



The destination for photography and digital imaging professionals

Now that you have joined dotPhotoPro.com follow these 5 steps to start profiting from your photography.

STEP 1 - Set Up Account Information

STEP 2 - Upload Images

STEP 3 - Set Pricing/Select Products for Resale

STEP 4 – Customize Your eCommerce Site

STEP 5 – Promote Your Photography

STEP 1 - Set Up Account Information

1. Begin by logging into your account with your user name and password.



PHOTOGRAPHERS: SIGN IN
User Name: pho-
Password: ●●●●●●
Not part of the dotPhotoPro community?
[Get started today](#)

What to do if you forgot your password...

If you do not see your account information or albums check the upper left corner to view your security access. If you have used the wrong password your default view of the album is "GUEST". Login with your correct password or click "Forgot Password" when returning to the homepage and an email will be sent in moments with your correct password.

2. Begin by clicking on "My Account" at the top right of the page.



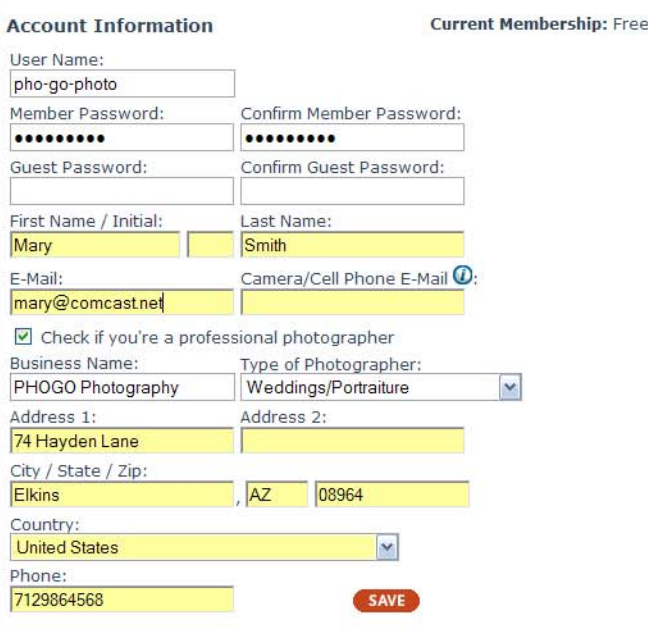
Share | Shop | Galleries | Cart | [My Account](#) | Help | Sign Out
My Shows | My Projects | My Web Site | Top Picks
Upgrade | My Albums | Search

3. See "Account Settings" select and click on "Account Information".



Account Settings <ul style="list-style-type: none">Account InformationPrivacy SettingsDisplay SettingsBack Printing OptionsPhoto Comments	Selling Your Photos <ul style="list-style-type: none">View Commission HistoryNew! Storage ManagerPayment Information (Pay Me)Set Custom Price PlansTurn OFF Custom Pricing
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4. Fill out the form with your name, address, phone and photography business information.



Account Information Current Membership: Free

User Name: pho-go-photo

Member Password: ●●●●●● Confirm Member Password: ●●●●●●

Guest Password: Confirm Guest Password:

First Name / Initial: Mary Last Name: Smith

E-Mail: mary@comcast.net Camera/Cell Phone E-Mail:

Check if you're a professional photographer

Business Name: PHOGO Photography Type of Photographer: Weddings/Portraiture

Address 1: 74 Hayden Lane Address 2:

City / State / Zip: Elkins, AZ 08964

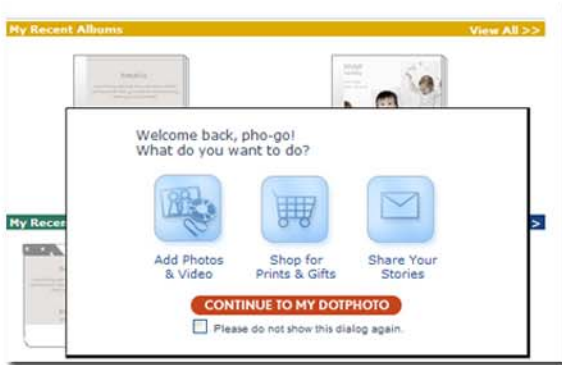
Country: United States

Phone: 7129864568 SAVE

5. Click "SAVE".

STEP 2 - Upload Images

1. Click on the Upload Photos/Videos Option



2. If you are new user to dotPhoto the UPLOADER TOOL will need to be installed on your computer. Don't worry it is safe and really easy to install. Just click "Install" and it appears in your web browser.

