect your sending mailbox

Emails go out from your own business address, so replies come straight back to you.

Step 1: connect the email address your emails will be sent from. Gmail, Outlook, Microsoft 365, Yahoo, iCloud, QQ, 163 and company mailboxes all work.

Your email address

you@company.com

The address emails will be sent from. Aston Link finds the easiest way to connect it.

Continue

Set up later (try searches first)

Need help? Contact us and we'll help you set it up: WhatsApp 437-340-3328 • support@astonlink.ca

Skip for now →

6. Switch on real sending

Until you switch on real sending, every approved email goes only to your own test address, so you can check it safely.

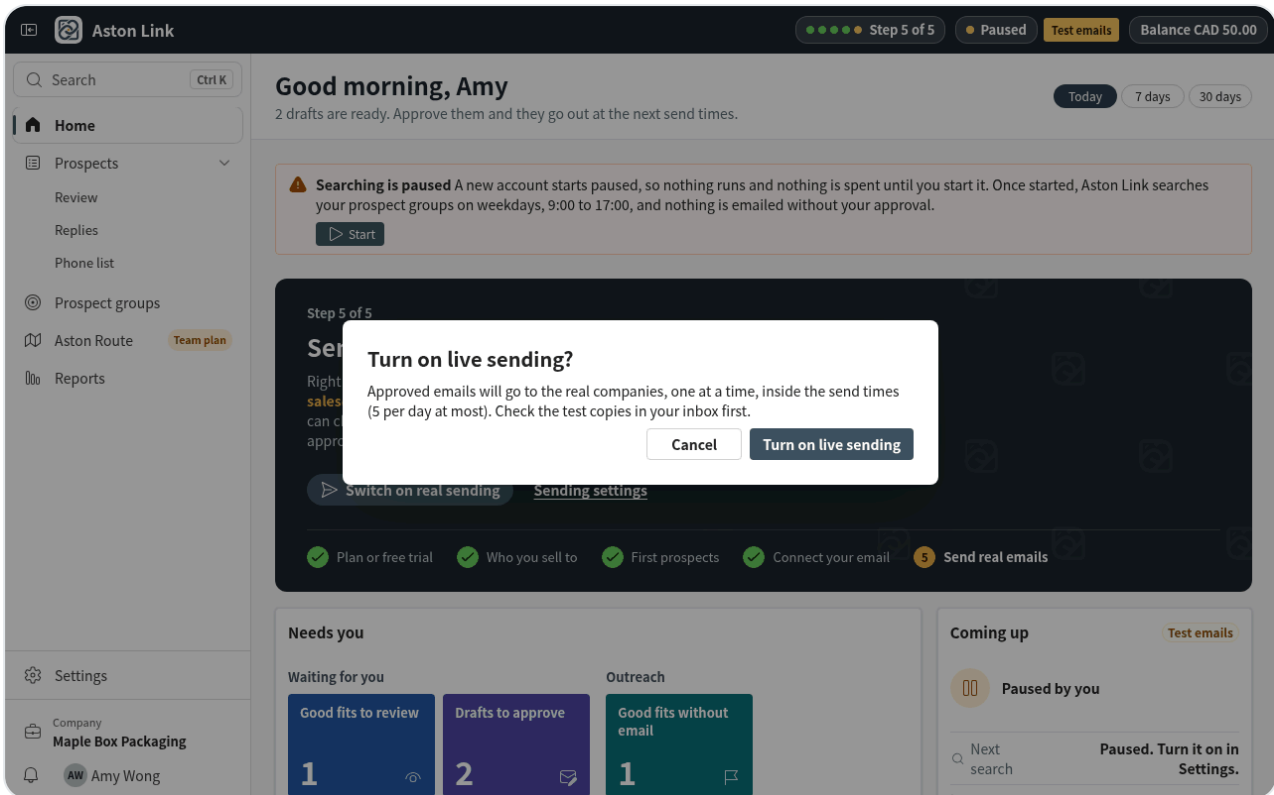
1

When you're happy with the test emails, press Switch on real sending on Home. Anything still missing (for example the mailbox) is listed above the button.

