

# PLACING A RETAIL ORDER

Registering & uploading images



# GETTING STARTED

How do I register?

## EXPRESS REGISTER

Visit: [www.originalworks.com/store](http://www.originalworks.com/store)

Scroll down the screen to “Choose your Products”

#2 has a link to “Express Register”



### CHOOSE YOUR PRODUCT(S).

1. Click on the item(s) you are interested in ordering.
2. Log-in to access your account or use Express Register to set up an account.
3. Upload your artwork to the gallery.
4. Click on the gallery to display it on the selected product.
5. When finished, select "Add To Cart".
6. Continue shopping or proceed to the Checkout.

Click Here!

### PRODUCTS



KITCHEN PACKAGE  
\$45.00



OFFICE PACKAGE  
\$43.75



11" X 14" MATTED PRINT  
\$15.75

# REGISTER

## CREATE AN ACCOUNT

**PERSONAL INFORMATION**

\* First Name

\* Last Name

\* Email Address

Sign Up for Newsletter

\* Required Fields

[« Back](#)

**LOGIN INFORMATION**

\* Password

\* Confirm Password

- Complete this information

## My Account

**Account Dashboard**

- Account Information
- Address Book
- My Orders
- My Product Reviews
- My Applications
- Check Your Gift Card Balance
- My Artwork
- My Payment Data

## My Cart

YOUR SHOPPING CART IS EMPTY

## MY DASHBOARD

Thank you for registering with Original Works Store.

**Hello, Leah Groff!**

From your My Account Dashboard you have the ability to view a snapshot of your recent account activity and update your account information. Select a link below to view or edit information.

### ACCOUNT INFORMATION

### CONTACT INFORMATION

[Edit](#)  
Leah Groff  
lmgroff@gmail.com  
[Change Password](#)

### NEWSLETTERS

[Edit](#)  
You are currently not subscribed to any newsletter.

### ADDRESS BOOK

[Manage Addresses](#)  
DEFAULT BILLING ADDRESS

*You have not set a default billing address.*  
[Edit Address](#)

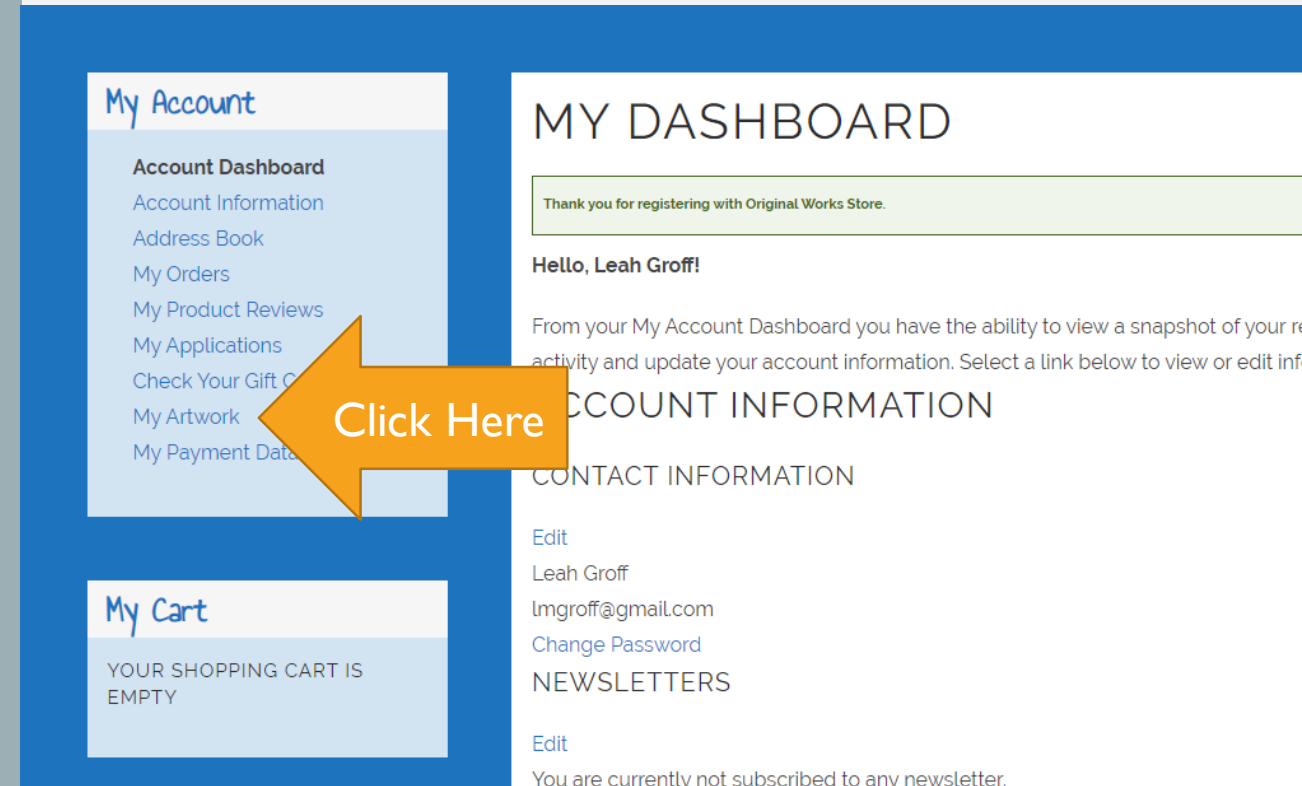
DEFAULT SHIPPING ADDRESS

*You have not set a default shipping address.*  
[Edit Address](#)

