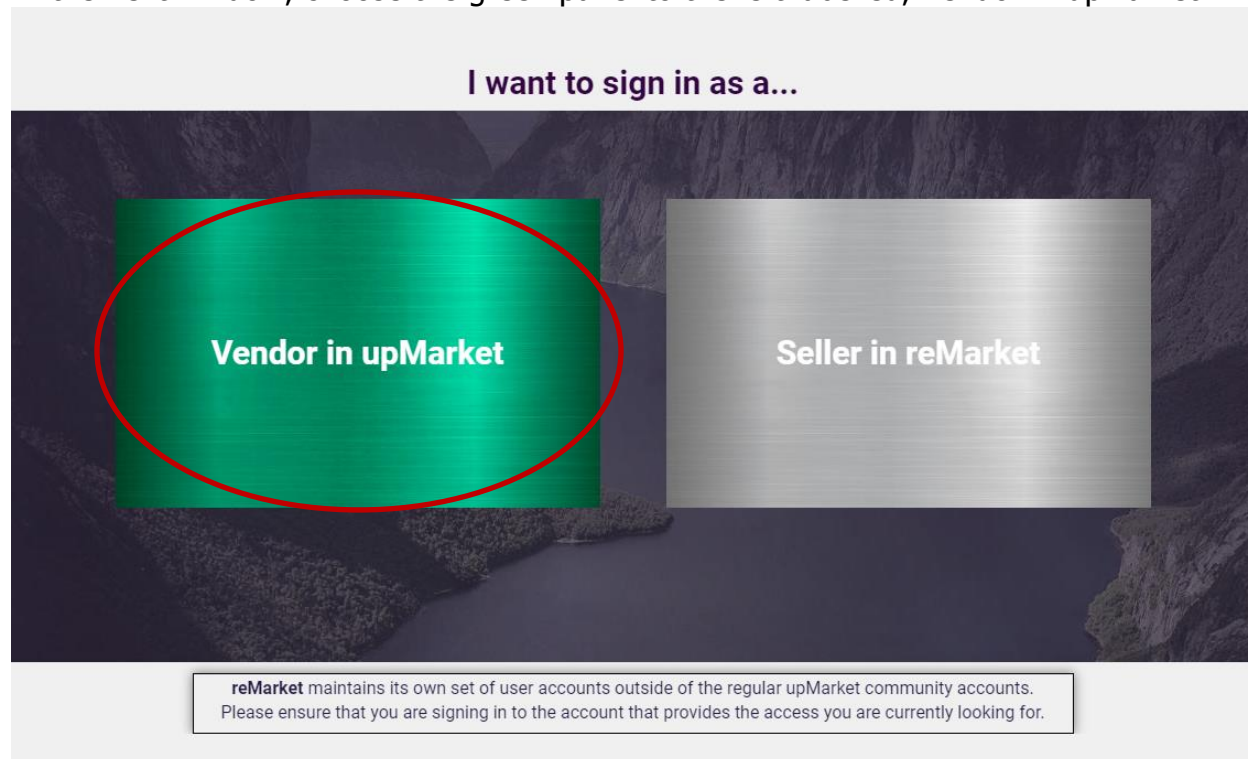


Vendor Registration & Set-up Guide

1. Select Join the Community button on left-hand side of the upMarket home page:



2. In the next window, choose the green panel to the left labelled, Vendor in upMarket:



3. Registration section is on the right-hand side:

Login Register

Username or email address *

Password *

Remember me

Lost your password?

Email address *

Password *

I am a customer
 I am a vendor

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

4. Complete the information requested (the URL box will automatically populate after you enter your Store Name and tab through):

