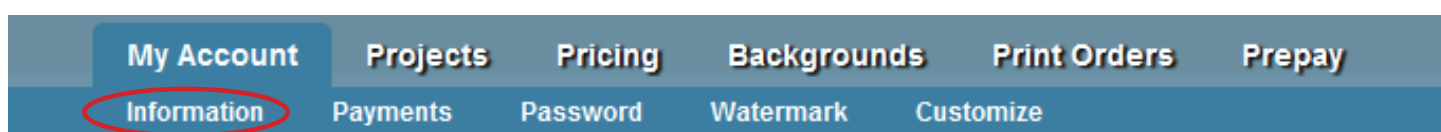


# OSP: My Account

My Account allows you to edit studio contact information, provide Stripe payment information, update your OSP password, add a watermark, and some customizing features.

To find where to update your information go to “My Account” then to “Information”.



## INFORMATION

Anything you input into this area is information that you are providing to your customers for contacting your studio.

|                                     |                                              |
|-------------------------------------|----------------------------------------------|
| Studio Name:                        | <input type="text"/>                         |
| Address:                            | <input type="text"/><br><input type="text"/> |
| City:                               | <input type="text"/>                         |
| State:                              | <input type="text"/>                         |
| Zip:                                | <input type="text"/>                         |
| Phone:                              | <input type="text"/>                         |
| Email:                              | <input type="text"/>                         |
| Website:                            | <input type="text"/>                         |
| <input type="button" value="Save"/> |                                              |

