

01 Set up once

Set up once. Follow the same simple routine each month.

After payment is confirmed, follow the setup steps below. Your account shows report status, access and the monthly schedule.

1. Sign in

Use Google or your email and password. For email signup, open the confirmation email first. Keep using the same login so your business and reports stay together.

<https://app.nowseenai.com/app>

2. Confirm your business

Open Your business. Check the website, business summary and facts. Use Edit details, confirm that the details are current, then Save details. Changes to business details keep saved questions unchanged.

<https://app.nowseenai.com/scan>

3. Review your questions

Use Continue setup if shown. Review the proposed customer questions before saving. New monthly DIY accounts use 50 questions; existing approved sets may differ. Keep the same saved set for comparisons. Do not regenerate questions just to update business facts.

<https://app.nowseenai.com/scan>

4. Start your first check

Confirm active access in Billing. Open Scan results and choose Run 50-question scan; historic accounts show their saved count. This starts your first report. Check the next monthly date in Reports & progress. Later checks run automatically. If access or scheduling needs attention, contact support.

<https://app.nowseenai.com/scan?view=results>

02 Each month

1. Read your report

Open Reports & progress. Check the cycle status, then choose Download PDF when Ready. The monthly service checks your saved questions before preparing the report; you do not need to run an extra scan each month.

<https://app.nowseenai.com/reports>

2. Choose your next improvement

Open Your action plan, then Actions and Evidence. Choose a supported priority and read its page-specific instructions. A missing AI link alone does not prove a website problem. If no verified fixes are listed, do not invent work.

<https://app.nowseenai.com/fix>

3. Make and record the change

You or your developer edit your website. Review Article draft and its sources; use Copy full article if suitable, then publish in your own website editor. DIY includes a supported draft or page update, not automatic publishing. If no new article is justified, the account and PDF provide a coverage review and specific checklist: who acts, which page to review, what to confirm and when the task is done. Keep a note of the changed URL, date and what you changed.

<https://app.nowseenai.com/fix?tab=article>

4. Recheck, then compare

Open the changed page and confirm the edit is live. Choose Request repair recheck on the action card. Send the URL, change date, report reference and what you changed. Support checks that specific repair against the current page and replies with the result and evidence. A visual check is not a verified recheck. Compare the next monthly report using the same questions; repair completion and visibility growth are separate results.

<mailto:ai@nowseenai.com?subject=DIY%20repair%20recheck>

03 Your quick checklist

- ☐ Review the report and evidence
- ☐ Make the supported changes
- ☐ Review and publish your draft if suitable
- ☐ Record URLs and dates; request a recheck
- ☐ Compare next month with the same questions

Need a hand?

Missing report or draft? Check the displayed status and business facts first. A checked no-article decision includes a content review and next-step checklist. Missing facts need confirmation; a failed or unavailable draft is a delivery issue, not a completed content review. Contact ai@nowseenai.com with your account email, report reference and affected URL. Never send passwords or API keys.

Manage or cancel

To cancel, open Billing and choose Manage payment, invoices or cancel. Finish in Stripe and check the end date. Access continues through the paid period. Cancellation does not automatically refund fees, except where required by law or agreed in writing. Deleting your account or leaving the service unused does not cancel billing.

<https://app.nowseenai.com/billing>

Your service agreement

<https://www.nowseenai.com/service-agreement>