Shop Name *

Shop URL * Available

<https://upmarketnl.ca/lets-go-to/example>

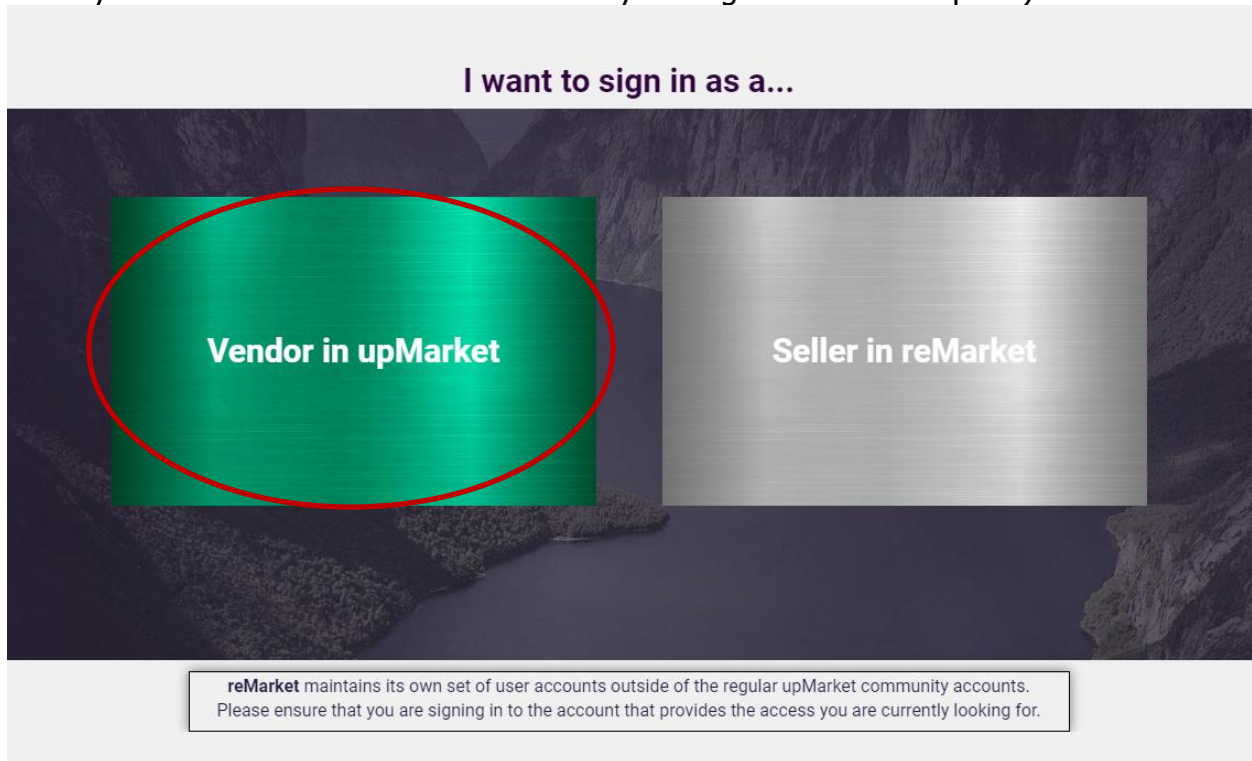
Select whether you would like to sell in upMarket or list your store:

Choose Subscription Pack *

5. You will be brought to the Checkout page, but no payment or payment information is required for the free trial period, but the required information will need to be completed
6. Click the Place Your Order button on the right of the screen and you will get a confirmation that the "purchase" is complete
7. Select Vendor Dashboard from the Main Menu:

[Home](#) [Shop Local](#) [The Community](#) [About upMarket](#) [reMarket](#) [Donate to Charity](#) [My Account](#) [Vendor Dashboard](#) [Checkout](#)

8. Choose the green panel to the left labelled Vendor in upMarket (this will bring you directly to the Vendor Dashboard now that your registration is complete):



9. From the navigation panel on the left of the Dashboard screen, choose Settings near the bottom of the list (this will bring you to the Store window where you can add banner and logo pictures, as well as important information about your store):

Dashboard

- Products
- Orders
- Coupons
- Reports
- Reviews
- Return Request
- Staff
- Followers
- Subscription
- Tools
- Auction
- Support
- Settings**
- Logout