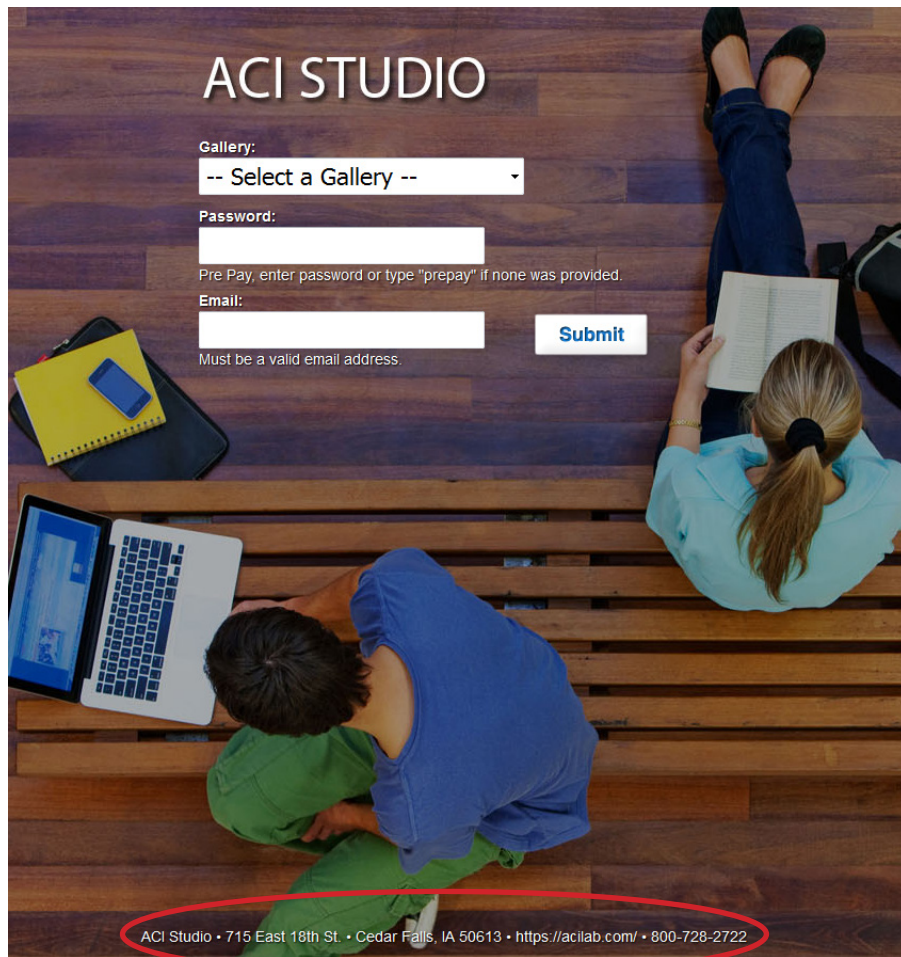
## REQUIRED INFORMATION

*Studio Name* must contain your business name with ACI.

*Email* must be filled out, this email address is recognized as your admin email when you login as a consumer.

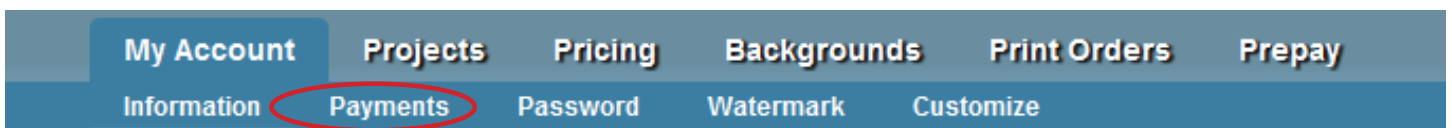
Select “Save” when finished.





All of this information will be view-able by consumers who go to your URL, as it shows on the bottom of your URL; as shown below in the red box:

To find where to update your Payment information go to *My Account* then to *Payments*.



## PAYMENTS

This is where you will enter your secret & publishable keys provided by your Stripe account to connect OSP with your Stripe account. If you do not yet have a Stripe account set up, there is an link you can click on to take you to Stripe to get set-up.



You must setup a stripe account to accept payments on OSP. Stripe is a world class online payment gateway similar to PayPal or Authorize.net.

#### Advantages

- Easy free set-up.
- Low transaction fees (2.9% + 30¢).
- Users make payments on our page.
- Funds are transferred to your bank account automatically.

[Click here](#) to sign up for a Stripe account.

You must have an "Activated" Stripe Account.

Enter the Secret and Publishable key from your Stripe account below. Then click "Save". \*\*

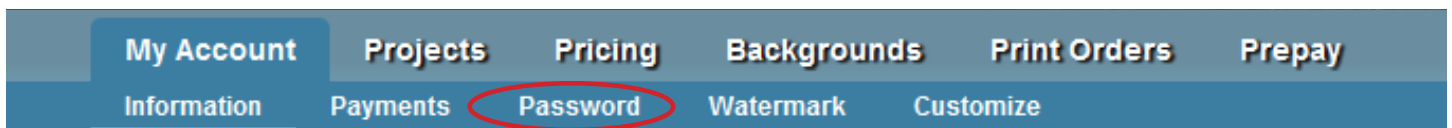
These can be found in your Stripe account under "Account Settings" then "API Keys".

|                                                                                                                                                          |                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Secret Key:                                                                                                                                              | <input type="text" value="sk_test_it2XCmzaGVTwRGnN2JobW1cR"/> |
| Publishable Key:                                                                                                                                         | <input type="text" value="pk_test_YwOg7BEGBIGcIV0mdyLDLOFS"/> |
| <input type="button" value="Save &amp; Enable Stripe"/>  <b>Enabled</b> |                                                               |

**\*\* You must submit a test order to yourself with your credit card using live keys and a different email address and confirm that the funds are in your Stripe account or risk missing orders.**

To learn how to submit a test order, please see *Submitting a test order*.

To change your password go to *My Account* then to *Password*.



## PASSWORD

In *Current Password* enter the password ACI provided to you.

In *New Password* enter the password you wish to use.

In *Retype Password* enter the New Password again.

Select *Save* when finished.

