

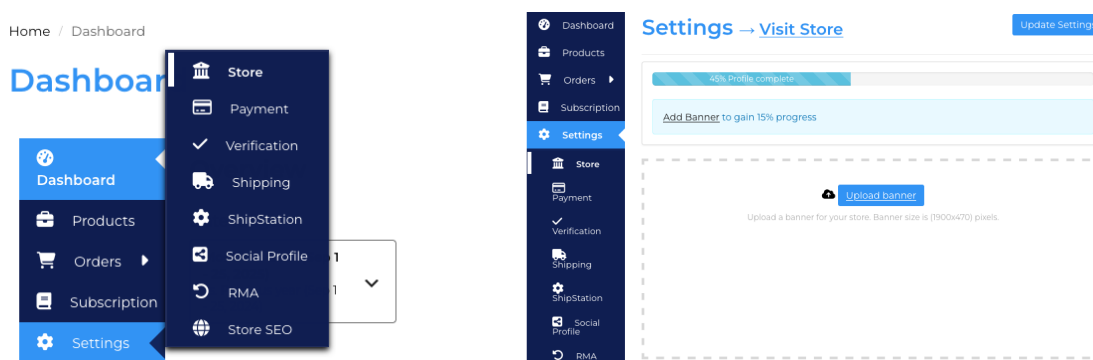
How To: Set Up Your Store

Setting up your virtual store on our platform is easy and straightforward. Once you've completed your vendor registration, you can personalize your shop, add your details, and start listing your products so customers can find you.

Before You Start: If you haven't completed your vendor registration yet, please do that first and come back. You'll need the welcome email with your registration link and password to access your vendor account, check your inbox or spam folder if you don't see it. Our free **Vendor Registration Guide** can help you every step of the way.

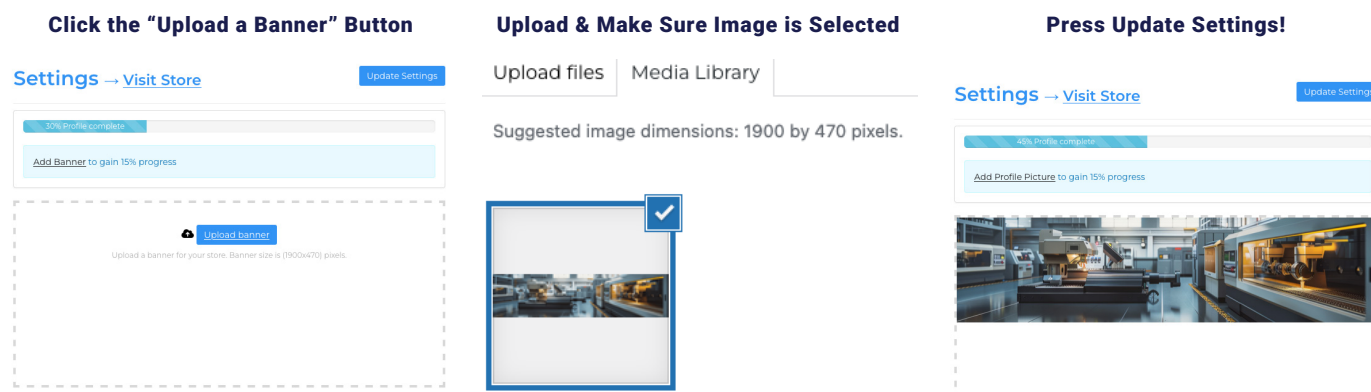
Step 1: Navigate To Your Store

To get to your store, head to the left side of your screen and hover over the Settings tab. A menu will slide out—right at the top, you'll see Store. Click it, and you'll be taken straight to your store page.



Step 2: Adding Your Banner & Logo

To add a banner to your shop, click the **Upload a Banner** button. *(Pro tip: we provide recommended dimensions for your banner—stick to them so nothing important gets cropped out.)* **Next**, upload your banner image by either dragging it into your media library or selecting a file from your computer. Once your image is chosen (you'll see a blue checkmark and a highlighted square around it) then **click Select and Crop** in the bottom right corner. On the next screen, you'll have the option to crop your image, but if you followed the recommended dimensions, just hit Skip Cropping. To finish, **click Update Changes** button in the top right corner, and your banner will be live.



Follow these same steps to add your profile picture or company logo. To view what your store will look like to other vendors on our platform, click **"View Store"**.

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Step 3: Complete Your Store Information

When you first registered as a vendor, the **Setup Wizard** may have already asked you for the information here, like your location, company name, and bank details. If you skipped filling any of this in back then, no problem! Now you can add any missing information and complete your store setup.

Add the following information to your store; we'll designate which information isn't customer facing with an asterisk(*):

- **Basics:** *Store Name and Product Categories*
- **Payment & Banking:** *Add a Payment Method, Company Name for Bank Account, and Bank Details **
- **Contact Info:** *Phone Number, Multiple Locations Checkbox (If Applicable)*
- **Policies & Terms:** *Your Company's Terms and Conditions, Store Schedule, Vacation Settings (If Applicable)*
- **Store Options:** *Discounts, Cart Amount Limits (Min/Max), and Support Button Setup*
- **Personal Touch:** *Company Biography*

Before pressing **"Update Settings"**, we recommend double checking everything to make sure nothing is misspelled or giving incorrect information. You can go back into these settings at any time to update information and bank details.

Congratulations! You've successfully completed setting up your virtual shop and are ready to start selling.



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