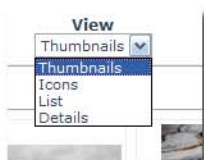
3. You will notice that files from your computer pop up on the left hand side, simply drop down your folders until you locate the images you are seeking, click on your folder and notice your images instantly appear on the right hand side.



4. Select album – choose from the drop down menu of existing albums or a new one is automatically generated for you with the date.

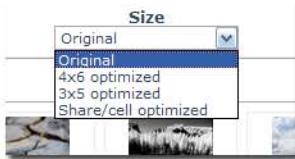


5. View – choose how you would like to view your images during uploading from the drop down menu.



STEP 2 - Upload Images - Continued

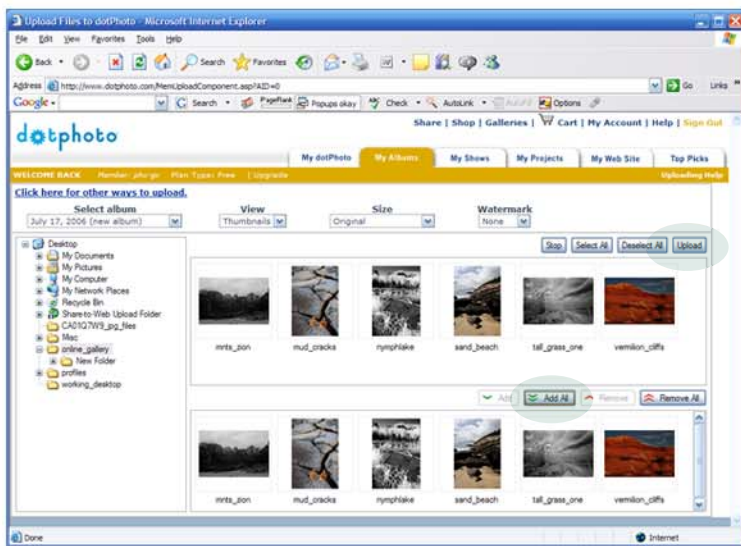
6. Size – choose from the drop down menu of options for sizing of your images online. Some things to consider at this point would be how you are using your dotPhoto account, if you will be printing large format prints you may want to upload your original file size to insure optimum printing. However if you are printing mainly 4x6's and smaller are smaller compressed file should be fine.



7. Watermark - choose from the drop down menu of options on size of the "PROOF Watermark" that you would want to appear on your images.



8. Select as many images as you would like to upload by drag and drop individually or click and shift to select more than one. To batch upload all images click "SELECT ALL"