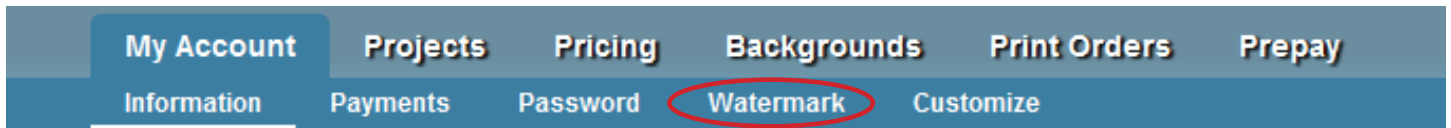
### Password

|                                     |                          |
|-------------------------------------|--------------------------|
| Current Password:                   | <input type="password"/> |
| New Password:                       | <input type="password"/> |
| Retype Password:                    | <input type="password"/> |
| <input type="button" value="Save"/> |                          |



To add a watermark to your images go to *My Account* then to *Watermark*.

Consumers are not allowed the ability to right click to save image. ACI has disabled this feature. Consumers still have the capability to do a screen capture though, and for that purpose we have this area where you may set up a watermark appearing over the image(s).



## WATERMARK

In *Watermark* type the wording you would like to preview over your consumers images when they login.

Select *Save* when your finished.

## Watermark

A form with a light gray background. It has a label 'Watermark:' followed by a text input field containing the word 'proof'. Below the input field is a blue button with the word 'Save' in white text, which is circled in red.

To customize the look of your homepage go to *My Account* then to *Customize*.



## CUSTOMIZE

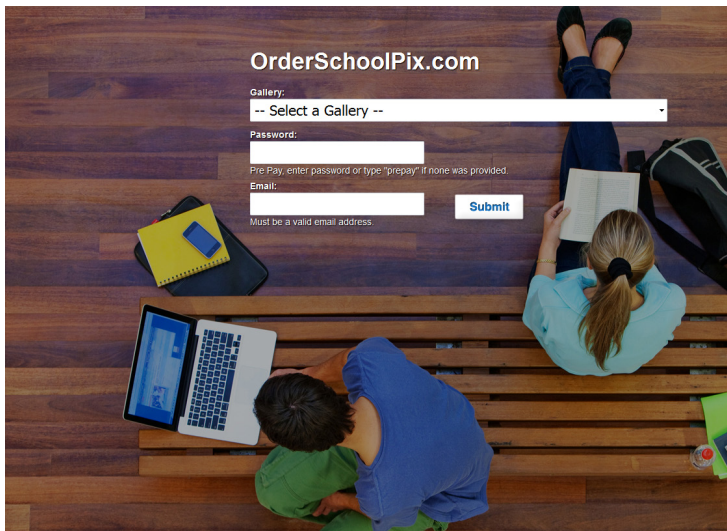
Customize the look of your home page by uploading a jpg, upload a studio logo, edit the background color the consumers see when they login.



