

## 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.

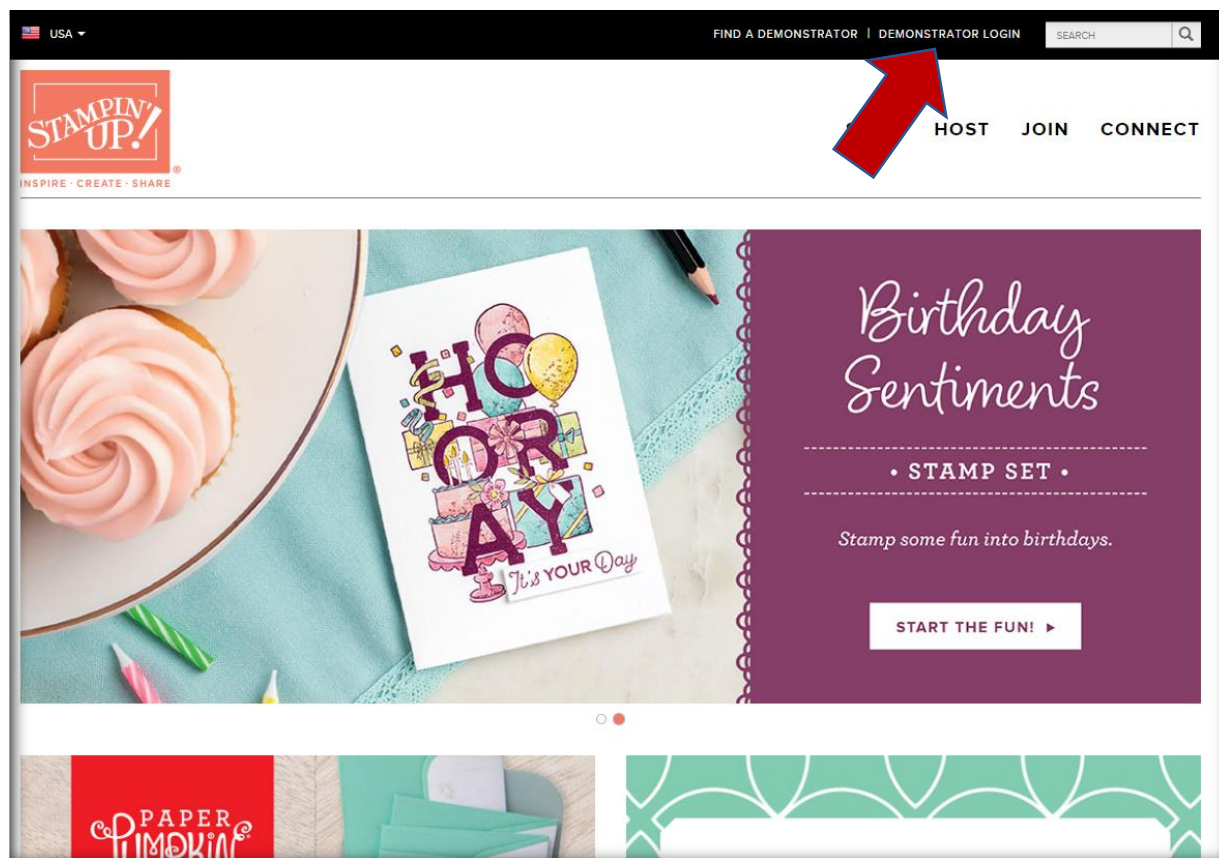
Every new demonstrator will need to set up their profile in order to access the demonstrator side of the Stampin' Up! website. This document was created to help guide you through the steps. **If you need help or have questions when setting up your profile or placing an order, Demonstrator Support is 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](mailto: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*

