How to Set-up Your Demonstrator Profile

We want to help new demonstrators get through the initial set-up steps so they can take advantage of the other benefits that are available to all demonstrators: discount on future products, opportunities to preorder, access to the resources on the demonstrator side of the website, updates and other Stampin' Up! news, and online access to new catalogs before they go live, and more.

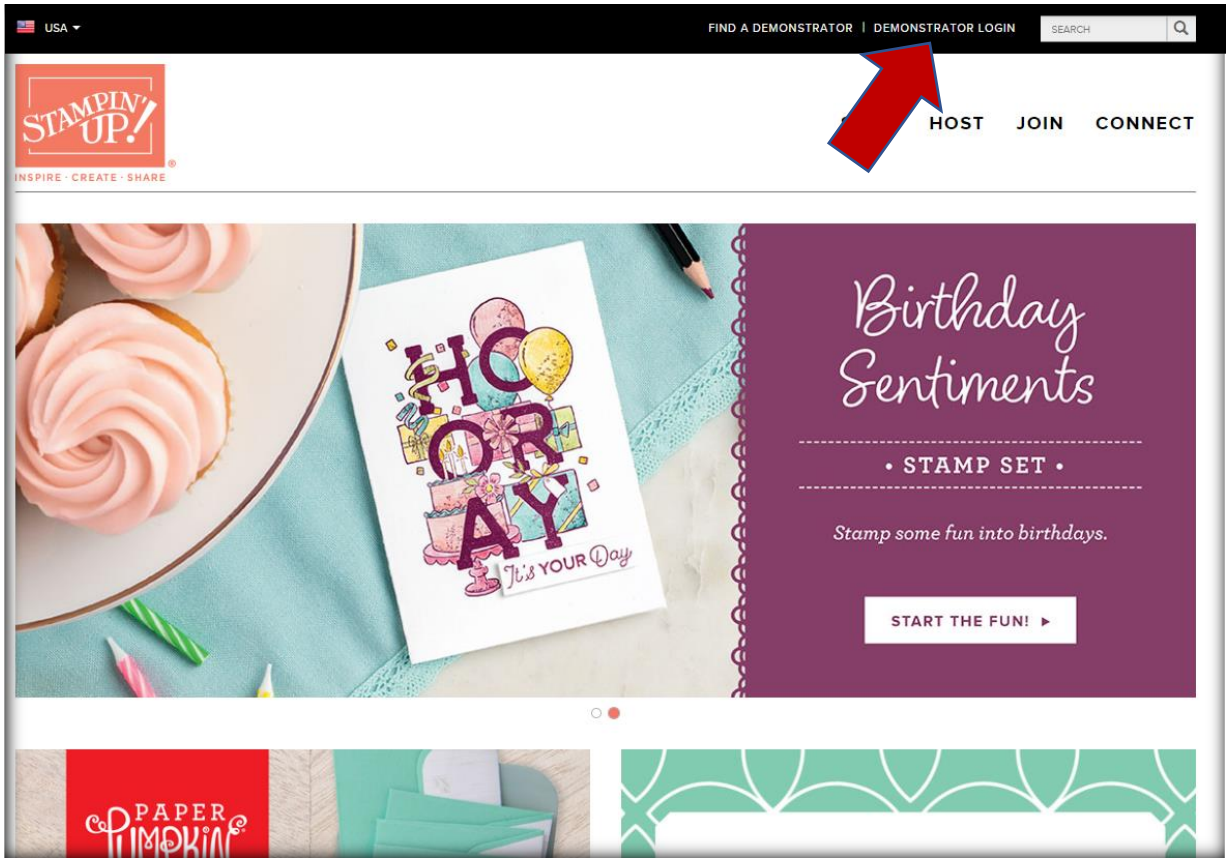
Every new demonstrator will need to set up their profile in order to access the demonstrator side of the Stampin' Up! website. This document was created to help guide you through the steps. **If you need help or have questions when setting up your profile or placing an order, Demonstrator Support is here to help. They are available Monday–Friday 7:00 AM to 7:00 PM (MT) at 1-800-STAMPUP (1-800-782-6787) or ds@stampinup.com.**

Before you begin, find your Demo ID number and temporary password. This information was sent in two separate emails for security reasons. (If you can't find these, contact Demonstrator Support.)

- Your Demo ID number was sent in an email with the subject line *Welcome to Stampin' Up!*
- The temporary password was sent in an email with the subject line *Your Stampin' Up! Password*