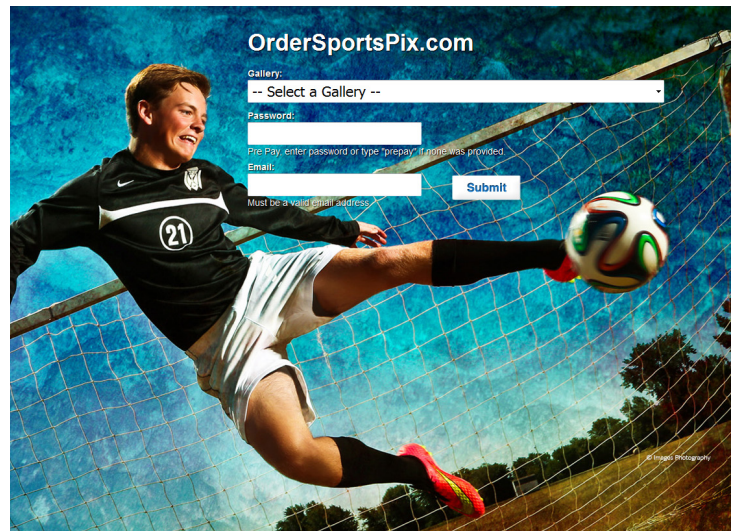


## HOME PAGE BACKGROUND DESIGN

You are able to customize the background design on the homepage. If you do not customize the background, it will appear as the one shown below, with the students studying on the bench. If you customize the background it will customize for both orderschoolpix.com and ordersportspix.com. If you do not customize ordersportspix.com will be at random different sport images.



orderschoolpix.com shown not customized.



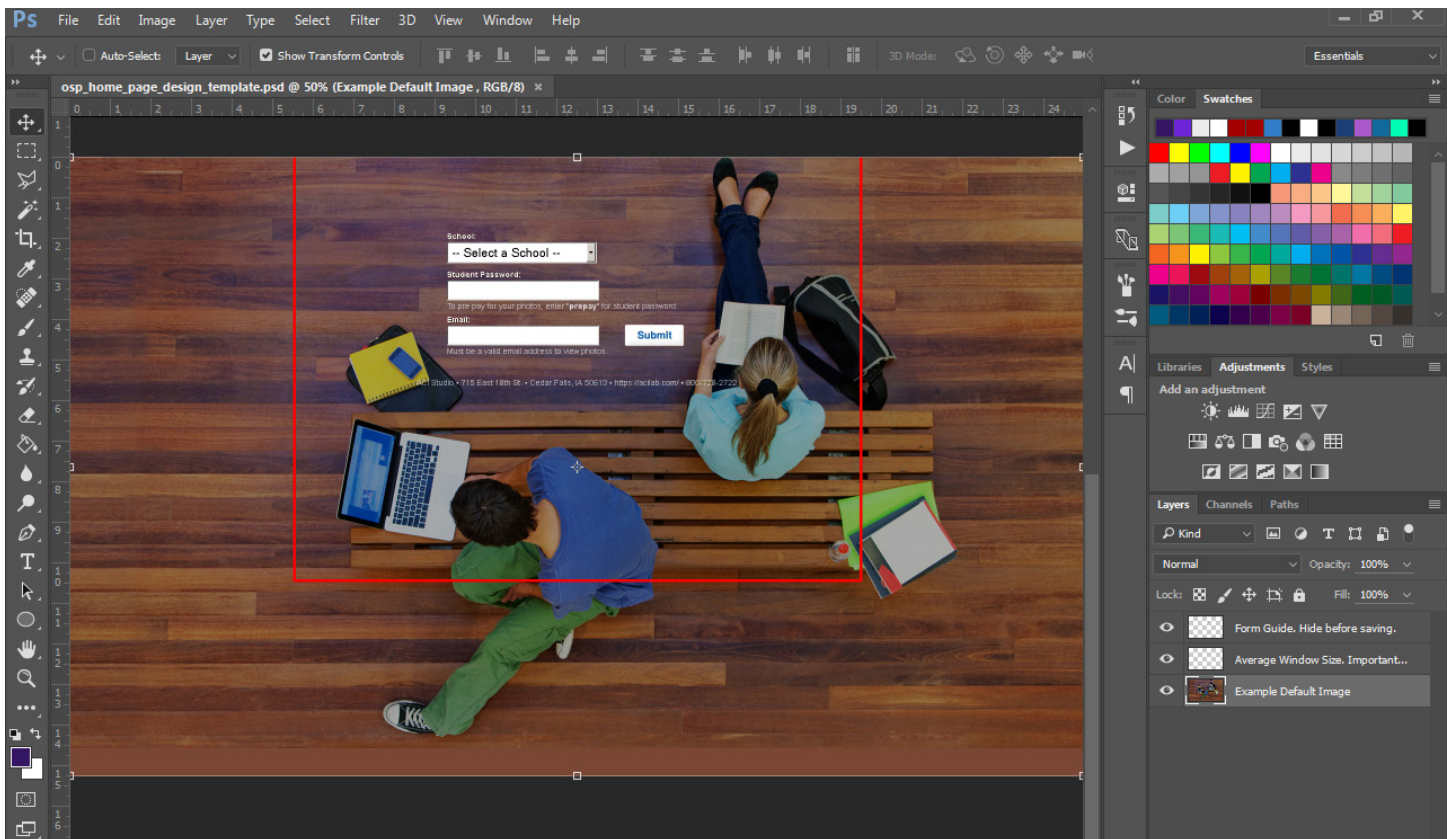
ordersportspix.com shown not customized.

