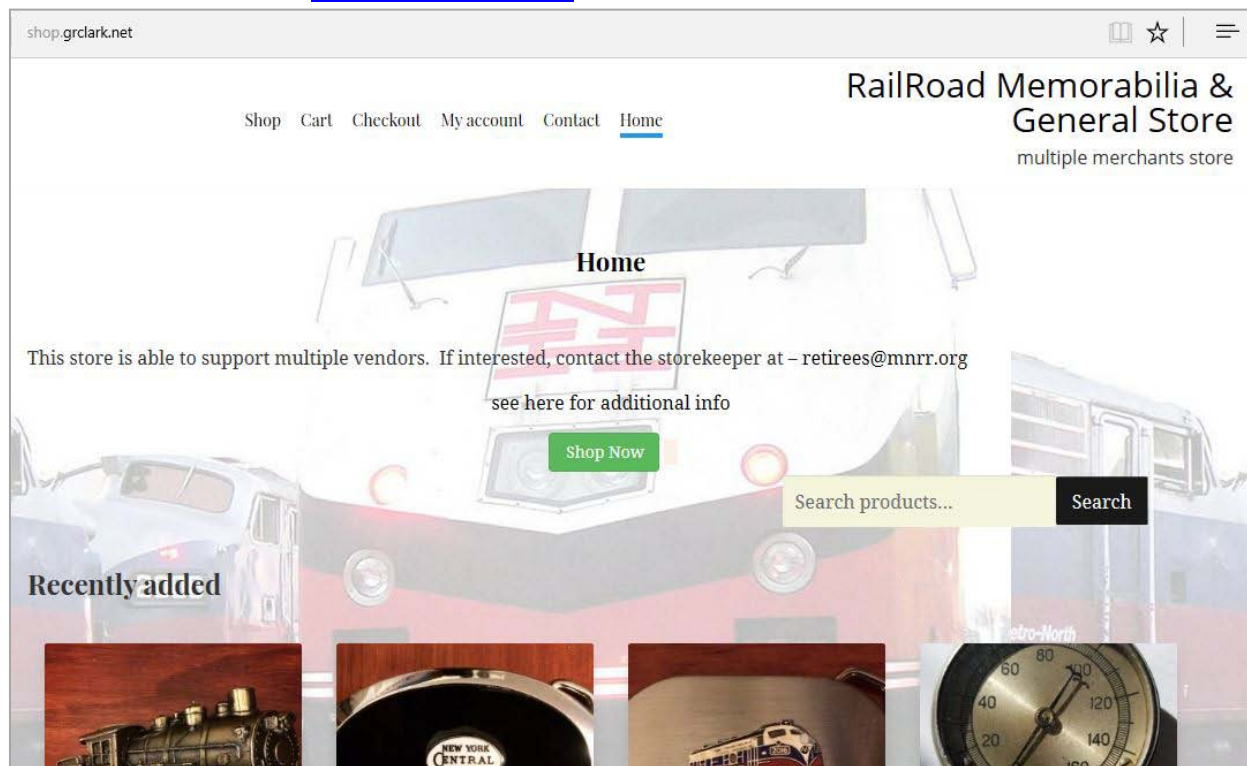


Setting up as a vendor on shop.grclark.net

Register at: <http://shop.grclark.net/wp-login.php?action=register>

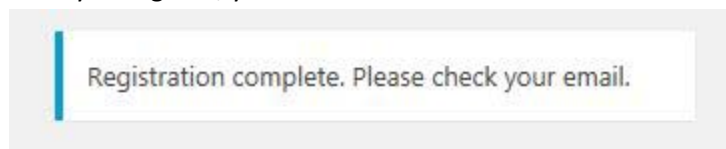
The website is located at <http://shop.grclark.net>



To begin by registering on the registration page:

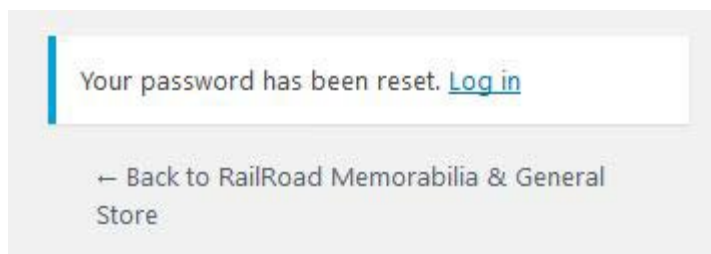
Enter a username (this will be displayed as your store name) **and Email Address, then select "Register"**

Once you register, you will see



You will receive an email for verification and to set your password – follow the first link in the email to set your password.

You may ignore the weak password notification and put in any password you wish. Then select "Reset Password" and you will be shown:

A screenshot of the registration form. The form is titled "Register For This Site". It contains fields for "Username" and "Email". Below the fields, there is a message: "Registration confirmation will be emailed to you." and a "Register" button. At the bottom of the form, there are links for "Log in" and "Lost your password?".A screenshot of the password reset form. The form is titled "Enter your new password below." It contains a "New password" field with the text "Ja1PsnFGZS\$C8waX" and a "Strong" indicator. Below the field, there is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &)." and a "Reset Password" button.

Once you register - Your account has not yet been approved to become a vendor. When it is, you will receive an email telling you that your account is approved, along with a procedure for adding your products. **You may then login from “My Account” on the top menu.**

Once logged in as a vendor you will be taken to the “Vendor Dashboard”. *This will not be available until you are approved as a vendor. You will see the page shown below, where you may enter your product info. The procedure for this will be discussed in the “Vendors – adding products” document.*

The screenshot shows a web browser window with the URL 'shop.grclark.net/vendor_dashboard'. The page title is 'RailRoad Memorabilia & General Store' with the subtitle 'multiple merchants store'. A navigation menu at the top includes 'Shop', 'Cart', 'Checkout', 'My account', 'Contact', and 'Home'. The main heading is 'Vendor Dashboard'. Below this, four buttons are visible: 'View Your Store', 'Store Settings', 'Add New Product', and 'Edit Products'. These buttons are circled in red. Below the buttons is a 'Sales Report' section with a date range from '11/1/2017' to '11/6/2017' and a 'Show' button. A table with columns 'Product', 'Quantity', 'Commission', and 'Rate' is shown, containing the message 'You haven't made any sales yet.' Below that is an 'Orders' section with a table with columns 'Order', 'Shipping', 'Total', 'Date', and 'Links', containing the message 'You have no orders during this period.'

Product	Quantity	Commission	Rate
You haven't made any sales yet.			

Order	Shipping	Total	Date	Links
You have no orders during this period.				