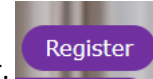


How to Register for an Account:

1. Provide your designer with the link to your software.

2. The designer clicks on the link to register in the upper right-hand corner.



3. There is an account form to fill out that will collect their contact information. Companies with more than one designer can add additional designers in the 2nd part of the form. Your designer can also fill out a credit application (we have not made that mandatory) and they can upload a sales tax license. They cannot place an order until they have provided their sales tax license, but they can request quotes. You do have the ability to upload their sales tax license for them if you have a copy on file. Admin does not have access to their password, but you can edit it if they forget.
4. An email authentication email will be sent to the designer. Once they click on the link. they are able to start using the site.
5. If for some reason, they do not receive an authentication email, you can unlock their access from the administrative side. Go to the Designer tab in your navigation bar



6. You will see an email confirmed notification in the upper right hand next to Company Name.

EMAIL

CONFIRMED NOT CONFIRMED

7. Click on confirmed and they will be able to fill out a quote request.

8. You also have the option to create a new designer yourself, if you need to.