# Himelhoch's Partner User Guide: Create an Account & Partner Profile

1. Click on For Fashion Partners



2. Click on Join as a Partner / Partner Login



3. Fill in a Seller Name, the email address where you would like to receive order notifications, and a password. Click **Create My Account**.

Himelhoch's-		
	CREATE ACCOUNT	
	Already have an account? Go to Login	
	SELLER NAME*	
	MyWonderfulShop	
	EMAIL*	
	PASSWORD*	
	CONFIRM PASSWORD*	
	Please Enter Your Password Again Create My Account	

4. When your account has been approved, you will be notified. In the meantime, you can proceed to set up your profile. Click **My Account**.

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ACCOUNT CREATED Your request is now waiting for approval from the merchant. An approval request mail has been sent to the merchant on your behalf. Till then you can update your account information by clicking on 'My Account' button below. My Account	

5. Your **Shop Name** can be the same as the Seller Name you entered on the prior page. Also enter your **Store Address** and **City**.

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MyWonderfulShop	
STORE ADDRESS *	UPLOAD IMAGE
102 My Street	Note :
стту *	Image can be uploaded of any dimension but we recommend you to upload image with dimension of
Detroit	185x185 px.
COUNTRY *	
<select country=""> \$</select>	
SELLER ZIPCODE *	
Enter Seller's Zipcode Number Here	
SELLER CONTACT *	
Enter Seller's Contact Number Here	1

#### 6. Select your Country, State, and enter a Zip Code & Phone Number.

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COUNTRY*	
United States	
STATE*	
Michigan +	
SELLER ZIPCODE *	
12345	
SELLER CONTACT *	
403651[963	
SHORT STORE DESCRIPTION *	
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7. Enter a brief overview (1-3 sentences) of your store or business in the **Short Store Description** field. Enter further details in the **Detailed Store Description** field.

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403-651-8963	
SHORT STORE DESCRIPTION *	
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8. Enter information on your shipping rates, shipping policy, and return policies in the **Seller Policy** field.

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Further details on your history, ethics, etc if desired.	
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SELLER POLICY *	
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E     E     E     E     Ø <sup>2</sup> ↔       Include information on your shipping and return policies.	
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9. Before adding any images, click Save Changes.

Here You Can Upload Banner of Store You want to add		NO.	
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Note : Image can be uploaded of any dimension but we reco	mmend you to upload image with dimension of 900>	c250 px.	

10. Click **Upload Image** to upload your logo.

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EMAIL		Here You Can Upload Profile Image of Seller & Change the Status of Seller. SELLER PROFILE
SELLER NAME*		
MyWonderfulShop		
SELLER SHOP NAME *		
MyWonderfulShop		
STORE ADDRESS *	N	UPLOAD IMAGE
Enter Seller's Store Physical Address	Ly.	Note :
CITY *		Image can be uploaded of any dimension but we recommend you to upload image with dimension of
Enter Seller's City Name Here		185x185 px.
COUNTRY *		

### 11. Click Upload Image again.

EMAIL		Here You Can Upload Profile Image of Seller & Change
teara.mcginn@gmail.com	Change Image	or seller. ×
SELLER NAME*	Note :	
MyWonderfulShop	Profile image can be uploaded of any dimension but we recommen- with dimension of 185x185 px.	d you to upload image
SELLER SHOP NAME *	Your Profile Image*	
MyWonderfulShop		
STORE ADDRESS *		D IMAGE
	SAVE	
CITY *		be uploaded of any dimension but we Id you to upload image with dimension of
		185x185 px,

## 12. Navigate to find the image, and click **Open**.

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EMAIL	Applications	Screen Shot 2018-11-30 at 4.37.12 PM	Nov 30, 2018, 4:37 PM	84	d Profile image of Seller & Change
	Desktop	Screen Shot 2018-11-30 at 4.35.04 PM	Nov 30, 2018, 4:35 PM	73	
teara.mcginn@gmail.com	rill p	🛃 sign 3 5x7	Nov 29, 2018, 4:03 PM	131	
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COUNTRY *					
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### 13. Click Save.

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EMAIL teara.mcginn@gmail.com SELLER NAME* MyWonderfulShop SELLER SHOP NAME * MyWonderfulShop STORE ADDRESS * Enter Seller's Store Physical Address	Change Image Note : Profile image can be uploaded of any dimension but we rece with dimension of 185x185 px. Your Profile Image* delivery.jpg UPLOAD IMAGE	Here You Can Upload Profile Image of Seller & Change of Seller. OFILE D IMAGE be uploaded of any dimension but we
CITY *		d you to upload image with dimension of 185x185 px.
COUNTRY*		