- Finally, your dashboard will open

# UPLOADING ARTWORK

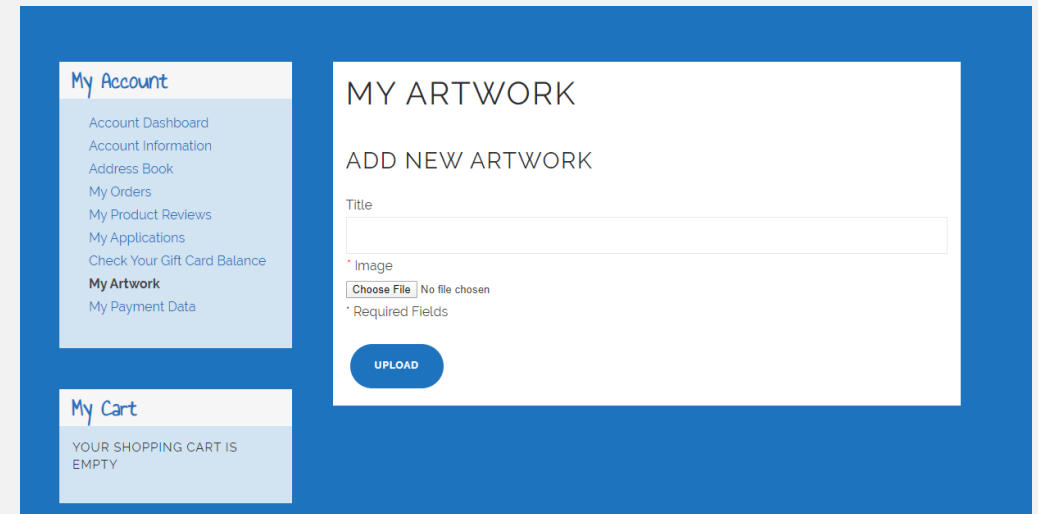
From your Dashboard choose: My Artwork



The screenshot shows a user dashboard with a blue header. On the left, there are two main sections: 'My Account' and 'My Cart'. The 'My Account' section has a sub-header 'Account Dashboard' and a list of links: 'Account Information', 'Address Book', 'My Orders', 'My Product Reviews', 'My Applications', 'Check Your Gift C...', 'My Artwork', and 'My Payment Date...'. An orange arrow with the text 'Click Here' points to the 'My Artwork' link. The 'My Cart' section has a sub-header 'My Cart' and the text 'YOUR SHOPPING CART IS EMPTY'. On the right, the 'MY DASHBOARD' section has a green message box that says 'Thank you for registering with Original Works Store.' Below that, it says 'Hello, Leah Groff!' and a paragraph of text: 'From your My Account Dashboard you have the ability to view a snapshot of your re... activity and update your account information. Select a link below to view or edit inf...'. There are two sections for 'ACCOUNT INFORMATION' and 'CONTACT INFORMATION', each with an 'Edit' link. The 'CONTACT INFORMATION' section also lists 'Leah Groff' and 'Imgroff@gmail.com', and a 'Change Password' link. At the bottom, there is a 'NEWSLETTERS' section with an 'Edit' link and the text 'You are currently not subscribed to any newsletter.'

# ADD IMAGES

1. Click Choose File
2. Navigate to the image you'd like to upload
3. Click UPLOAD



The screenshot shows a user account dashboard with a blue header and a white background. On the left, there is a 'My Account' sidebar menu with options: Account Dashboard, Account Information, Address Book, My Orders, My Product Reviews, My Applications, Check Your Gift Card Balance, My Artwork (highlighted), and My Payment Data. Below this is a 'My Cart' section stating 'YOUR SHOPPING CART IS EMPTY'. The main content area is titled 'MY ARTWORK' and contains a sub-section 'ADD NEW ARTWORK'. This section includes a 'Title' text input field, an 'Image' section with a 'Choose File' button and the text 'No file chosen', and a blue 'UPLOAD' button. A note at the bottom of the form indicates '\* Required Fields'.

## EDIT IMAGES

At this time you can rotate your artwork if necessary and click **SAVE**

Repeat the last 2 steps for all images you'd like to add to your image library.

### EDIT ARTWORK

Artwork was successfully saved.

#### ARTWORK INFORMATION

Title

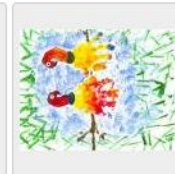
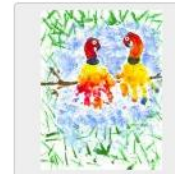
\* Image

No file chosen



#### ROTATE ARTWORK

Please select the correct orientation:



\* Required Fields

**SAVE**

**DELETE**

**BACK**