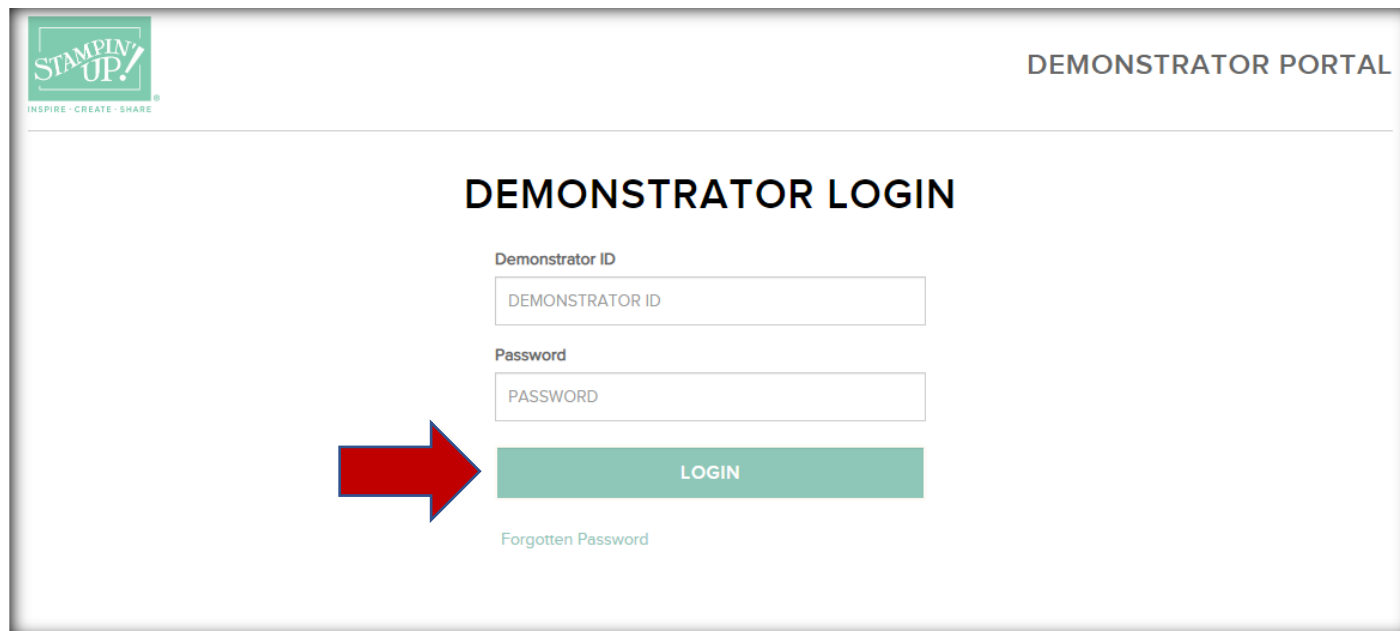
### Got to [www.stampinup.com](http://www.stampinup.com)

- 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.



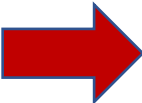
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DEMONSTRATOR PORTAL

