



SETTING UP YOUR PERSONAL LINK AND PHOTO

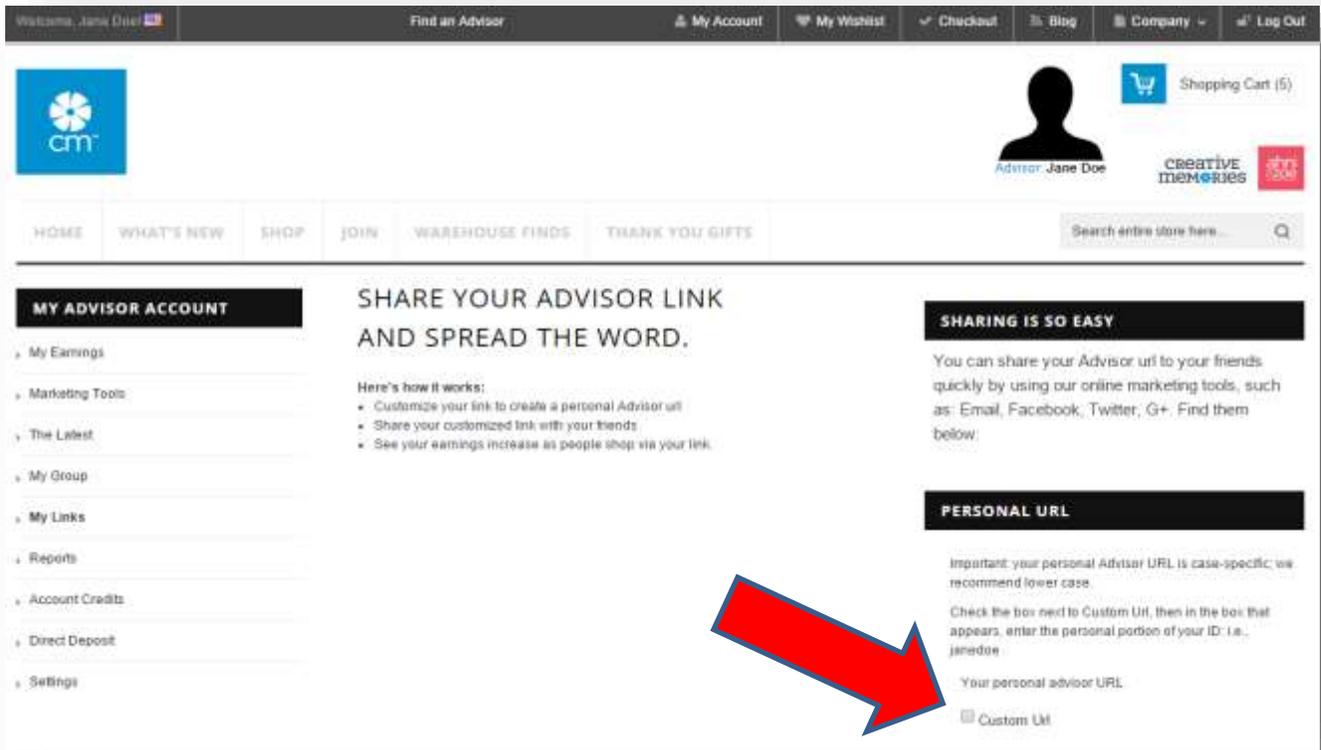
Your link is THE WAY that customers order from you and other Advisors sign up under you, so it's important that you get it set up properly so customers know they are shopping with you.

