

My Account Section:

You will receive an email from ACI once your Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) account is set up. You will log in at OrderSchoolPix.com, OrderSportsPix.com, or OrderDancePix.com using the login information provided in this email. For example, I am going to type in the website acistudio.orderschoolpix.com for my studio specific URL. This will take us to our homepage that includes our studio information at the bottom. To log in I would select the photographer link on the top right and enter our account number and our password.

Once you are logged in you will go to the account section at the top. Most of this information will be blank. You will want to fill this section out with your studio information. You will want to make sure not to use any private information here such as a home address as the parents will be able to see this information when they are logged in to order. You will see on our home screen here the information we have entered in our test account.

The next thing we will want to set up is Payments. You will be required to have a business stripe account set up to accept payments using stripe. Stripe is very similar to Paypal. The transaction fees for stripe is 2.9% +\$. 30. Payments are verified right away when the customer orders and the funds are transferred to your bank account automatically. To set up Stripe go to the payment menu and select click here to sign up for the stripe account and follow the steps there. Before orders will be accepted on The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) you will need to put your live keys from your Stripe dashboard into the payments page and hit save & enable. You must submit a test order to make confirm that Stripe is set up correctly and the funds are in your Stripe account. We would recommend doing this by setting up a test Prepay job and price list with an item for about \$2.50 and using that to submit you test order to make sure you live keys are working.

The next area under My Account is Password. This is where you would go to change your password if you would like to do that.

The next option is watermark. The website already has right click disabled so people are not able to right click and save. People could still take a screen shot of the page. Because of this some studios want there to be a watermark on the images. You can type in whatever you want the watermark to say. We suggest keeping it to a short word such as proof. If you do not want a watermark just leave this area blank. There is also an option to upload a graphic watermark overlay. You would upload the overlay as a PNG file. The watermark graphic must be 800X800 pixels. Keep in mind you will want to change the opacity of the watermark to your preference. We would recommend to start at 50% and adjust from there to meet your preference. The watermark file will be centered and overlaid on top of the entire original photo. You would upload this by selecting choose file and browse out to find the file on your computer and select upload file.

The next area under the My Account menu is Customize. You can customize to have different images on each of the school, sports and dance URLs. Select the link to use the template if

needed. The file must be 1800X1100 pixels or smaller and must be a .jpg To select the file on your computer to use go to upload image and locate the image and select it. The next option here under customize is the studio logo. This will show to the parent when they log in to order under the shopping cart pages and on premium marketing emails. The logo must be 220X220 pixels or smaller and must be either a .jpg, .gif or .png. To select the file on your computer to use go to upload image and locate the image and select it.

The last thing under the My Account menu is the ? if you click this it will bring up the help pdf guide we have put together if you need help after hours or just want to look over the information.

If you have any questions please contact the Underclass Department in Customer Service at 1-800-728-2722