## DEMONSTRATOR LOGIN

Demonstrator ID

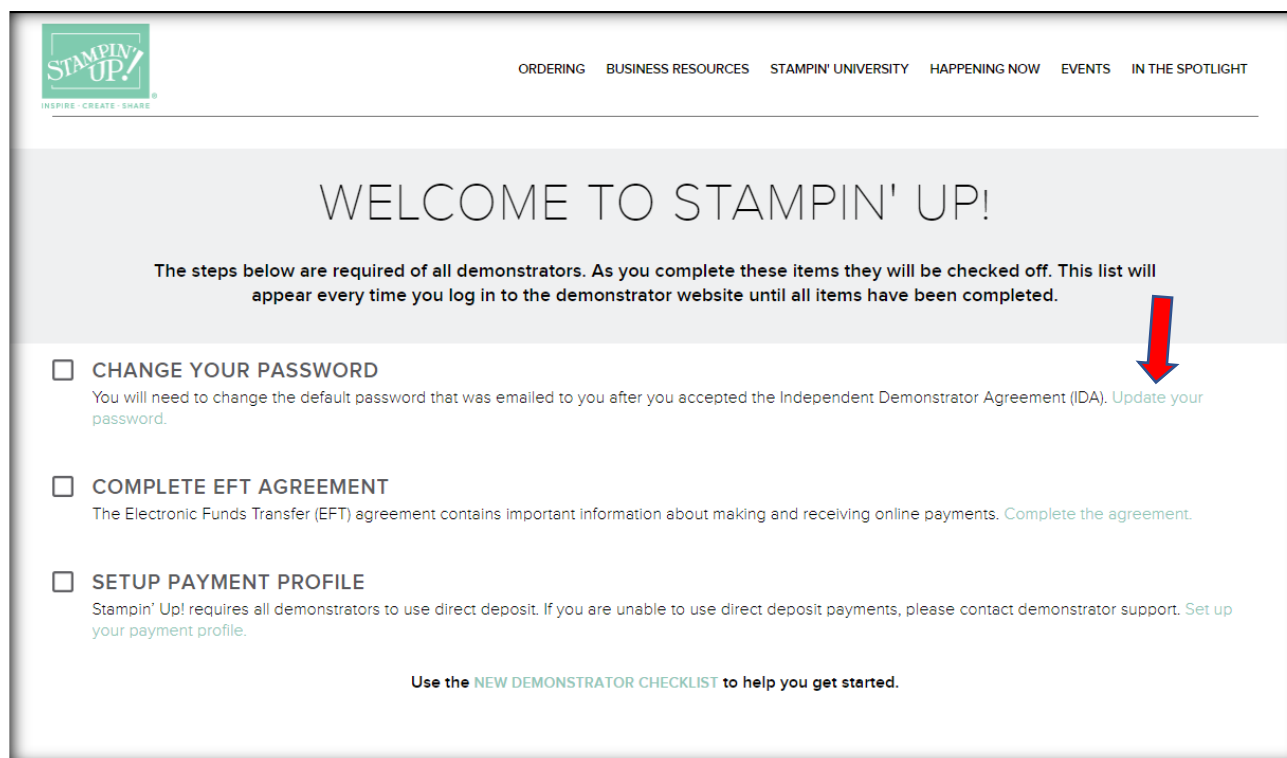
Password

 LOGIN

[Forgotten Password](#)

## Welcome To Stampin' Up! screen appears:

- Click Update your password.



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## WELCOME TO STAMPIN' UP!

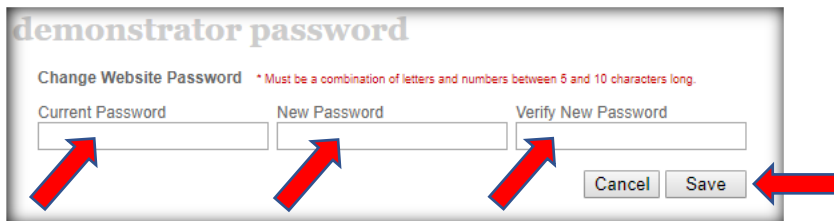
The steps below are required of all demonstrators. As you complete these items they will be checked off. This list will appear every time you log in to the demonstrator website until all items have been completed.

- ☐ **CHANGE YOUR PASSWORD**  
You will need to change the default password that was emailed to you after you accepted the Independent Demonstrator Agreement (IDA). [Update your password.](#)
- ☐ **COMPLETE EFT AGREEMENT**  
The Electronic Funds Transfer (EFT) agreement contains important information about making and receiving online payments. [Complete the agreement.](#)
- ☐ **SETUP PAYMENT PROFILE**  
Stampin' Up! requires all demonstrators to use direct deposit. If you are unable to use direct deposit payments, please contact demonstrator support. [Set up your payment profile.](#)

Use the [NEW DEMONSTRATOR CHECKLIST](#) to help you get started.