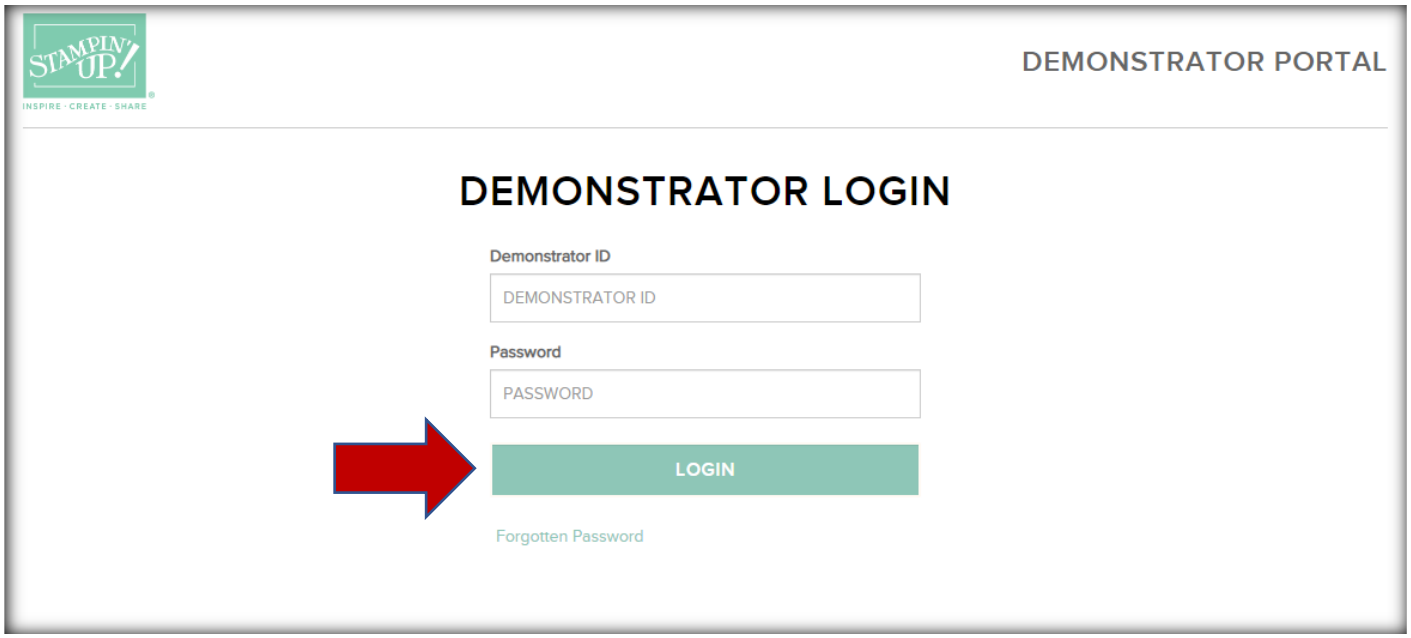
Got to www.stampinup.com

- Click on Demonstrator Login at the top of the screen.



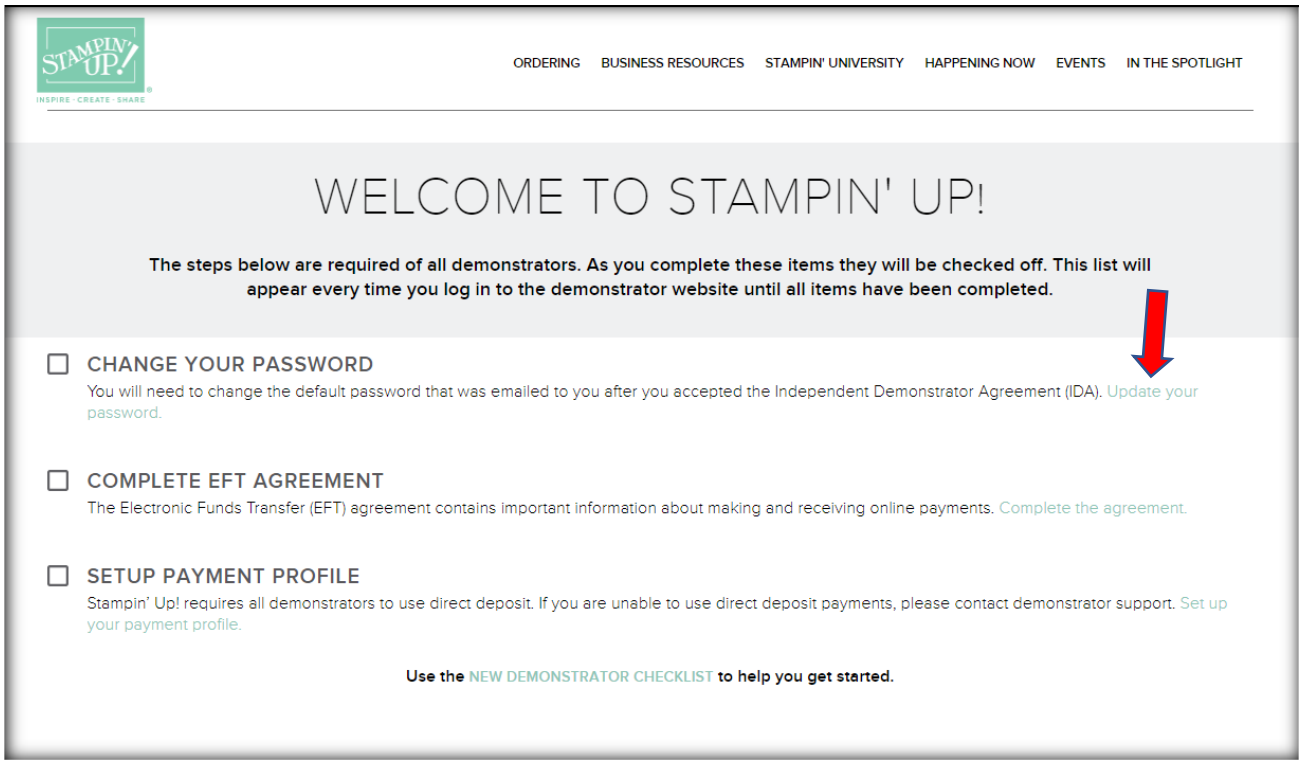
The Demonstrator Log in Screen appears:

- Enter your demo ID number and password from the emails. (Note: The password is case sensitive.)
- Click Login.



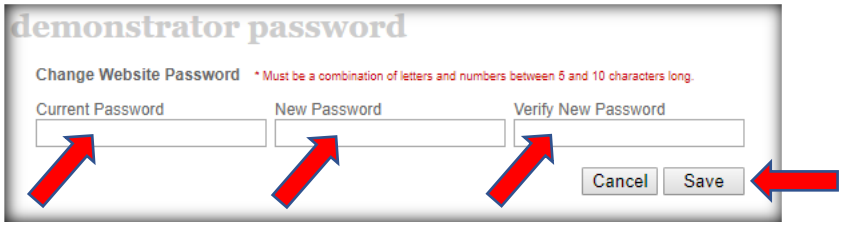
Welcome To Stampin' Up! screen appears:

- Click Update your password.