The screenshot shows the Aston Link dashboard interface. At the top, the header includes the Aston Link logo, a search bar, and navigation links for 'Step 5 of 5', 'Paused', 'Test emails', and 'Balance CAD 50.00'. The left sidebar contains a 'Home' button and a list of menu items: 'Prospects' (with sub-items: Review, Replies, Phone list), 'Prospect groups', 'Aston Route' (with a 'Team plan' badge), 'Reports', 'Settings', and 'Company' (with 'Maple Box Packaging' and user 'Amy Wong'). The main content area is titled 'Good morning, Amy' and shows '2 drafts are ready. Approve them and they go out at the next send times.' Below this is a warning box: 'Searching is paused A new account starts paused, so nothing runs and nothing is spent until you start it. Once started, Aston Link searches your prospect groups on weekdays, 9:00 to 17:00, and nothing is emailed without your approval.' A 'Start' button is present. The central section is 'Step 5 of 5' titled 'Send real emails', explaining that approved emails currently go to a test address (sales@maplebox.example) and instructing the user to switch on real sending. A 'Switch on real sending' button and a 'Sending settings' link are provided. A progress bar at the bottom shows steps: 'Plan or free trial' (checked), 'Who you sell to' (checked), 'First prospects' (checked), 'Connect your email' (checked), and 'Send real emails' (active, with a dollar sign icon). Below the progress bar, the 'Needs you' section shows 'Waiting for you' with 'Good fits to review' (1), 'Drafts to approve' (2), and 'Outreach' with 'Good fits without email' (1). The 'Coming up' section shows 'Paused by you' with a 'Next search' button and a message: 'Paused. Turn it on in Settings.'

2

Confirm. From now on, approved emails go to the companies themselves, inside your sending times and daily limit. You can go back to test mode at any time in Settings > Sending.



7. Top up credit and read your balance

Finding and researching companies and writing emails use prepaid credit. Your balance is always at the top right.

1

Open Settings › Billing. Current balance shows what is left. Next to it: what was charged this month, how many companies qualified, and your last top-up.

The screenshot shows the 'Billing' section of the Aston Link interface. The left sidebar contains navigation links: Search, Back to app, SETTINGS (Business profile, Sending, Schedule, Team, Billing, Setup), Settings, and Company (Maple Box Packaging, Amy Wong). The main content area is titled 'Billing' and includes a 'Prepaid credit' note. It features tabs for 'Balance and top-ups', 'Plans', and 'Invoices'. The 'Balance and top-ups' tab is active, displaying a 'Plan' section with an 'Individual' plan for 1 user, a 'Change plan' button, and a toggle for 'If my card can't be charged, pay my plan from my prepaid balance'. Below this, a summary table shows: Current balance (CAD 50.00), Charged this month (CAD 0.00), Qualified companies this month (0), and Last top-up (CAD 50.00 on Oct 4, 01:38 p.m.). The 'Top up online' section offers four options: CAD 50.00 (+CAD 5.00 bonus), CAD 100.00 (+CAD 25.00 bonus), CAD 300.00 (+CAD 50.00 bonus), and CAD 500.00 (+CAD 50.00 bonus). A note at the bottom states 'Online top-ups are not set up yet'.

Current balance	Charged this month	Qualified companies this month	Last top-up
CAD 50.00	CAD 0.00	0	CAD 50.00 Oct 4, 01:38 p.m.

Top up online
CAD 50.00 (+CAD 5.00 bonus)
CAD 100.00 (+CAD 25.00 bonus)
CAD 300.00 (+CAD 50.00 bonus)
CAD 500.00 (+CAD 50.00 bonus)

To top up, pick an amount under Top up online and pay by card. Larger top-ups come with a bonus. The daily and monthly spending limits are on the same page.

Top up online

Pay by card with Stripe. HST (Ontario 13%) is added at checkout; the balance goes up by the amount you pick, once Stripe confirms the payment.

Payments are non-refundable. See Terms.

 CAD 50.00	 CAD 100.00	 CAD 300.00	 CAD 500.00
	+CAD 5.00 bonus	+CAD 25.00 bonus	+CAD 50.00 bonus

Pay with a card on Stripe's page; the card is saved for one-click and automatic top-ups.

 Online top-ups are not set up yet

Refunds and billing questions

All payments, including plan fees and top-ups, are non-refundable, with two exceptions: if we end the service, or if you reject a material change to the Terms and close your account within 30 days of the notice, we refund your unused paid credit. Bonus, welcome and trial credit is never refunded. If you believe you were charged in error, email support@astonlink.ca within 30 days of the charge with your company name, invoice number and the reason. On the Billing page, “Billing question or refund request” opens an email with your company name and invoice number filled in.