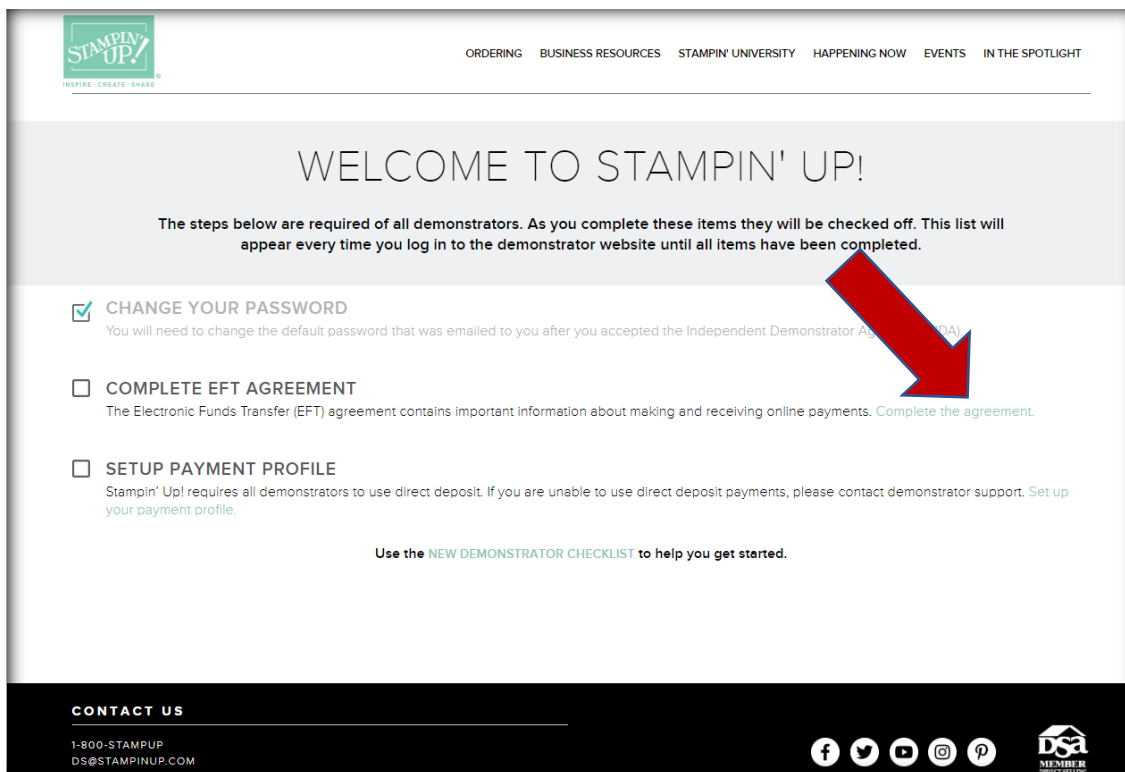
## Demonstrator password screen appears:

- 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.

**STAMPIN' UP!® INC.**  
**AGREEMENT FOR**  
**ELECTRONIC FUNDS TRANSFER SERVICES**  
**AND/OR DIRECT DEPOSIT**

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**TERMS AND CONDITIONS**

**Online Account Services Agreement ("OAS Agreement")**

In this OAS Agreement the words "you" and "your" mean every person with an interest in an account that is accessible by EFTS and any person who is authorized for such access. The words "Stampin' Up!" (hereinafter called the "COMPANY"), "we," "us," and "our" mean Stampin' Up!® Inc. The words "Electronic Funds Transfer Services," "service," or "EFTS" mean the electronic service that allows the COMPANY's demonstrators to enable financial and other services provided through the use of personal computers or similar equipment.

☒ I Agree  
☐ I Do Not Agree

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.

demonstrator payment profile

Add Payment Method

Credit Card Add

ACTIVE PAYMENT METHODS

No Payment Methods are defined

If your bank returns an electronic payment (EFT) for non-sufficient funds, your account will be assessed a \$20 NSF fee for each returned item. You authorize Stampin' Up! to collect NSF fees through debit to your bank account or a charge to a credit card you have on file.

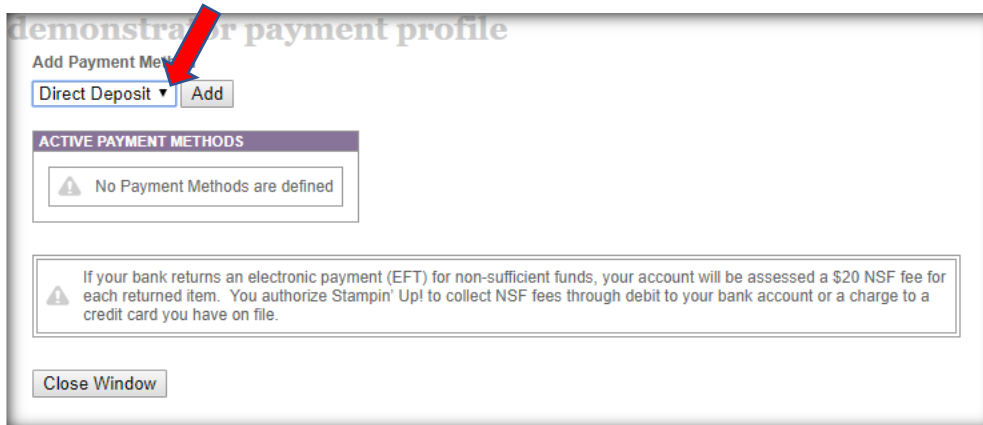
Close Window

Before continuing to the demonstrator web site, please take a few moments to provide your bank account information for direct deposit.