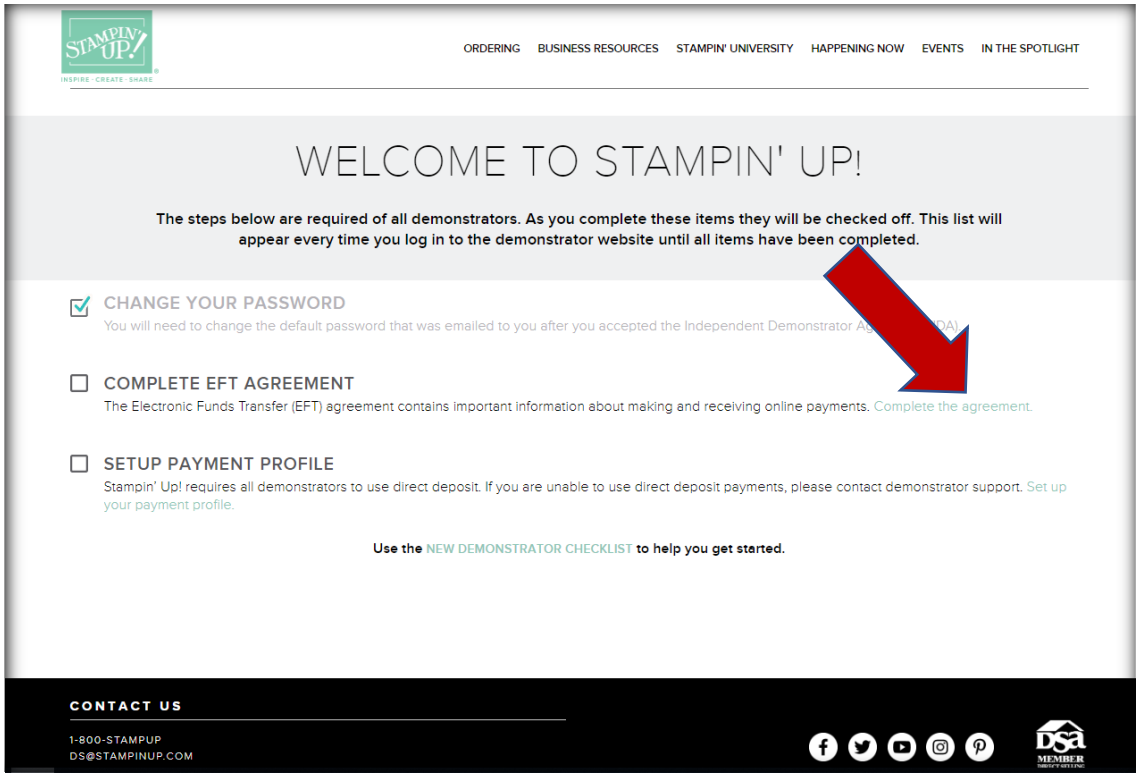
Demonstrator password screen appears:

- Enter the temporary password into the Current Password box.
- Enter a new password in the New Password box.
- Enter your new password again in the Verify New Password box.
- Memorize (or record in a safe place) your demo ID number and the new password.
- Click Save.



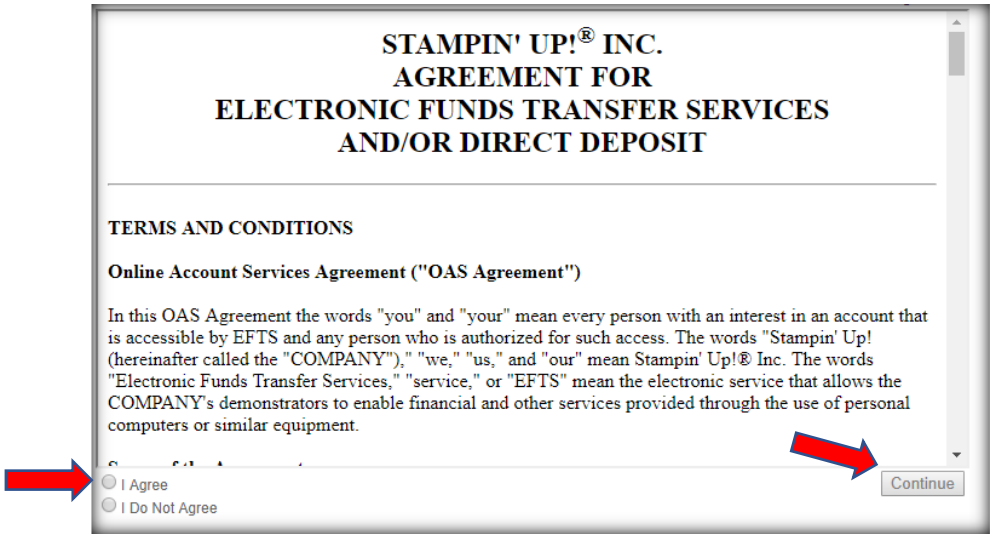
Welcome To Stampin' Up! screen appears again.

- Move to the next task: Complete EFT (Electronic Funds Transfer) Agreement.
- Click Complete the agreement.



The agreement screen appears:

- Read through the terms & conditions for Stampin' Up! to use electronic funds transfer (EFT) services. An EFT transaction is used to either debit or credit your account (i.e. so you can pay for orders you place and also so Stampin' Up! can pay you instant income you earn on orders or commissions you earn from your personal sales and team members).
- Click I agree.
- Click continue.

