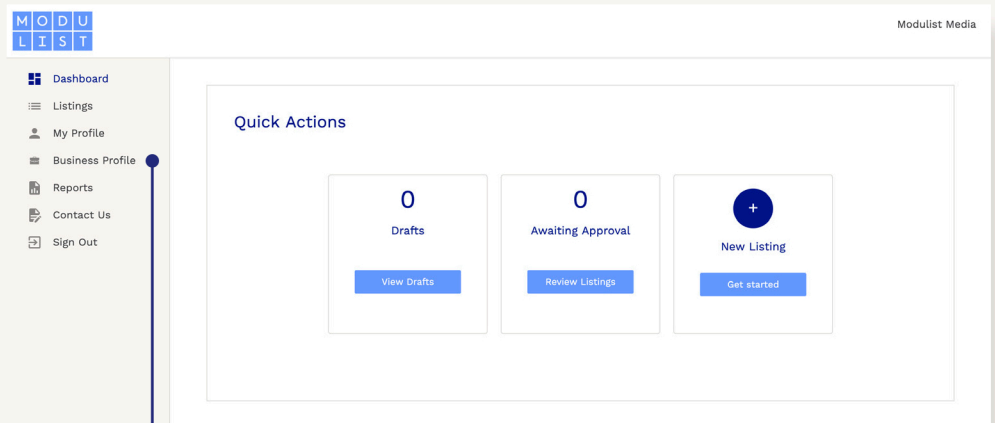


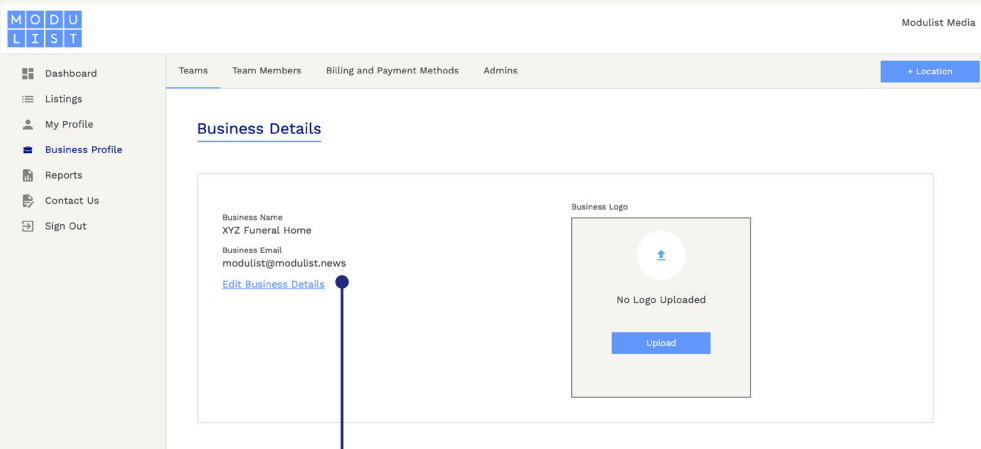
HOW TO

Setting Up Your Business Account

Now that you have successfully created your business account, you are ready to start setting up some of the different features built into the system. Upon your first log in, you will be asked if you want to jump straight to creating a listing or viewing your account. Your dashboard should look like the image to the right.



click Business Profile



click to edit Business Details

You will have the option to add team members, multiple payment methods, admin users, upload your business logo and add multiple locations of your business. Let's start with editing your business details. This will allow you to change the name of the business and add a general email that your order proofs can be sent to.

Click Edit Business Details. This will bring up a new window. If you want to have proofs sent to an email inbox that multiple people can access, you can enter that here. Save any changes you make.

The screenshot shows the 'Business Details' page in the Modulist interface. A modal window titled 'Edit Business Name' is open, allowing users to update their business information. The modal contains fields for 'Business Name*' (pre-filled with 'XYZ Funeral Home') and 'Business Email' (pre-filled with 'modulist@modulist.news'). There are 'Cancel' and 'Save' buttons at the bottom of the modal. The background page shows the 'Business Details' section with the same information and an 'Edit Business Details' link. A 'No Logo Uploaded' message with an 'Upload' button is also visible.