## Customize

| Home Page Background Design                                                                                                                                                                                                                                      | Studio Logo                                                                                                                                                                                                                                                         | Colors                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| <p><b>Upload a Custom Background Design.</b></p> <p>Use <a href="#">this</a> template to create a custom background design image for your home page.</p> <p>Upload Image</p>  | <p>Upload a studio logo graphic to display on shopping cart pages.</p> <p>Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.</p> <p>Upload Image</p>  | <p>Customize the colors on the shopping cart pages.</p> <p>Background Color</p> <p>#575757</p> <p>Save</p> |

Select *This* to download a PSD template.

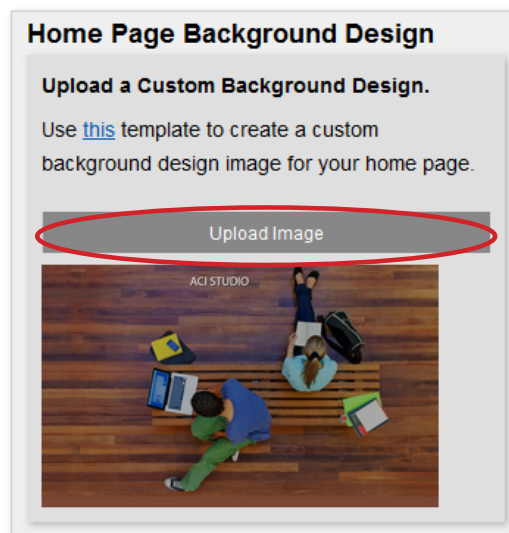




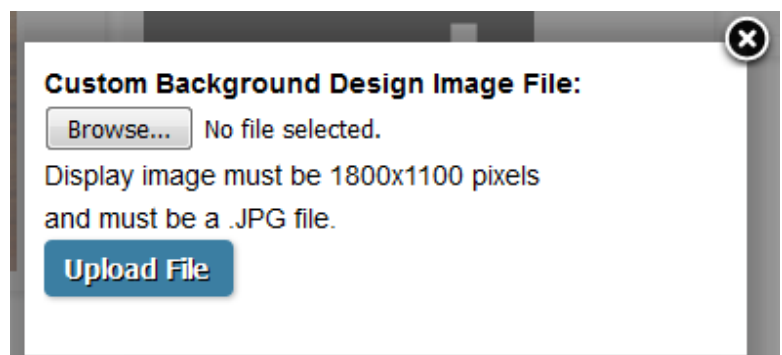
There will be 3 layers to this PSD, be sure to turn the layers off before saving as a JPG.

After saving your JPG you will need to *Upload Image* in OSP to browse out for your image.