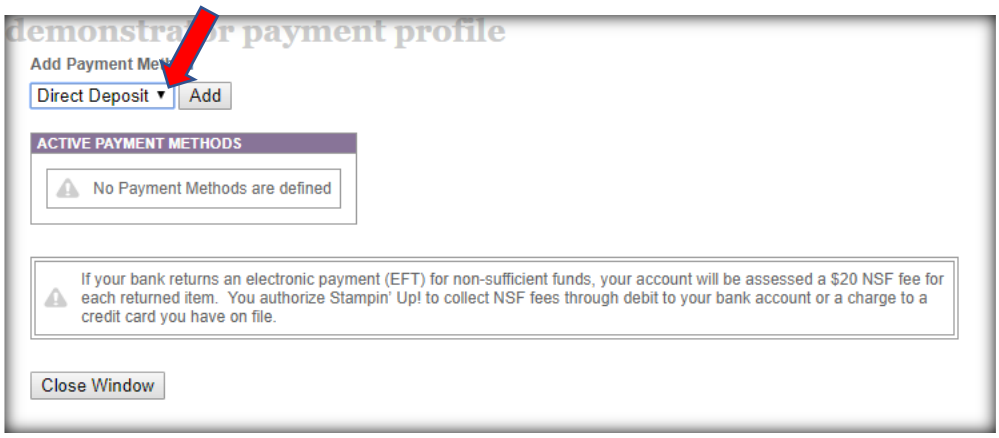


This message screen appears next:

- Financial transactions happen electronically with Stampin' Up!. For this reason, you will need to provide bank information so you can pay for orders you place and also so Stampin' Up! can pay you the instant income you earn on orders and commissions you earn from your personal sales and your team members.
- Click ok.

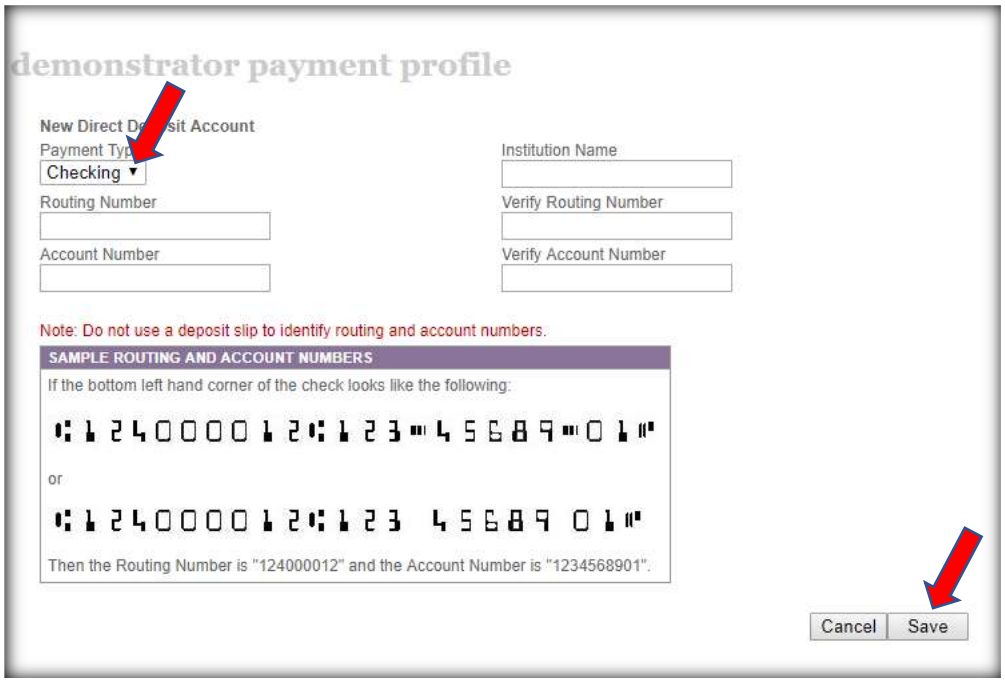
Time to set up your Demonstrator Payment Profile:

- In the next section, you will input your bank and credit card information. Use the dropdown menu to input information for Credit Card, Direct Deposit and EFT accounts. Deposit can only be made to a bank account so bank information must be provided. You can use your bank account or credit card to pay for orders.
- Use the drop down arrow to select Direct Deposit.
- Click Add.

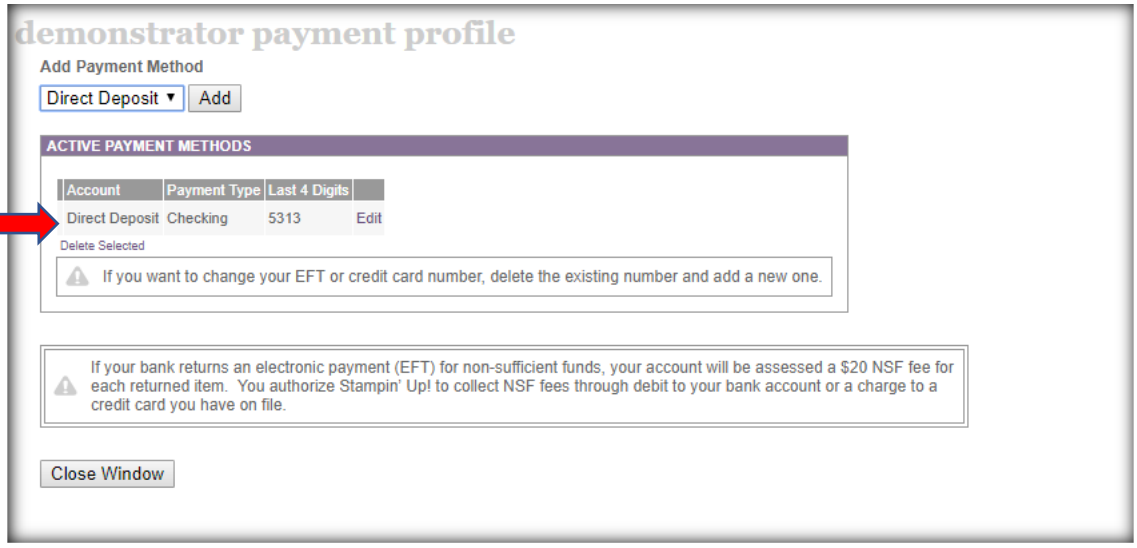


Enter bank information for checking or savings account:

- Use the drop down arrow to select checking or savings account.
- Click Save when finished entering information.