35% Profile complete

Add Banner to gain 15% progress

Sales	\$0.00
Earning	\$0.00
Pageview	0
Order	0

Orders

Total	0
Completed	0
Pending	0
Processing	0
Cancelled	0
Refunded	0
On hold	0

Reviews

All	0
Pending	0
Spam	0
Trash	0

Sales this Month

1

<input type="checkbox"/>	Sales total
<input type="checkbox"/>	Number of orders

0 01 Aug 04 Aug 07 Aug 10 Aug 13 Aug 16 Aug 19 Aug 22 Aug 25 Aug 28 Aug

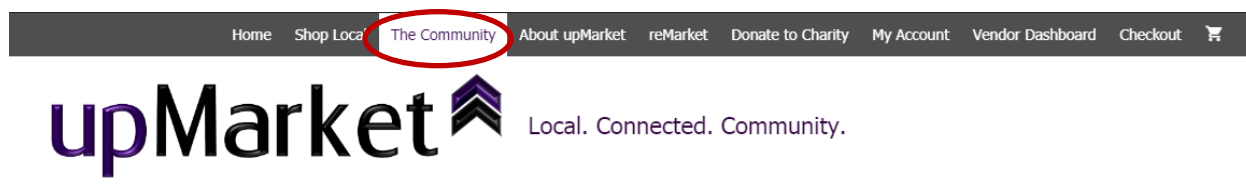
Latest Announcement See All

10. When this is complete, click Update Settings at the bottom of the screen and your storefront will appear in The Community page:

Enable Support Show support button in store

Support Button text

Update Settings



11. If you will be selling products directly on the upMarket website, select Payment in the navigation panel and choose Connect with Stripe (Stripe is upMarket's secure payment processor – Stripe registration is quick and easy and is required to sell on upMarket):

Payment Settings → Visit Store

These are the withdraw methods available for you. Please update your payment information below to submit withdraw requests and get your store payments seamlessly.

55% Profile complete

Add Phone to gain 10% progress

Stripe

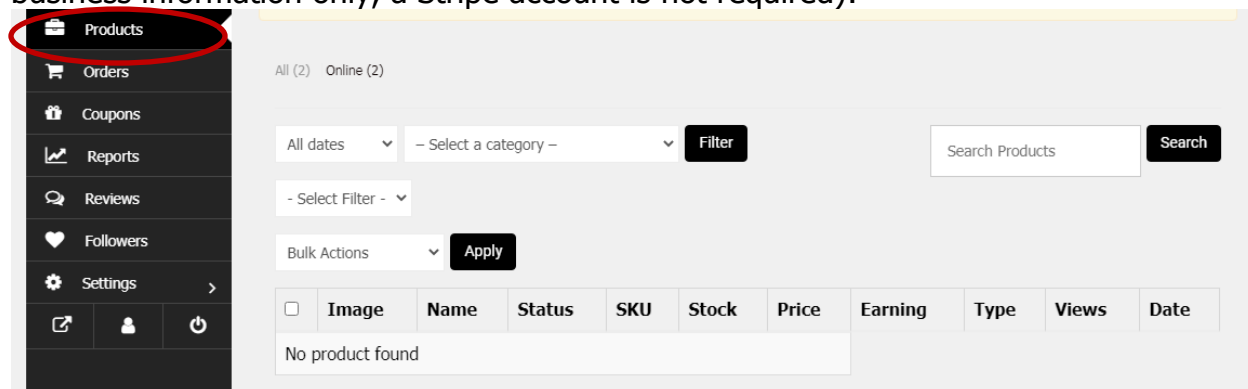
Your account is not connected to Stripe. Connect your Stripe account to receive payouts.

Connect with Stripe

Update Settings

You will be brought through the simple Stripe registration process – if you already have a Stripe account, you can connect it to the upMarket marketplace during this process

12. To be visible in the Shop Local section of upMarket, you will need to add a Product using the product tab in navigation panel – this is necessary, even if you are just listing your organization with a website link, to ensure that you are included in relevant product searches (if you are listing a business with a “product” containing a link and business information only, a Stripe account is not required):



13. Auction products can be added through the Auction tab, much the same as a regular Product addition, but with some additional pieces of information required that are auction specific

Other – Navigation Panel

The majority of the remaining functionality is for selling on upMarket. Browse through the tabs in the navigation panel and reach out to admin@upmarketnl.ca for any questions that you have and to add options within the various functions, such as Shipping types, that you require or would like to use.

Fees to sell on upMarket

No selling fees will ever be incurred by a Vendor until a sale is actually made by the Vendor on upMarket. Additionally, there will never be any out of pocket selling fee payments required. Both the Stripe processing fee and the upMarket commission fee will be deducted by Stripe before they deposit the funds from sales into the Vendor’s bank account (typically a few days after the sale to allow for processing by Stripe).

Selling fees are as follows:

2.9% +\$0.30/transaction fee charged by Stripe for payment processing

3% per transaction commission fee charged by upMarket