

Welcome to McPhersonsprint!

It's easy to sign up for **McPhersonsprint** and easy to make sales online! Decide which site is right for you:



✓ **McPhersonsprint Social** - *Our all-in-one web catalog featuring every product.*



✓ **McPhersonsprint Holiday** - *For those interested in selling our holiday greeting cards only.*

Your Sign-Up Form

After you decide which McPhersonsprint site is right for your business, download the correct pdf sign-up form from our site:

<http://mcphersons.com/freeecommerce.html>

Every McPhersons product line is featured on the social site. There is no need to fill out additional forms for Holiday sites.

*You may type your information into the fields before printing the form. Fax your form to us at **800.535.4925**. Please allow 1 – 2 weeks after submitting your form for your completed site.*

*McPhersons*TM

Completing Your Sign-Up Form

1. **Dealer Name:** *Name of your business*
2. **Dealer Account #:** *Please call 800.742.9401 if you do not know or have not yet obtained an account number.*
3. **Dealer Contact Name:** *Person we can contact about your site.*
4. **Signature to authorize site creation:** *Please sign.*
5. **Billing Options:** *This is how you would like McPhersons to bill you for fulfilled orders from your site.*
6. **1st and 2nd Choice for Site Name:** *Please list two choices for how you wish your site to be named. Usually you will want to use the name of your business – yourbusinessname.mcphersonsprint.com*

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7. **Customer Service Email:** *This is the email address your site customers will see on your contact information on the site and on email correspondence with the customer confirming their orders.*
8. **Telephone & Fax Numbers:** *These will be on the site contact page.*
9. **Business Days and Hours:** *If you do not have business hours you may leave this blank or use By Appointment.*
10. **Your Business URL:** *This is your own company site if you have one. Your McPhersonsprint site will carry a link to your company site on the navigation bar.*
11. **Discounts Offered:** *You may decide on a site wide discount (enter percentage of discount in **Total: Site:**__ or You may make separate discounts for **Invitations:**__ and **Accessories:**__. Invitation discount will be applied to all printed stationery and accessories discount will be applied to all accessories on the site. Please contact us if you want these discounts applied to only one item group – as an example you may want 20% on wedding invitations but none on baby announcements.*

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12. **Customer Payment Options:** *Check all boxes on the credit card and payment methods you accept from your customers. All credit card transactions made on your site will only be approved by you.*
13. **Order Notification Email Address:** *This is the email address you want to have the site administrator use to inform you that you have orders pending approval.*
14. **Order Approval Password:** *You may select your own password to access your customer orders on the order administration site. You will be given a link to this site with instructions once your McPhersonsprint site is set up. Your log-in to approve orders will be your account number.*

Completing Your Sign-Up Form

- 15. Navigation Links:** *Select all the navigation links you wish to appear on your site's navigation bar:*
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- a. **About Us** *informs your customers of secure ordering on the site.*
 - b. **Contact Us** *shows your contact information and business hours.*
 - c. **Samples** *shows your customer how to order samples from the site*
 - d. **FAQ** *gives information on ordering invitations, production time, shipping.*
 - e. **Verse-It** *is a pop-up window that has easy to search wording suggestions.*
 - f. **Email a Friend** *lets your customer inform family and friends of your site.*
 - g. **Your Business URL** *is a link to your own business web site.*
- 16. Use Logo on Header:** *Check this box if you wish us to use your logo at the top of the site. Logo should be 200 x 50 px. Email your logo to artwork@zgate.com. If your logo does not fit these specifications, we will make a header banner with your logo as part of the image. If you wish us to download your logo from your business site, please note on form.*

Completing Your Sign-Up Form

17. **Business Name in Text on Header:** *Check this box if you want your business name in text on the header with no logo. Header Wording is any additional wording you want on your header.*
18. **Select Your Template and Colors:** *Holiday sites use only the **Standard** template. Holiday sites have a **Header, Page Background Color and Navigation Bar** color choice. Please enter the **RGB** or you may select colors from our [color chart](#). If you wish to have colors coordinate with your own business site, please make a note “**colors from site**” on the form before faxing. Social sites need to indicate template choice on the second page of the Social sign-up form.*

Completing Your Sign-Up Form

- 19. Template Choices:** *If you are signing up for a McPhersonsprint Social site, you will need to complete the second page of your form. You have a choice of three [templates](#): **Standard**, **Template 1** or **Template 2**. Please indicate on your form each color choice for **Header**, **Navigation Bar(s)** and **Page Background** colors. You will also need to indicate which product images you want on your site. You may view these choices for [Standard Images](#), [Template 1 Images](#) and [Template 2 Images](#). **Image 1 Choice** needs to be the one of the large pictures in the template group. The remaining image choices are the small pictures. Please select only the images that belong to your selected template group.*
- 20. Fax:** *Fax your completed form to **800.535.4925** and we will inform you when your site is ready to review and use!*