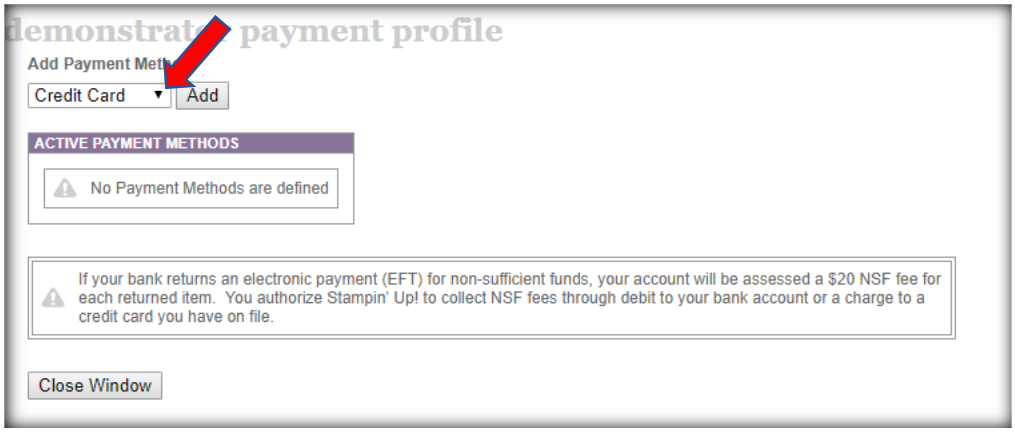
Notice the information now appears in the Active Payment Methods box:



You can now enter credit card information:

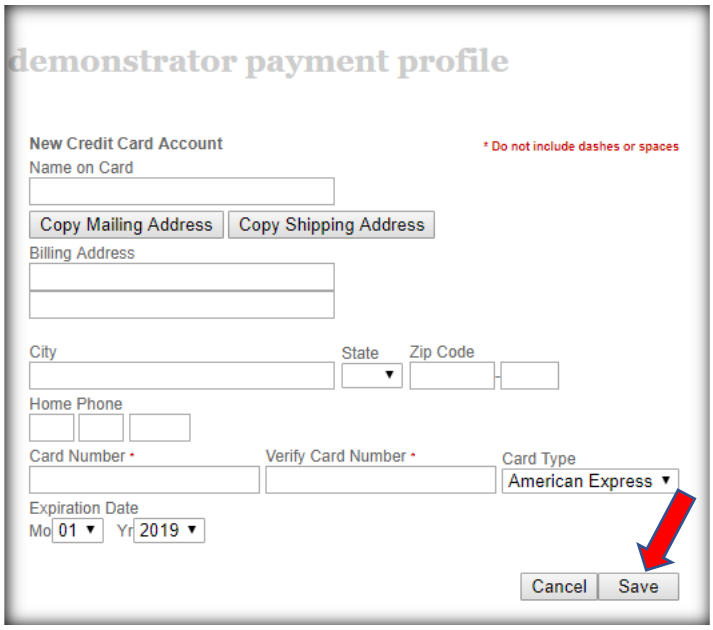
(Note: this is not required – skip to the next section if you don't want to add credit card information.)

- Use the drop down arrow to select credit card.
- Click Add.

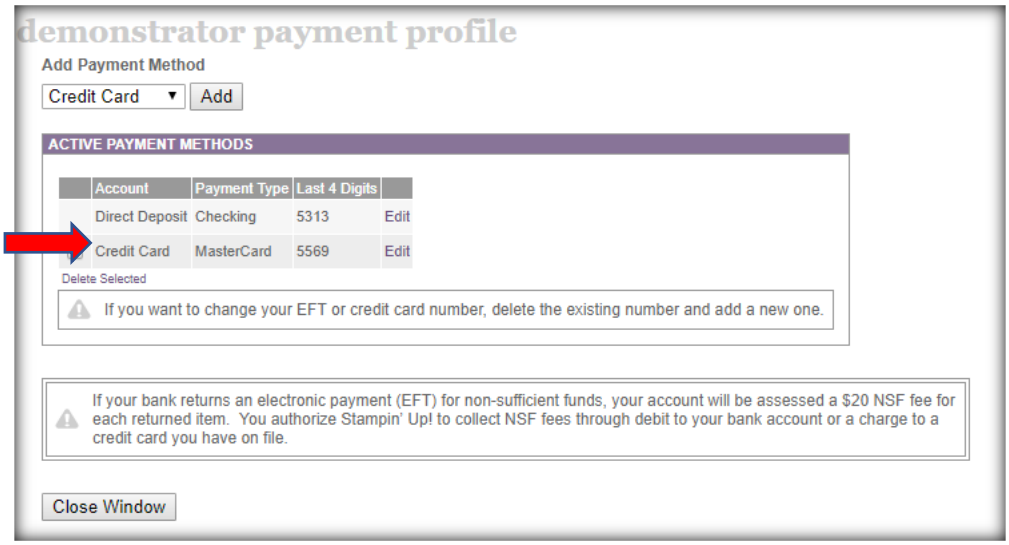


Enter credit card information:

- Click Save when finished.