This screenshot shows the 'Business Details' page with the '+ Location' button in the top right corner highlighted by a blue dot and a line. The page displays the business name 'XYZ Funeral Home', the email 'modulist@modulist.news', and a 'No Logo Uploaded' message with an 'Upload' button. The left sidebar contains navigation links: Dashboard, Listings, My Profile, Business Profile, Reports, Contact Us, and Sign Out.

Now, let's set up a location for your business.

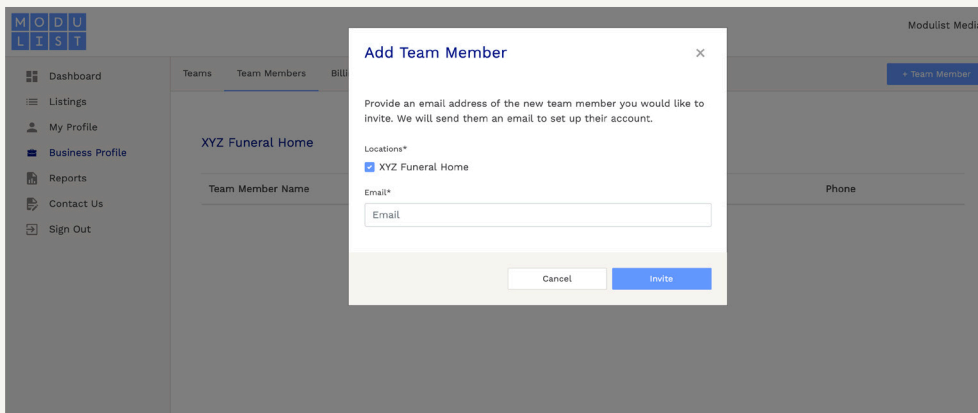
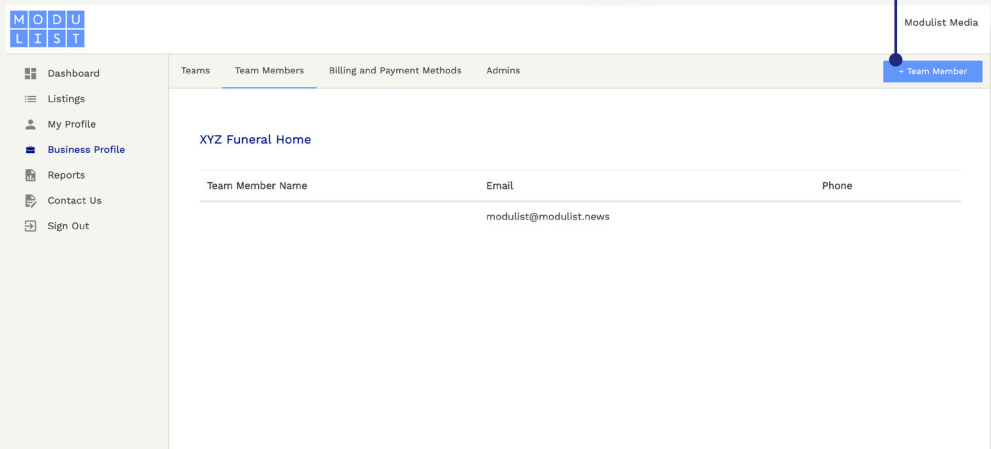
click +Location

A new window will open. Fill out all of your business details. If your business has more than one location, for example you own multiple funeral homes in different cities, repeat this process for each location.

The screenshot shows the 'Business Details' page with the 'Add Location' modal open. The modal contains fields for 'Name of Location*' (pre-filled with 'XYZ Funeral Home'), 'Street Address*', 'Apt/Suite', 'City*', 'State*', 'Zip Code*', and 'Phone'. There are 'Cancel' and 'Save' buttons at the bottom. The background page shows the 'Business Details' section and a 'Locations' section at the bottom.