9. Click "ADD" "ADD ALL" to drop selected images into the UPLOADER BAY.

10. Click "UPLOAD" in the upper right corner to upload to your album.

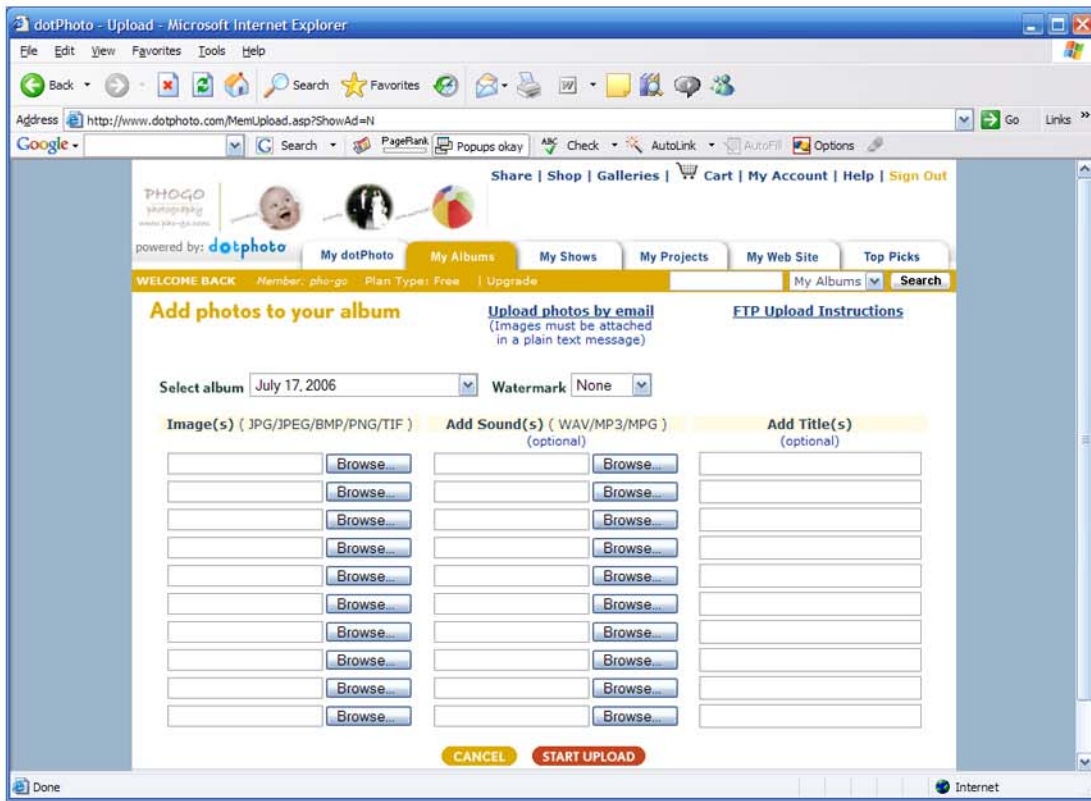
11. The PROGRESS BAR depicts each being uploaded and removes it from the bay. When completed the bay should be empty and a message should appear that your upload has been completed. Click "OK" to view your newly uploaded album.



STEP 2 - Upload Images - Other Methods

Other ways to upload include:

Single Image Uploading – Online based individual image to upload tool, which allows for a maximum of 20 individual images to be uploaded in a single batch.



Upload photos by email to uploads@dotphoto.com - Images must be attached in a plain text message.

FTP Uploading – For complete instructions on how to upload using FTP place the following link into your web browser:

http://dotphoto.custhelp.com/cgi-bin/dotphoto.cfg/php/enduser/std_adp.php?p_faqid=1

STEP 3 - Set Pricing/Select Products for Resale

1. Begin by clicking on "My Account" at the top right of the page.
2. See "Selling Your Photos" select and click on "Payment Information (Pay Me)".



3. Please follow all of the instructions on the page, guiding you to enter tax identification and bank account information in order for dotPhoto to process your commissions. Once complete, click "SAVE" and you will be launched into the CUSTOM PRICING PAGE.

Banking & Checking Payee Information

Payee:

Address1:

Address2:

City/State/Zip:

Country:

Tax ID/SSN:



4. Please follow all of the instructions on the page guiding you to set custom pricing. There are three ways to set custom pricing:



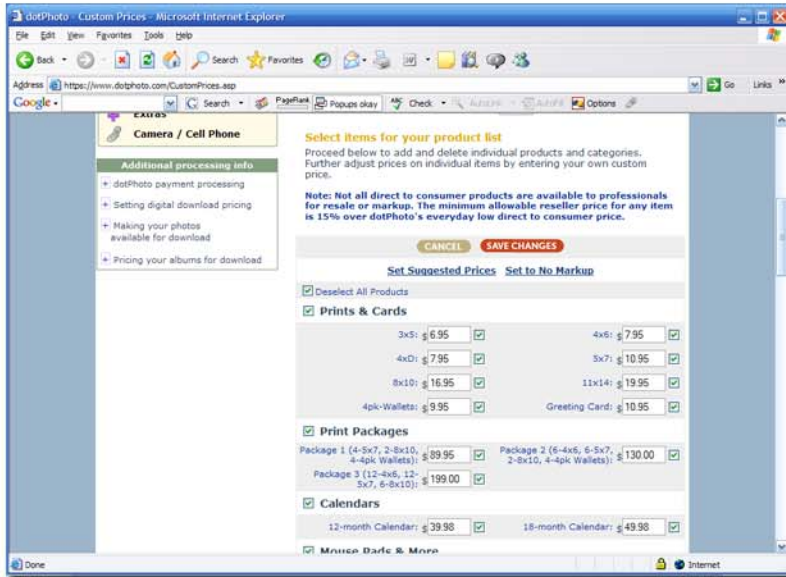
1. Add Standard Dollar Markup, allowing you to set a certain dollar mark-up to every product you offer in your store.
- or
2. Set Standard Markup Percentage, allowing you to set a certain percentage mark-up to every product you offer in your store.
- or
3. Set Suggested Prices, pre-calculated above standard retail value set for every product you offer in your store.

You may also choose to set no markup to your photos; automatically dotPhoto will assign a minimum 15% markup for selling.

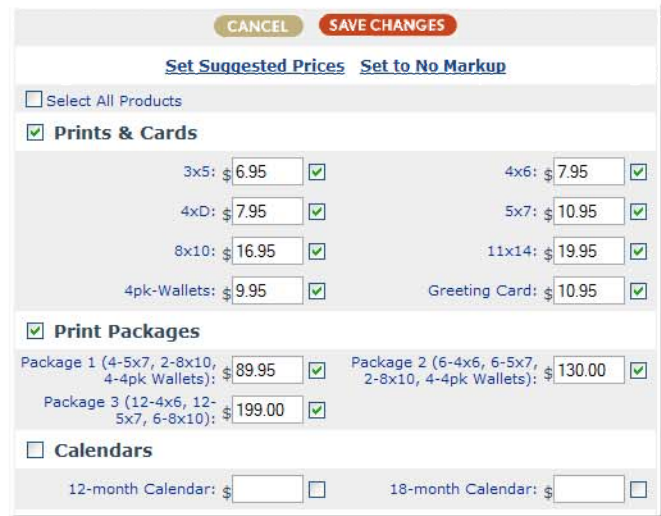
STEP 3 - Set Pricing/Select Products for Resale - Continued

5. dotPhoto has over 70 products to select from for resale in your store. By default all products

are selected, however you have the ability to select which products you would like to sell by clicking on individual check boxes located to the right of each product or selecting an entire group of products by category.



6. To deselect all products in your store click "SELECT ALL PRODUCTS" this will wipe out all product selections and pricing. To add products back into your store check on the category or individual product then select your pricing structure from Dollar Markup, Percentage Markup or Suggested Prices.