Notice both your bank and credit card information now appear in the Active Payment Methods box:



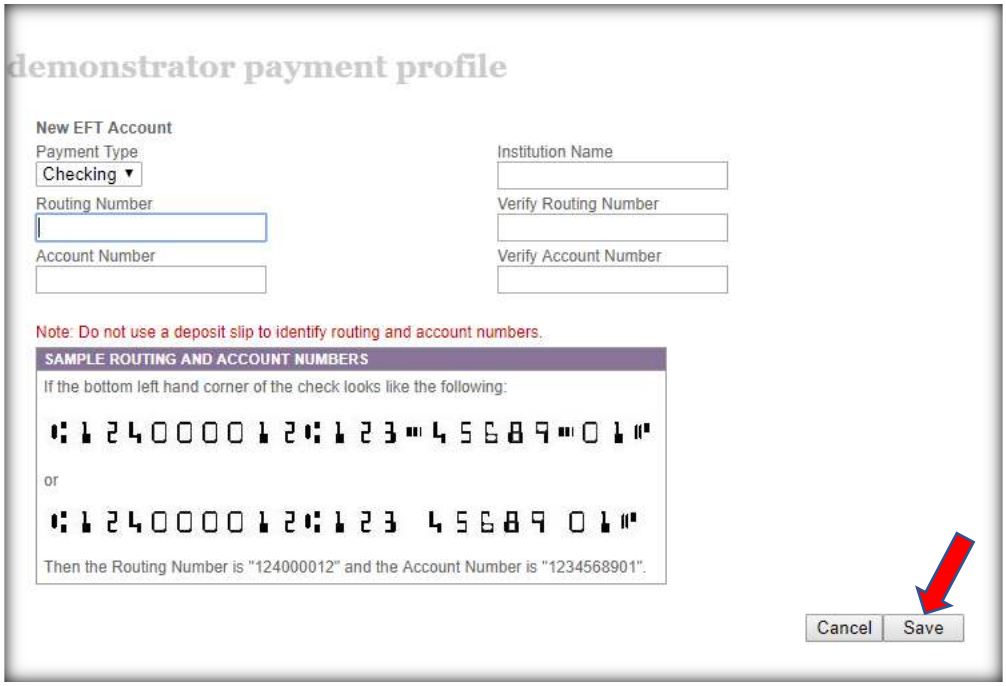
You can now enter EFT information:

(Note: this is not required – skip to the next section if you don't want to add EFT information.)

- Use the drop down arrow to select EFT.
- Click Add.

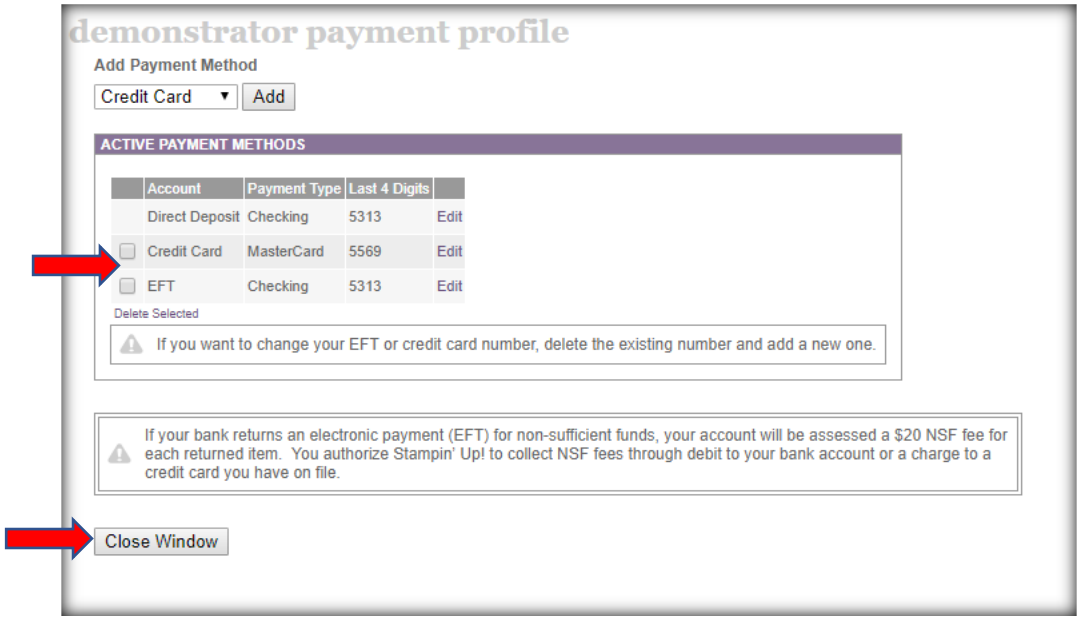
Enter EFT information:

- Use the drop down arrow to select checking or savings (Note: You can use the same bank information as was saved in the Direct Deposit section.)
- Click Save when finished.