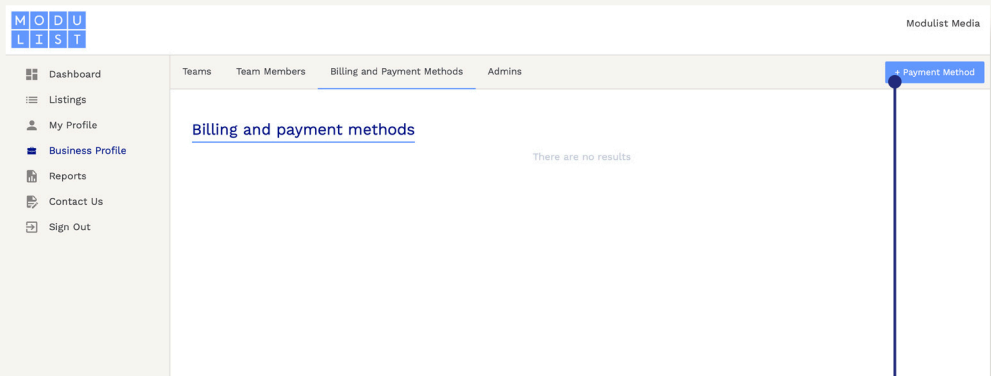
click +Team Member

This will allow each team member to be part of the parent account. They will have access to place listings for their specified locations, access to certain payment information, etc. Click the +Team Member button in the top right hand corner of your screen.



From here, you can enter each team member's email address. Additionally, you can assign them to one or all of the locations you have set up for your business by clicking the box. Make sure to click the Invite button.

Once you have added all of your team members, set up your payment methods. Modulist does require you to prepay for all listings submitted. You can add a card to keep on file so you don't have to scramble to find your card to submit the listing.



*It is important to keep in mind that, if you are set up as a funeral home for example, you can pay with a family's credit card at the end instead of using a business card. Move to the Billing and Payment Methods tab.

click +Payment

Enter in the information on the card you wish to keep on file. This card will now be available for team members to use. You can assign different cards to different team members if you'd like.

The screenshot shows the 'Add Payment Method' modal in the Modulist Media interface. The modal is titled 'Add Payment Method' and has a close button (X) in the top right corner. It contains the following fields: 'Name as it appears on card *' with a text input field labeled 'Cardholder Name'; 'Card number *' with a text input field containing '4111 1111 1111 1111'; 'Expiration Month *' with a dropdown menu showing 'MM'; 'Expiration Year *' with a dropdown menu showing 'YYYY'; and 'CVV *' with a text input field containing '123'. At the bottom of the modal are two buttons: 'Cancel' and 'Save'.

The screenshot shows the 'Team Members' page in the Modulist Media interface. The page has a header with tabs: 'Teams', 'Team Members', 'Billing and Payment Methods', and 'Admins'. The 'Team Members' tab is selected. Below the header is a table with the following data:

Team Member Name	Email	Phone
Nichole Seitz	nicholeseitzphoto@gmail.com	701-241-5509

At the bottom right of the table, there is a blue arrow pointing to the right, indicating a 'click here' action.

You do have the ability to give more than one team member “Admin access” to the account. Just go back to your team members and click the arrow.

click here

If you want to promote or delete a user, you can see those options listed at the bottom of the screen. You can also see all of the listings that team member has created.

The screenshot shows the user profile page for Nichole Seitz in the Modulist Media interface. The page is titled 'Nichole Seitz' and has a 'Contact Information' section with the following details: Email: nicholeseitzphoto@gmail.com, Phone: 701-241-5509, and Locations: 101 5th St. N., Fargo ND 58102. Below this is a 'Saved Payment Methods' section with a table showing one saved card:

Card	Last 4 Digits	Expires
Visa	1111	05/2026

Below the payment methods is a 'Listings (0)' section with a table showing no results. At the bottom of the page are two buttons: 'Delete User' and 'Promote User'.

choose here