7. To set your pricing structure click "SAVE CHANGES"



STEP 3 - Set Pricing/Select Products for Resale - Continued

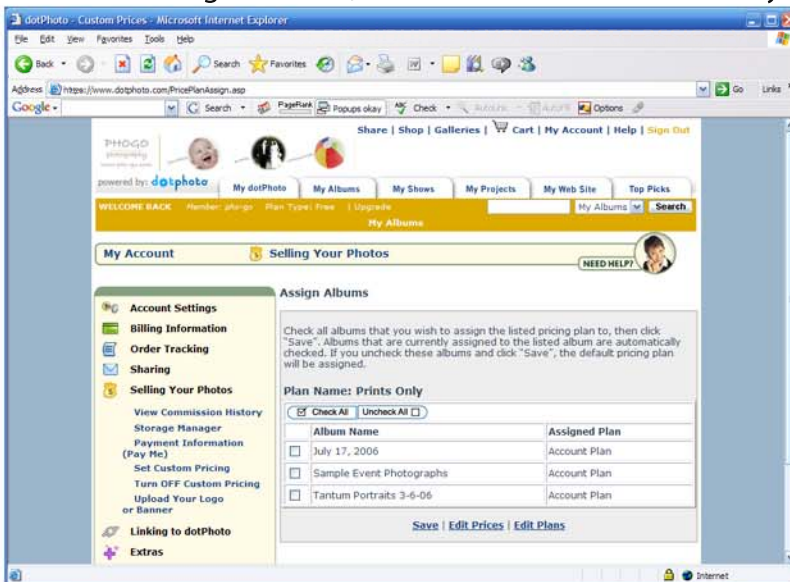
8. You are now on the Select or Edit Custom Price Plans page; please follow the instructions on the page guiding you to assign a pricing plan to an album.



9. Select "Add New Plan"; type the name of your new plan and click "SAVE".



10. Select "Assign Albums"; choose the individual albums you would like to assign your new pricing plan to or select all albums if you wish to assign your new pricing plan to all, then click "SAVE".



11. Click on "BACK TO MY ACCOUNT" to continue working within your account.

STEP 4 – Customize Your eCommerce Site

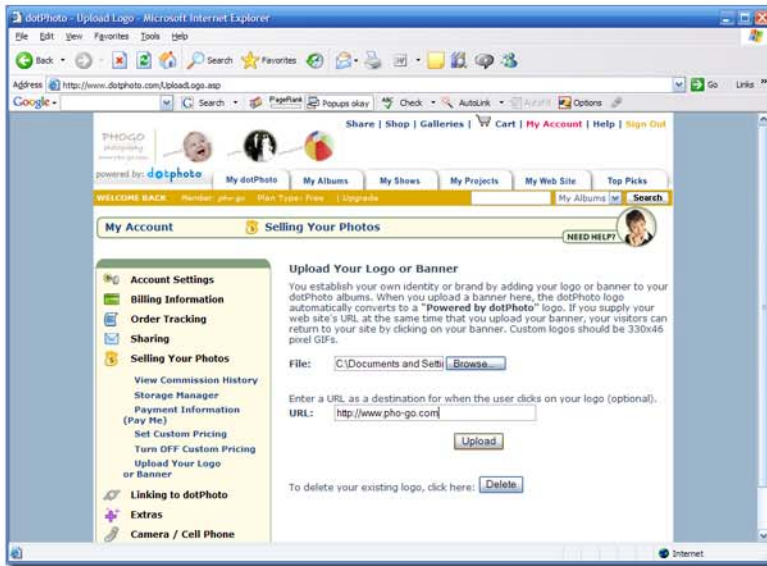
1. Begin by clicking on “My Account” at the top right of the page.
2. See “Selling Your Photos” select and click on “Upload Your Logo or Banner”



3. Create your own logo or custom banner in a software program of your choice; be sure to use the dimensions of:

330 pixels in width by 46 pixels in height

Save your work in GIF format to insure your creative will upload to dotPhoto.



4. Click “BROWSE” to search for your creative to upload.

5. Chose your file and click “OPEN” to import to the dotPhoto browser.



6. If you have your own website enter the URL of your website in the space provided.



7. Click “UPLOAD” to load your logo or banner to the dotPhoto website.

8. Your upload will be a success if you see your logo or banner on the left side of the page with a powered by dotPhoto logo displayed.