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.



demonstrator payment profile

Add Payment Method

Direct Deposit ▾ Add

ACTIVE PAYMENT METHODS

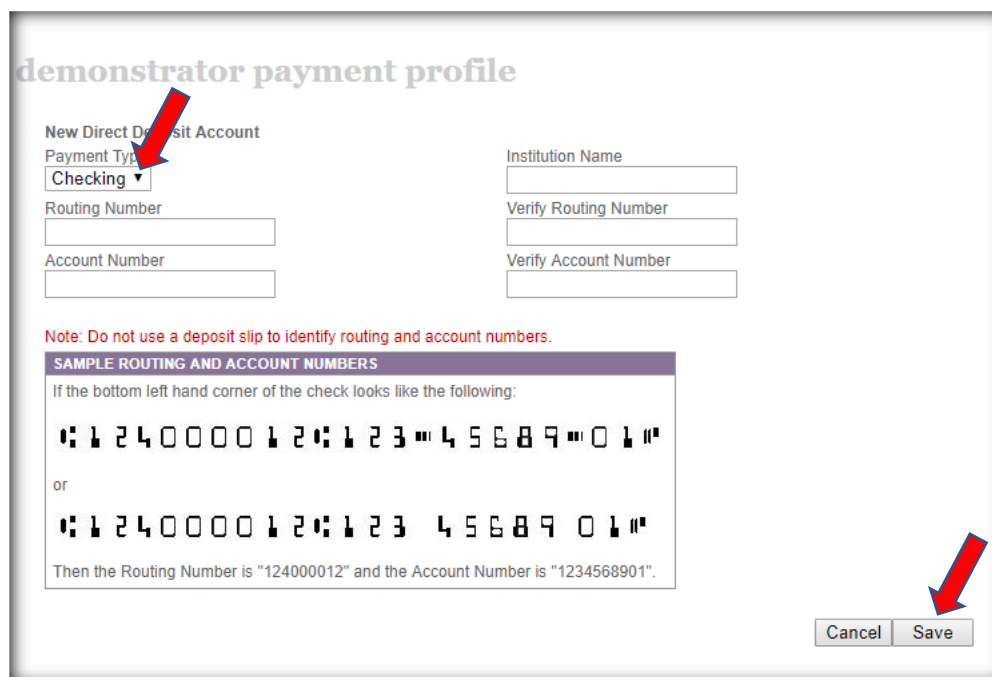
No Payment Methods are defined

If your bank returns an electronic payment (EFT) for non-sufficient funds, your account will be assessed a \$20 NSF fee for each returned item. You authorize Stampin' Up! to collect NSF fees through debit to your bank account or a charge to a credit card you have on file.

Close Window

## 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.



demonstrator payment profile

New Direct Deposit Account

Payment Type  
Checking ▾

Routing Number

Account Number

Institution Name

Verify Routing Number

Verify Account Number

Note: Do not use a deposit slip to identify routing and account numbers.

SAMPLE ROUTING AND ACCOUNT NUMBERS

If the bottom left hand corner of the check looks like the following:

⑆ 1 2 4 0 0 0 0 1 2 ⑆ 1 2 3 ⑆ 4 5 6 8 9 0 1 ⑆

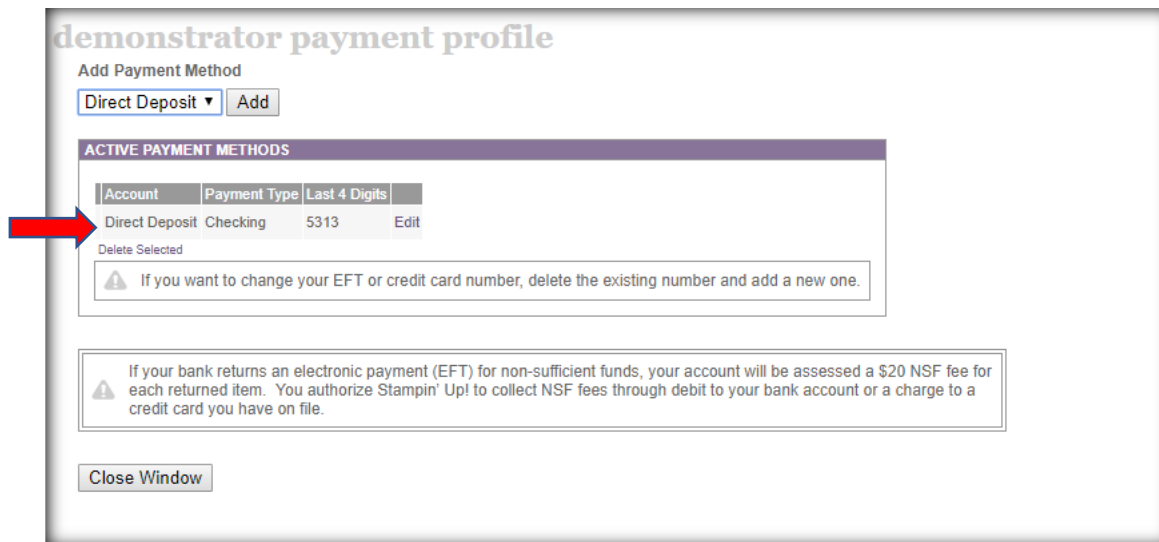
or

⑆ 1 2 4 0 0 0 0 1 2 ⑆ 1 2 3 4 5 6 8 9 0 1 ⑆

Then the Routing Number is "124000012" and the Account Number is "1234568901".

Cancel Save

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



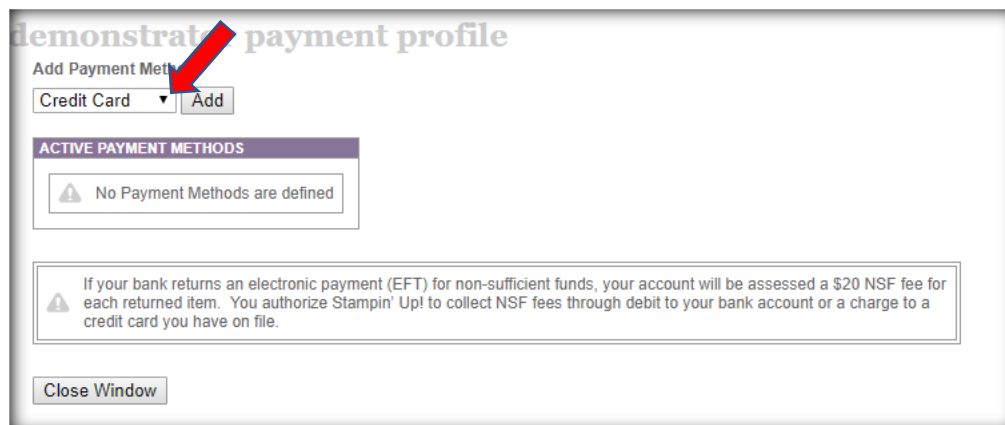
The screenshot shows a window titled "demonstrator payment profile". At the top, there is a section "Add Payment Method" with a dropdown menu set to "Direct Deposit" and an "Add" button. Below this is a table titled "ACTIVE PAYMENT METHODS". The table has four columns: "Account", "Payment Type", "Last 4 Digits", and an action column. One row is visible with "Direct Deposit" in the "Payment Type" column, "Checking" in the "Account" column, and "5313" in the "Last 4 Digits" column. The action column contains an "Edit" link. A red arrow points to the "Direct Deposit" dropdown menu. Below the table, there is a "Delete Selected" button and a warning message: "If you want to change your EFT or credit card number, delete the existing number and add a new one." At the bottom, there is a "Close Window" button.

Account	Payment Type	Last 4 Digits	
Direct Deposit	Checking	5313	Edit

**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.



The screenshot shows the same "demonstrator payment profile" window. In the "Add Payment Method" section, the dropdown menu is now set to "Credit Card". A red arrow points to the dropdown arrow. The "ACTIVE PAYMENT METHODS" table is now empty, and a warning message says "No Payment Methods are defined". The "Close Window" button is still at the bottom.