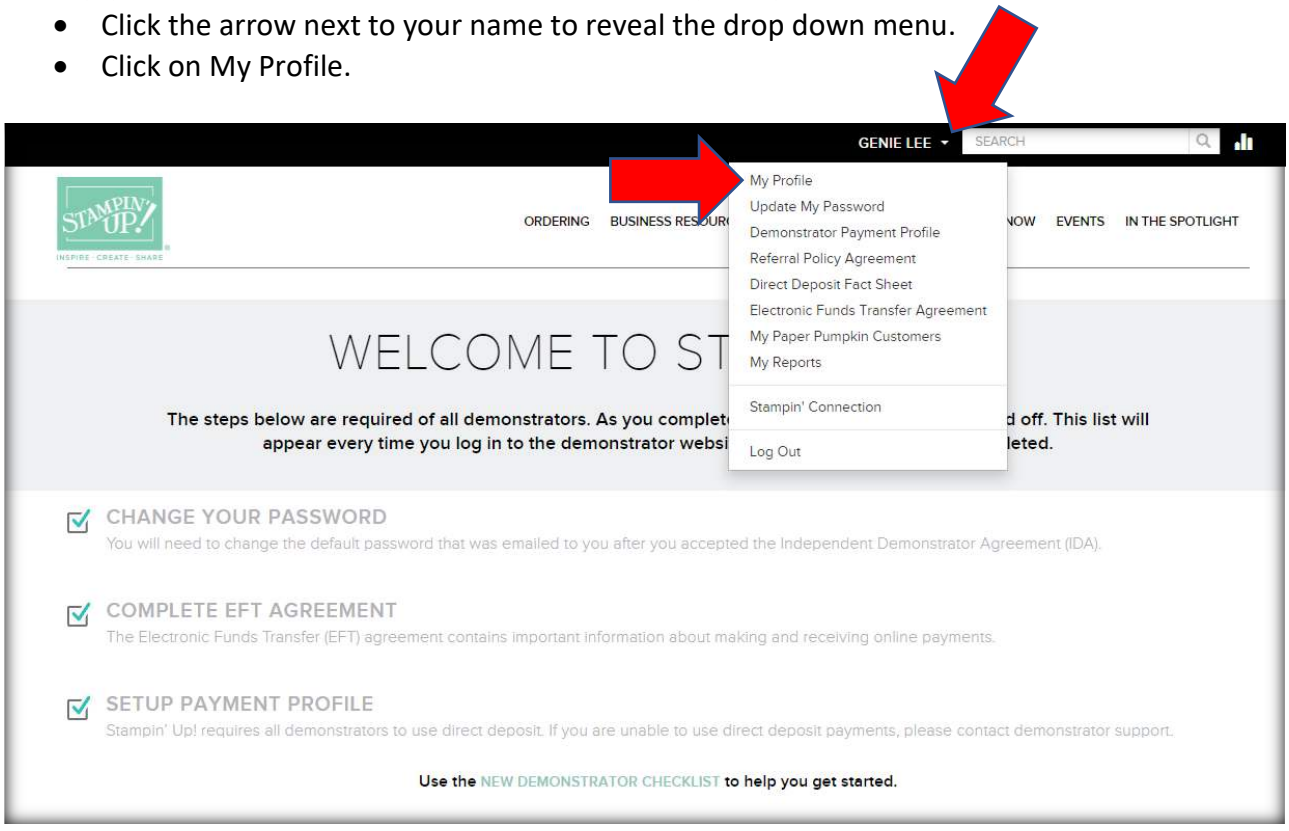
Notice your bank, credit card and EFT information now appear in the Active Payment Method box:

- Click Close Window to return to Welcome To Stampin' Up! page.



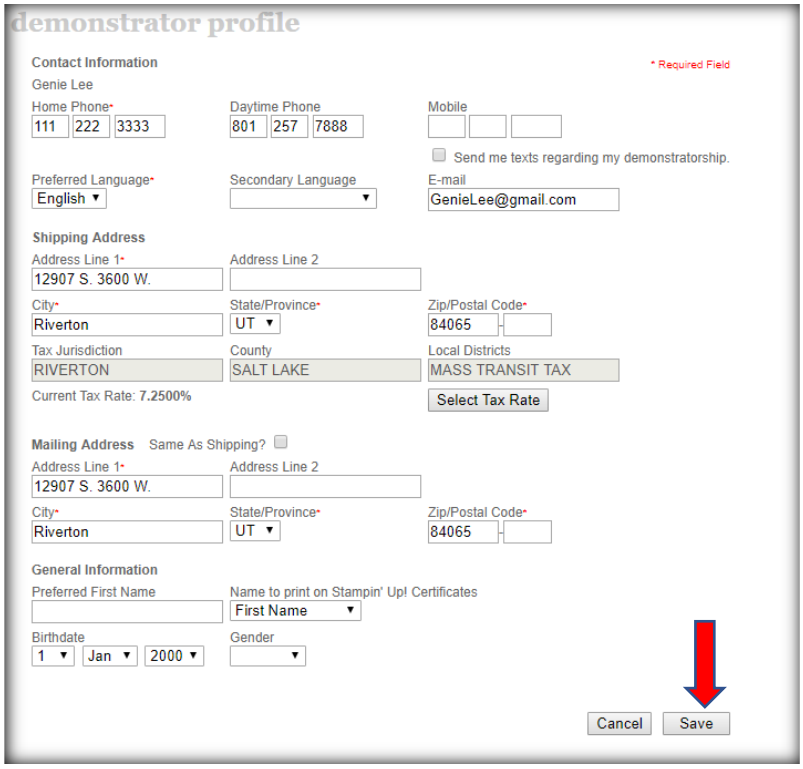
Verify your contact information is correct in your profile:

- Click the arrow next to your name to reveal the drop down menu.
- Click on My Profile.



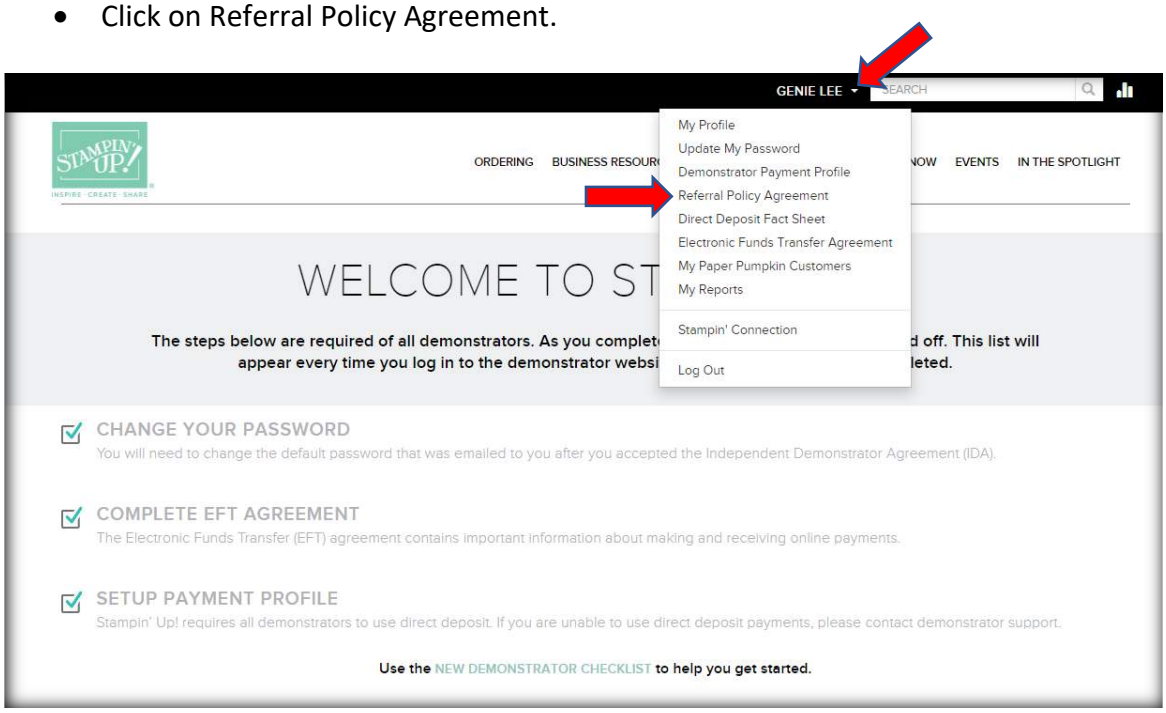
Update or enter any information that is missing:

- Click Save when finished.



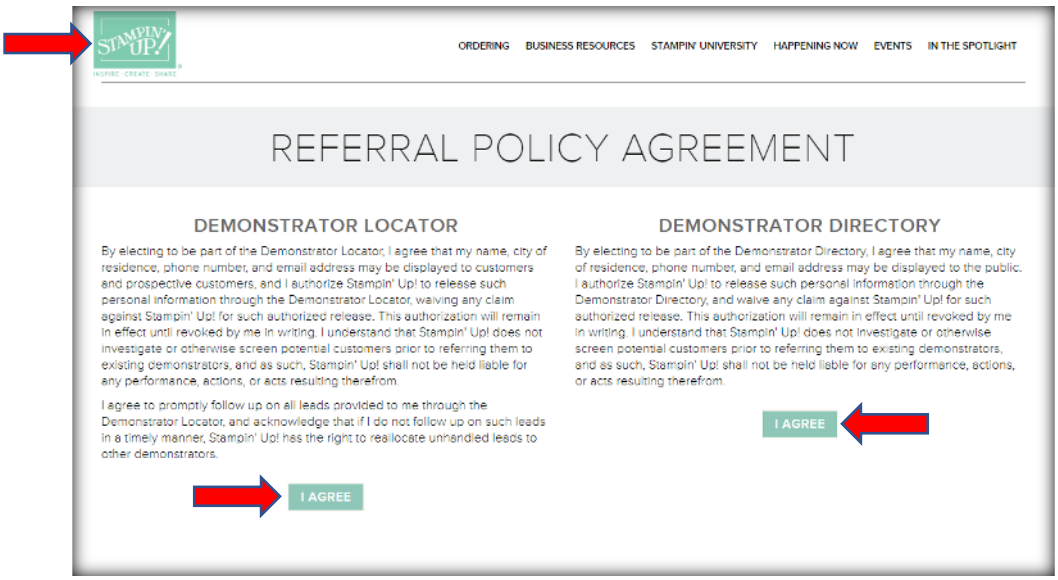
If you would like to be listed in the Demonstrator Locator or Demonstrator Directory:

- Click the arrow next to your name to reveal the drop down menu.
- Click on Referral Policy Agreement.



The Referral Policy Agreement screens appears:

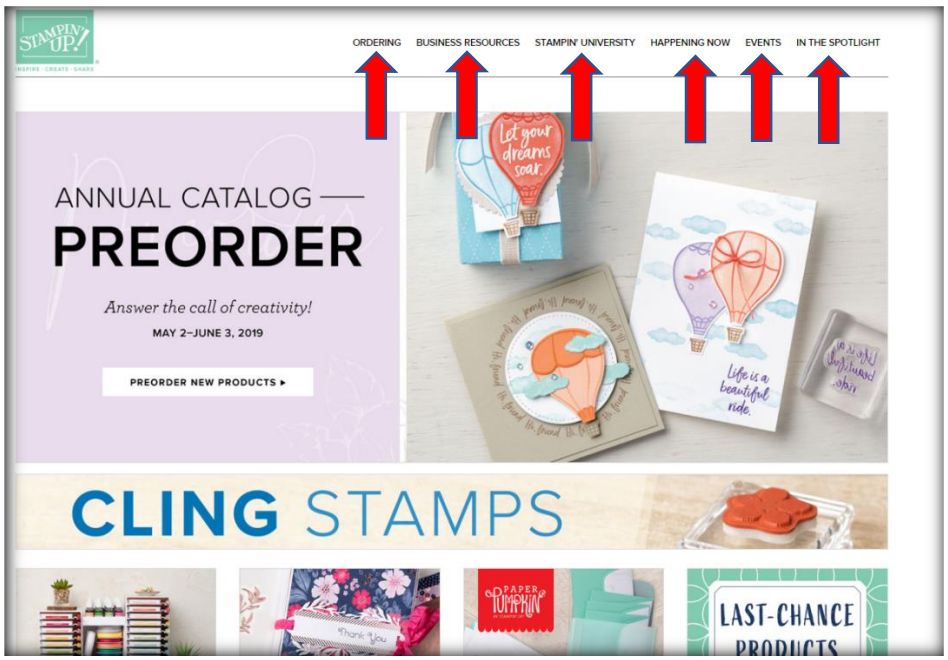
- Click I Agree for Demonstrator Locator.
- Click I Agree for Demonstrator Directory.
- Click the Stampin' Up! Logo in the upper left hand corner to exit this screen.



Once the demonstrator payment profile information is complete, you will have access to all areas of the Demonstrator Website.

This is the home page of the demonstrator website. You will see this each time you log in.

- Click the headings in the Navigation Bar to access areas of the website.



This document was created by the Mountain West Midwest North Area Demonstrator Council for testing purposes. For this reason, it does not adhere to normal Stampin' Up! publishing standards.