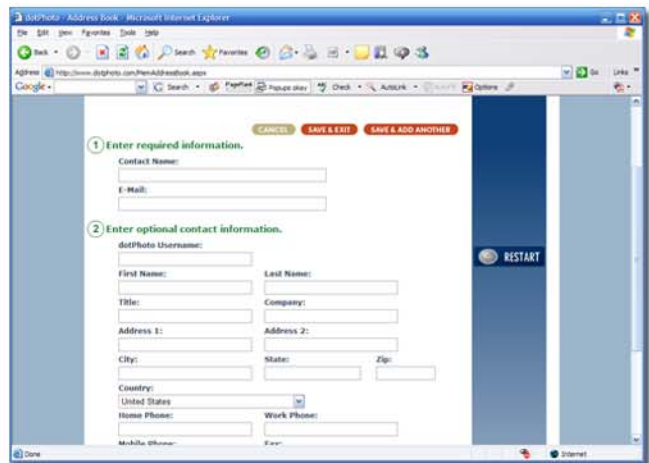
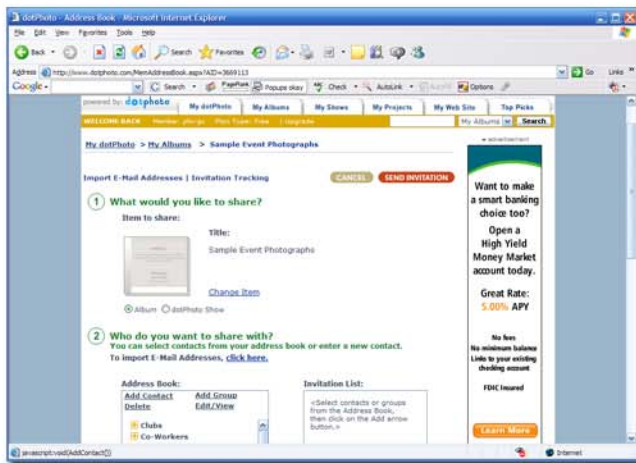
STEP 5 – Promote Your Photography - Continued

Set Up Address Book

1. Begin by clicking on “My Account” at the top right of the page.
2. See “Sharing” select and click on “Address Book”.



3. The Address Book page is displayed. To manually enter an address, click “Add Contact” enter their contact information and click SAVE & EXIT or SAVE & ADD ANOTHER.

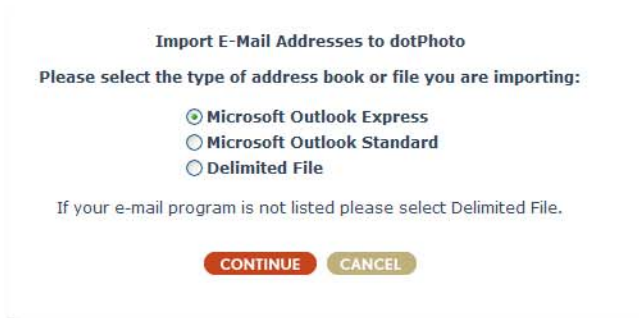


Import Addresses from Other Sources

1. See “To import E-Mail Addresses” select and click on “Click Here”.



2. The Import E-Mail Addresses page is displayed.



3. Select the type of address book you want to import, select and click “Continue”.
4. Please follow all of the instructions on the page guiding you to finish importing your address book.

STEP 5 – Promote Your Photography - Continued

Send an E-Mail Invitation to View an Album

The invitation is a simple text email. It does not contain your images. Instead, the email contains a link that takes your guest straight into your dotPhoto album, where guests can view your album or show and purchase prints or merchandise.

If your albums are password protected, the link you send admits your guests to albums with the same password only. For example, if three albums are protected with the password wedding, an email invitation to any of the three albums admits guests to the three wedding albums, only.

To Send an Invitation to View an Album

1. Select and click the “My Albums Tab”



2. Mouse-over the album you intend on sharing, see the “Menu” click “Share”



3. Please follow all of the instructions on the page guiding you to share your album.



STEP 5 – Promote Your Photography - Continued

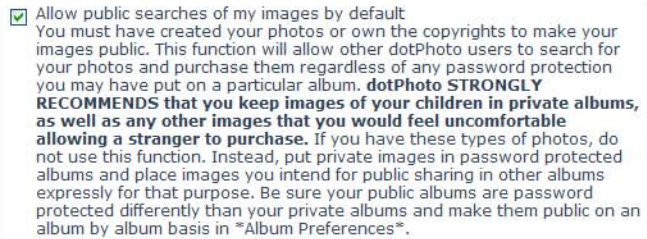
Making all your Albums Public for anyone to View

This will allow any guest who visits your account to view your albums as well as display your albums in a public search.

