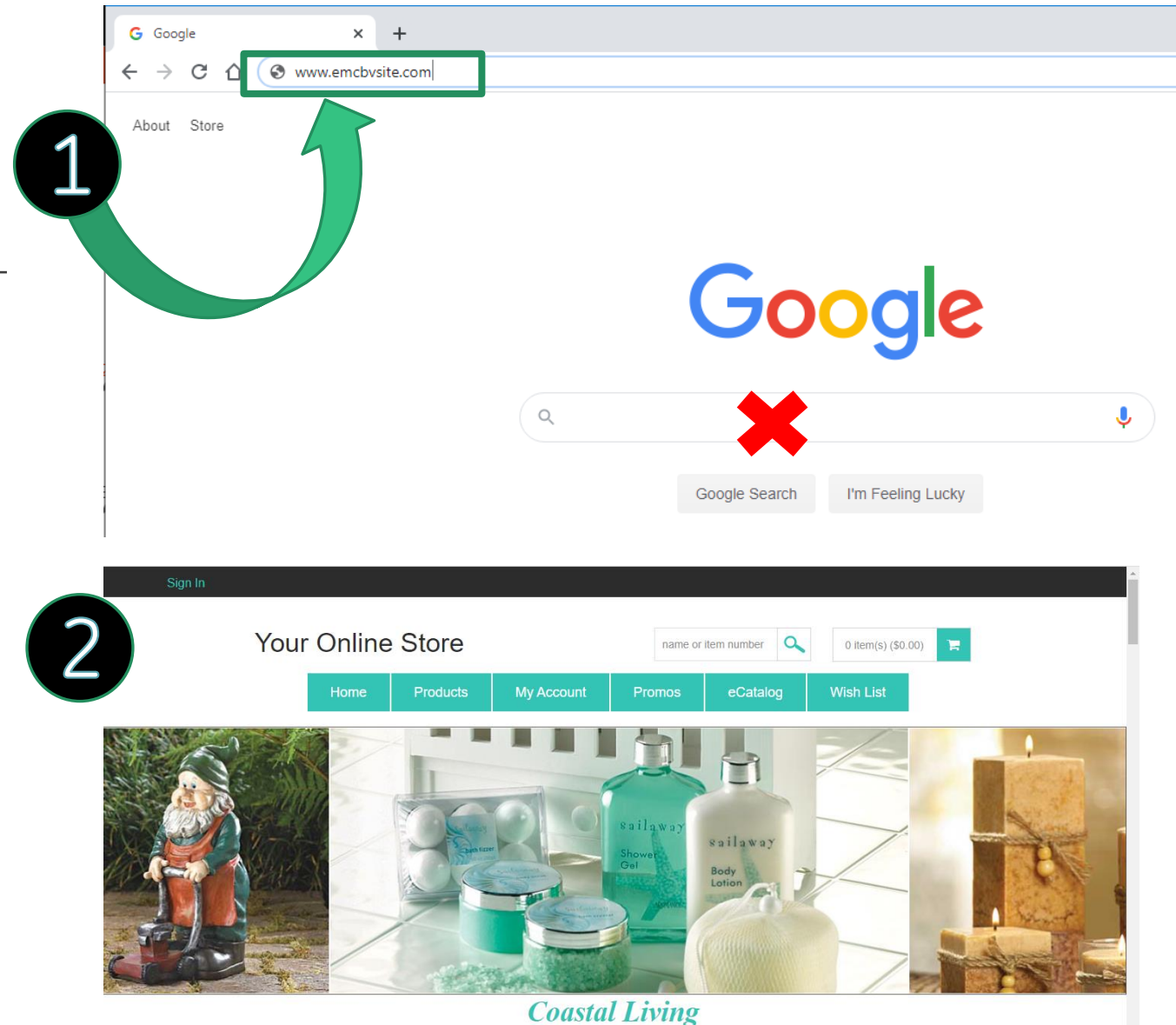


Navigating to Your Website

1. Open your Internet browser and type your website's URL in the address bar.
 - You cannot "search" for your website on Google. You must type the domain name of your website in the address bar on top.

2. Hit the "Enter" key and you will arrive on your store's homepage.

As you tell friends, family, and potential customers about your website, be sure to tell them the URL exactly so they can also type your website address into their browser and visit your store!



The image shows a two-step process for navigating to a website. Step 1: A browser window with the address bar containing 'www.emcbvsite.com'. A green circle with the number '1' and a green arrow points from the address bar to the search bar on the Google homepage. Step 2: The browser window shows the 'Your Online Store' homepage. A green circle with the number '2' is positioned to the left of the page. The homepage features a navigation menu with 'Home', 'Products', 'My Account', 'Promos', 'eCatalog', and 'Wish List'. Below the menu is a banner image showing various products, including a gnome figurine, 'sailaway' brand shower gel and body lotion, and candles. The brand name 'Coastal Living' is written at the bottom of the banner.