1. In the Advisor back office, click on My Links.

A screenshot of the Creative Memories Advisor back office dashboard. At the top, there is a navigation bar with links for 'Welcome, Jane Doe', 'Find an Advisor', 'My Account', 'My Wishlist', 'Checkout', 'Blog', 'Company', and 'Log Out'. Below this is a header section with the Creative Memories logo on the left, a user profile icon labeled 'Advisor, Jane Doe' in the center, and a shopping cart icon labeled 'Shopping Cart (5)' on the right. A search bar is located on the right side of the header. The main content area is divided into two columns. The left column is titled 'MY ADVISOR ACCOUNT' and contains a list of menu items: 'My Earnings', 'Marketing Tools', 'The Latest', 'My Group', 'My Links', 'Reports', 'Account Credits', 'Direct Deposit', and 'Settings'. A large red arrow points to the 'My Links' item. The right column features a large banner image of a smiling woman with the text 'WELCOME!' overlaid in large blue letters. Below the banner, there is a red text box that reads: 'If you've just signed up as a CM Advisor, congratulations! We are happy you've joined us! There are a few things you'll want to do right away:'. Below this, a numbered list item states: '1. Visit the Marketing Tools page - to the left on this page. If you don't see it, be sure you're logged in to the site. On the top of the Marketing Tools page you'll see the Advisor Guide. It will walk you through setting up your personal link and answer the most commonly asked questions.'



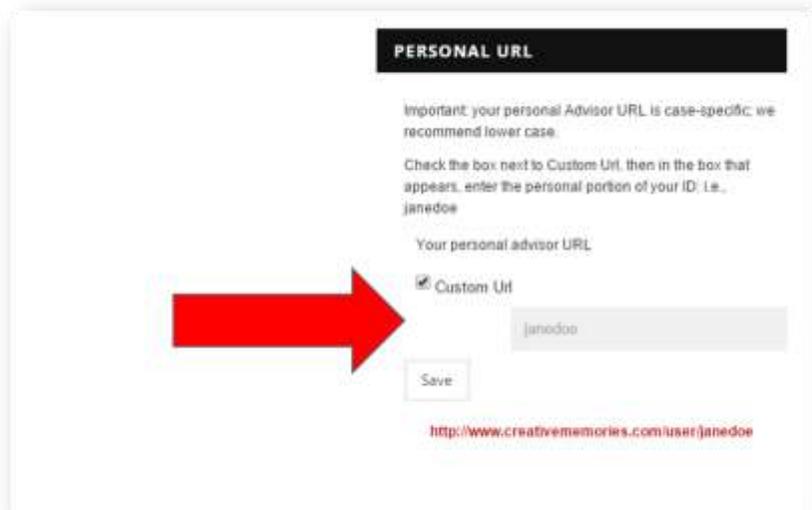
2. On the My Links page, check the box next to Custom URL.



Once you check the box next to Custom Url, a gray box will appear beneath it.

3. In the box enter your name in lowercase letters.

I.e., if your name is Jane Doe, you could enter janedoe, or janed, or jd, or another variation. It is our recommendation to keep it as short and simple as possible. *If the name is already taken, an error message will appear.* As you enter your name, you will see it change right below the Save button in red.





Please note that links are case-sensitive. We recommend you enter it lower case, as that is an internet standard. Double check it looks right, then click Save. If you made a mistake, you can delete what is in the grey box, re-enter it and click Save.

4. Once you've clicked Save for your link, click on the link in red and go to your site. You will see it recognizes you three ways:

1. In the black bar it will say "Welcome, Your Name!"
2. Your URL will show as you've entered it on the My Links page.
3. It will say Advisor: Name under the silhouette.



If you do not see your name as shown above, you will want to close the window and go into your browser settings to clear your cookies. (If you're not sure how to do that, a simple search for "clearing cookies in X browser" will get you there.) Then try again and you should see your name appear as shown above.

Now that you have your personal URL, the next step is sharing it. *Tip: if you highlight your URL (#2 above), copy it, and paste it when you share your link, it will always be accurate.*

SETTING UP YOUR PHOTO: From the main Advisor Account page, click on Settings.





On the Settings page, click Choose File and browse to your photo's location on your computer. Once you select the photo you'll see it appear in the window where you can move it around or zoom it in/out.

When you're happy with it, click on Upload Image and you will see it appear where the silhouette was.

You can change your photo any time by selecting Delete and repeating these steps.