1. Begin by clicking on “My Account” at the top right of the page.
2. See “Account Settings” select and click on “Privacy Settings”.



3. Click to check the box next to “Allow public searches of my images by default”.



4. Click “SAVE” to complete.



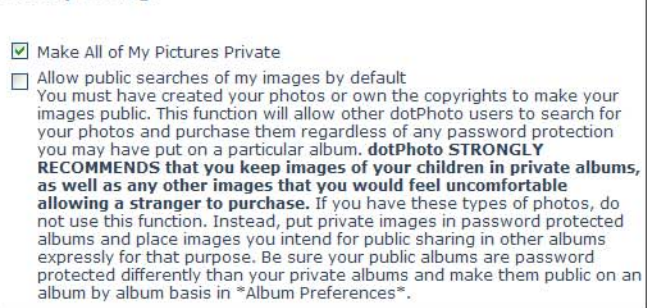
Selecting Individual Albums for Public View

1. Begin by clicking on “My Account” at the top right of the page.
2. See “Account Settings” select and click on “Privacy Settings”.



3. Click to remove all checks from “Allow public searched of my images by default” and “Make All of My Pictures Public”.

Privacy Settings



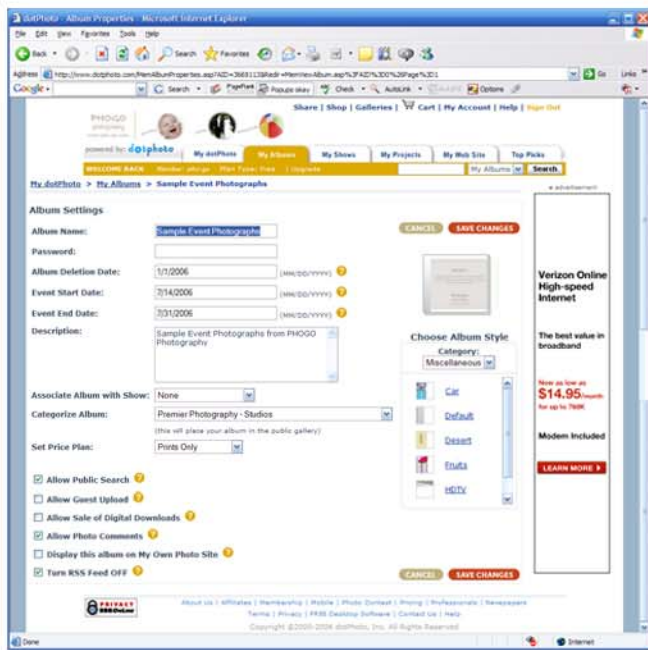
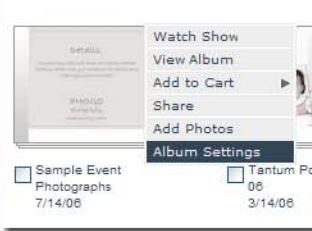
4. Click “SAVE” to complete. Your pictures are now private.

5. To make an individual album public, begin by clicking on the “My Albums” tab.



STEP 5 – Promote Your Photography - Continued

6. Mouse-over the album you intend on working with, see the “Menu” click “Album Settings”



7. See “Allow Public Search”; click the box to check and make active.

8. To publish your album into the Gallery- see “Categorize Album” scroll through the menu for the category you desire, click title to complete.

9. See “Set Price Plan” if you intend on selling your photos through the galleries, select the plan you desire from the drop down menu.

10. Click “SAVE CHANGES” to complete.