1 LOG INTO YOUR ACCOUNT
Click on Log in here
Type in your username and password

2 GO TO YOUR ARTPRICE STORE
 ›From the Artprice.com homepage

In the menu bar, click on My Artprice and select My Artprice Store
When on the Marketplace

In the menu bar, click on **My Dashboard** and select **My Store**

3. **CUSTOMIZE THE PRESENTATION OF YOUR ARTPRICE STORE**

- **a.** Change the name of your Artprice Store, click on **Modify**
- **b.** Add one or several image(s): click on **Modify images**
- **c.** Add a background image: click on **Change background image**
- **d.** Select the section that will first be presented to people visiting your Artprice Store in **Display**
- **e.** Edit the text to appear under sections **Presentation** and/or **Events** - click on **Modify**
- **f.** List the artists you will present in your Store under **Artists**
- **g.** Edit your contact details (website address, opening hours...) under **Contact**
Access statistics to optimize your sales strategy:

- A traffic meter to monitor traffic to your Artprice Store over the last three months
- A world map to view where your visitors come from
- Two lists of your Store’s top 10 Ads: the most viewed over the past month and the most viewed over the last three months

**WHERE DO YOUR VISITORS COME FROM?**

![Pie chart showing visitors' origin]

## PUT A WORK UP FOR SALE

4. **PUT A WORK UP FOR SALE**

![Artprice Store interface]

Click on **Sell an artwork** and choose whether you want to post a Classified or Auction Ad, in the Art, Design or Antiques section

ℹ️ *Only will the Classified Ads be presented with a link to your Artprice Store*
5 MANAGE YOUR ADS

When in My Dashboard you can click on:

- **Online** to display all your Ads that are published or pending publication (publication delay is 2 to 3 days)
- **Pending modification** to display and manage your Ads that need modification or are on hold
- **Expired** to display your expired Ads

With each Ad’s personalized interactive icons, you can perform the following operations:

- **Modify**
- **Remove**
- **Post as a lot for auction**
- **Renew Ad**
- **Put on hold**