## Customize

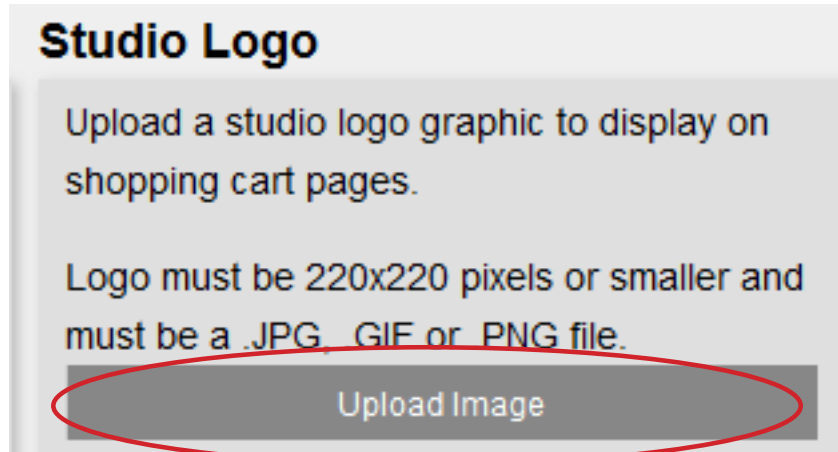


Select *Upload File*, once uploaded your studio OSP url will now have this new image as the background on your Homepage.



## STUDIO LOGO

See Requirements for Logo before upload.



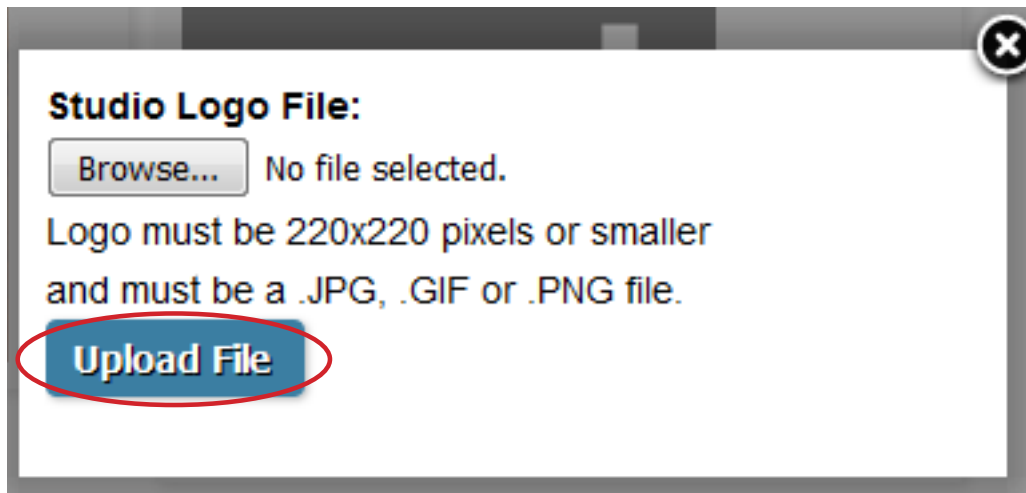
**Studio Logo**

Upload a studio logo graphic to display on shopping cart pages.

Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.

**Upload Image**

Select *Upload Image* to browse.



**Studio Logo File:**

**Browse...** No file selected.

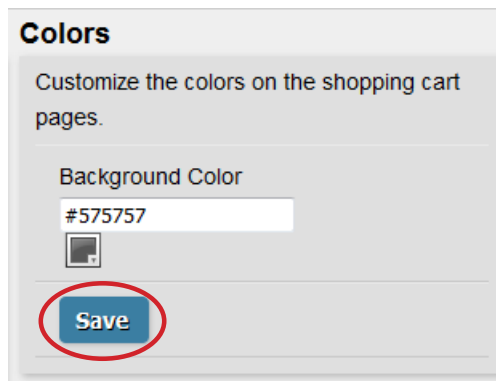
Logo must be 220x220 pixels or smaller and must be a .JPG, .GIF or .PNG file.

**Upload File**

Select *Upload file*.

## COLORS

You can type in a color swatch number or you can click on the color swatch below to select a background color to use in the shopping cart pages



**Colors**

Customize the colors on the shopping cart pages.

Background Color

#575757

**Save**

Select *Save* once your finished.