## Enter credit card information:

- Click Save when finished.

demonstrator payment profile

New Credit Card Account \* Do not include dashes or spaces

Name on Card

Billing Address

City  State  Zip Code

Home Phone

Card Number  Verify Card Number  Card Type

Expiration Date  
Mo  Yr

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


demonstrator payment profile


Add Payment Method

**ACTIVE PAYMENT METHODS**

Account	Payment Type	Last 4 Digits	
Direct Deposit	Checking	5313	<a href="#">Edit</a>
Credit Card	MasterCard	5569	<a href="#">Edit</a>

Delete Selected

 If you want to change your EFT or credit card number, delete the existing number and add a new one.

 If your bank returns an electronic payment (EFT) for non-sufficient funds, your account will be assessed a \$20 NSF fee for each returned item. You authorize Stampin' Up! to collect NSF fees through debit to your bank account or a charge to a credit card you have on file.

## 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.

demonstrator payment profile

Add Payment Method

EFT Add

ACTIVE PAYMENT METHODS

Account	Payment Type	Last 4 Digits	
Direct Deposit	Checking	5313	Edit
<input type="checkbox"/> Credit Card	MasterCard	5569	Edit

Delete Selected

If you want to change your EFT or credit card number, delete the existing number and add a new one.

If your bank returns an electronic payment (EFT) for non-sufficient funds, your account will be assessed a \$20 NSF fee for each returned item. You authorize Stampin' Up! to collect NSF fees through debit to your bank account or a charge to a credit card you have on file.

Close Window

## 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.

demonstrator payment profile

New EFT Account

Payment Type  
Checking

Routing Number

Account Number

Institution Name

Verify Routing Number

Verify Account Number

Note: Do not use a deposit slip to identify routing and account numbers.

SAMPLE ROUTING AND ACCOUNT NUMBERS

If the bottom left hand corner of the check looks like the following:

⑆ 1 240000 ⑆ 2 ⑆ 1 23 ⑆ 4 5 6 8 9 ⑆ 0 ⑆ ⑆

or

⑆ 1 240000 ⑆ 2 ⑆ 1 23 ⑆ 4 5 6 8 9 ⑆ 0 ⑆ ⑆

Then the Routing Number is "124000012" and the Account Number is "1234568901".

Cancel Save



## 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.

**demonstrator payment profile**

Add Payment Method  
Credit Card ▼ Add

ACTIVE PAYMENT METHODS			
Account	Payment Type	Last 4 Digits	
Direct Deposit	Checking	5313	Edit
<input type="checkbox"/> Credit Card	MasterCard	5569	Edit
<input type="checkbox"/> EFT	Checking	5313	Edit

Delete Selected

⚠ If you want to change your EFT or credit card number, delete the existing number and add a new one.

⚠ If your bank returns an electronic payment (EFT) for non-sufficient funds, your account will be assessed a \$20 NSF fee for each returned item. You authorize Stampin' Up! to collect NSF fees through debit to your bank account or a charge to a credit card you have on file.

Close Window

## 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.

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The steps below are required of all demonstrators. As you complete each step, it will disappear from this list. This list will be updated.

- ☒ **CHANGE YOUR PASSWORD**  
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- ☒ **COMPLETE EFT AGREEMENT**  
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- ☒ **SETUP PAYMENT PROFILE**  
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Use the [NEW DEMONSTRATOR CHECKLIST](#) to help you get started.

## Update or enter any information that is missing:

- Click Save when finished.

**demonstrator profile**

Contact Information \* Required Field

Genie Lee

Home Phone\* 111 222 3333 Daytime Phone 801 257 7888 Mobile

☐ Send me texts regarding my demonstratorship.