Your Site Manager

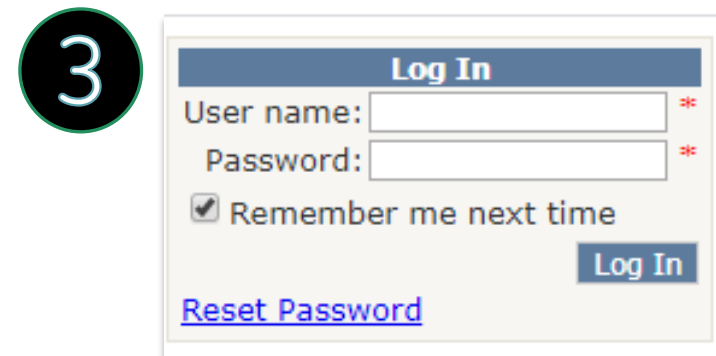
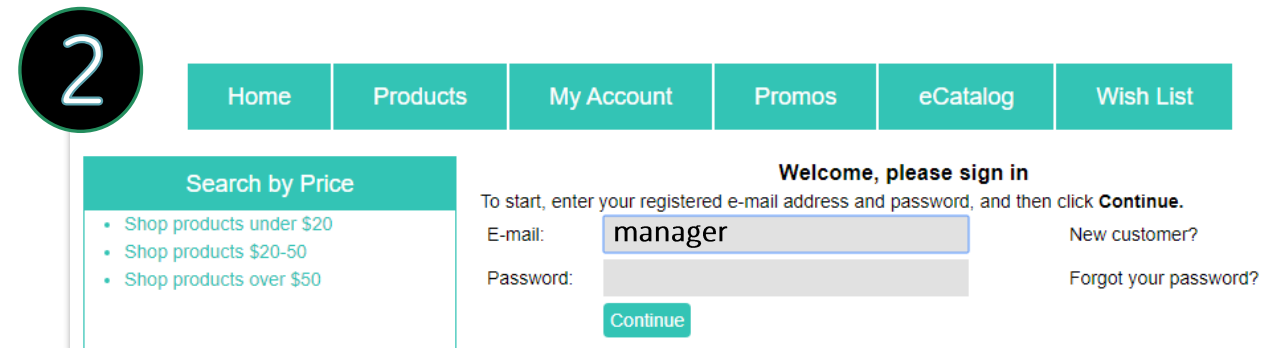
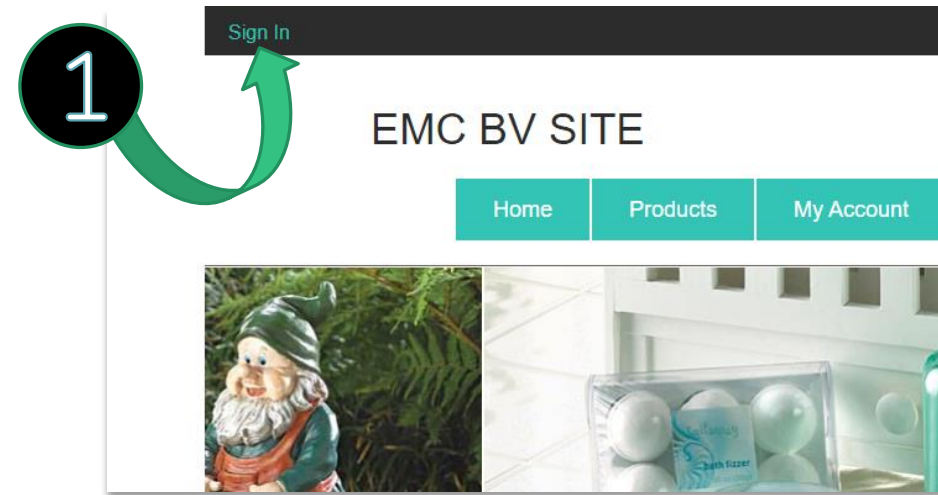
Your “Site Manager” is the control center of your website. It contains all the tools that you will need to operate your site.

1. Click “Sign In”, “Login” or “My Account”, depending on the layout at the top right.

2. Type the word *manager* in the e-mail box and leave the password empty

3. Enter your username and password and click the **Log In** button.

You should have received your login credentials in an email from Technical Support. If you don't have your logins, please call 1-877-384-4691



Watch the How-To

Your Site Manager Main Menu

As you make changes throughout the categories listed here, you can return to this menu at any time by clicking the Main Menu button on the top-left of the screen.



Appearance	Products	Sales	Marketing	Support
Store Profile	Products	Orders	Promotions	Manage Hosting Account
Style and Color	Departments	Shoppers	Deal of the Day	My Account
Widget Library	Products by Department	Packages	Pop-up Window	eMerchantClub
Customize Storefront	Product Upload / Download	Print Order Form		Online Manual
Navigation Bar	Product Price Setting	Shipping		Video Tutorials
Media Library	Product Images	Sales Tax		Contact Tech Support
	Product Descriptions	Gift Cards		Membership Rules
	Data Update			Outgoing Mail Server (SMTP)
				Mailbox
				Tip of the Day
				Site Administration
				eCatalog Admin