MyFrames™ Quick-Start Guide

- Go to www.diplomaframe.com
- Click the My Account link at the top center of the page
- On the next screen, enter your e-mail address and password
- Click the Order [Your Bookstore Name] Frames link at the bottom of the page
- You are now on your Frame Selection page (also referred to as a Listing Page)
- Click on the image or name of the frame you would like to order
- On the Product Detail page, select a box type from the Box drop-down menu below the item number
- Enter the desired quantity
- Click the Add to Cart button
- Review your Shopping Cart. Change quantities or click the Remove box as necessary and click Update Cart
- To order more frames, click the Keep Shopping button
- Once you have made all your selections, click the Check Out button on the Shopping Cart page
- You are now on your Address Book page

For store orders:

- Click the box next to your name and store address if it is not already checked
- If you need to change your information, click the Edit triangle to the right of the city name
- If you need to add another shipping address for store deliveries, click the Add Address button
- Click Continue
- On the Create Shipments page, verify the items and quantities. The name in the center of the screen (just above the product items) indicates to whom the products will be shipped
- Click Continue
For drop-ship orders:

- If there is a checkmark next to your name and store address, click the box to uncheck it

- Click the Add Drop Ship Address button, then add and save address information for each drop ship destination

- Click the Ship To box before each customer name to whom you are shipping

- Click Continue

- On the Create Shipments page, note the name in the center of the screen just above the items

- Adjust the quantities for that individual

- Select a Gift Card message if your customer requested one or type in a custom message.

- Click Continue

- Repeat the last four steps for each drop-ship customer until all your items have been assigned to a recipient

- Click Continue

- Proof your Final Order overview page. Click the Edit Shipment button if you need to make any changes

- Click Proceed to Payment

- On the Billing Information page, enter your P.O. Number and any additional order notes in the blank field

- Click Submit Order

- An Order Receipt page will display. We suggest printing a copy of this page for your records. An order confirmation will also be sent to the email address you used when you logged in.

> Please note that web orders and web order confirmations do not reflect applicable royalties—these are added to your final invoice

- To log out, please quit your browser. (If you simply close the browser window without quitting, you will remain logged in.)

Thank you for using MyFrames™

If you have any questions or comments, please contact our Web Support staff at info@diplomaframe.com or 800-477-9005 x32