Preferred Language\* English Secondary Language

E-mail GenieLee@gmail.com

Shipping Address

Address Line 1\* 12907 S. 3600 W. Address Line 2

City\* Riverton State/Province\* UT Zip/Postal Code\* 84065

Tax Jurisdiction RIVERTON County SALT LAKE Local Districts MASS TRANSIT TAX

Current Tax Rate: 7.2500%

Mailing Address Same As Shipping? ☐

Address Line 1\* 12907 S. 3600 W. Address Line 2

City\* Riverton State/Province\* UT Zip/Postal Code\* 84065

General Information

Preferred First Name  Name to print on Stampin' Upl Certificates First Name

Birthdate 1 Jan 2000 Gender

## 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.

GENIE LEE

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WELCOME TO STAMPIN' UP!

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My Profile  
Update My Password  
Demonstrator Payment Profile  
Referral Policy Agreement  
Direct Deposit Fact Sheet  
Electronic Funds Transfer Agreement  
My Paper Pumpkin Customers  
My Reports  
Stampin' Connection  
Log Out

## 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.

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## REFERRAL POLICY AGREEMENT

### DEMONSTRATOR LOCATOR

By electing to be part of the Demonstrator Locator, I agree that my name, city of residence, phone number, and email address may be displayed to customers and prospective customers, and I authorize Stampin' Up! to release such personal information through the Demonstrator Locator, waiving any claim against Stampin' Up! for such authorized release. This authorization will remain in effect until revoked by me in writing. I understand that Stampin' Up! does not investigate or otherwise screen potential customers prior to referring them to existing demonstrators, and as such, Stampin' Up! shall not be held liable for any performance, actions, or acts resulting therefrom.

I agree to promptly follow up on all leads provided to me through the Demonstrator Locator, and acknowledge that if I do not follow up on such leads in a timely manner, Stampin' Up! has the right to reallocate unhandled leads to other demonstrators.

**I AGREE**

### DEMONSTRATOR DIRECTORY

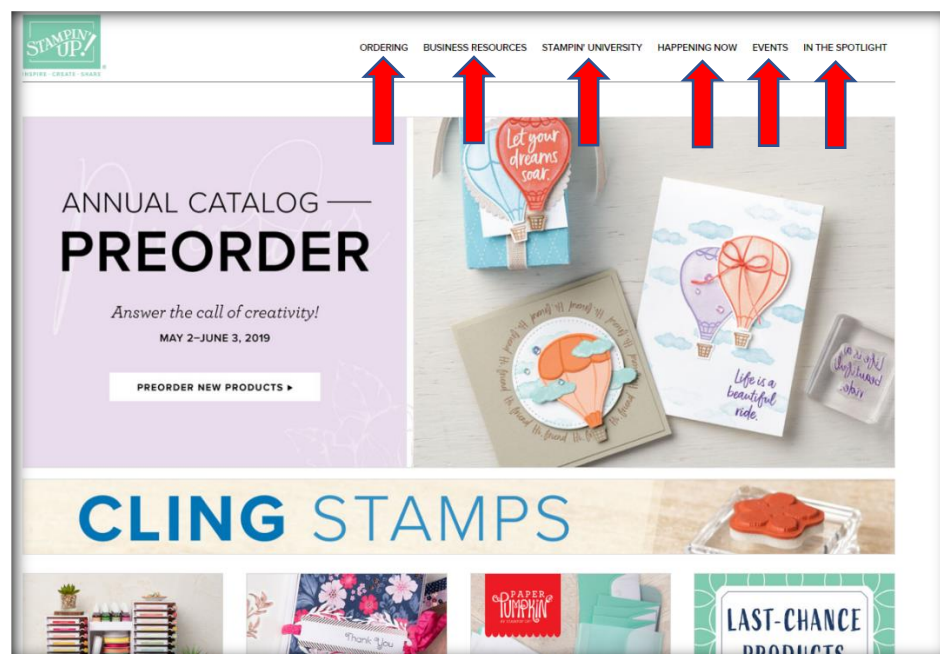
By electing to be part of the Demonstrator Directory, I agree that my name, city of residence, phone number, and email address may be displayed to the public. I authorize Stampin' Up! to release such personal information through the Demonstrator Directory, and waive any claim against Stampin' Up! for such authorized release. This authorization will remain in effect until revoked by me in writing. I understand that Stampin' Up! does not investigate or otherwise screen potential customers prior to referring them to existing demonstrators, and as such, Stampin' Up! shall not be held liable for any performance, actions, or acts resulting therefrom.

**I AGREE**

**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.*