1. **LOG INTO YOUR ACCOUNT**

![Log in to Artprice.com](image1)

Click on Log in
Type in your username and password

2. **GO TO YOUR ARTPRICE STORE**

![Navigating My Store](image2)

Click on and select My Store
CUSTOMIZE THE PRESENTATION OF YOUR ARTPRICE STORE

A) Change the name of your Artprice Store: click on Modify
B) Add a background image: click on Change background image
C) Add one or several image(s): click on Modify images
D) Edit the text to appear under sections Presentation and/or Events: click on Modify
E) List the artists you will present in your Store under Artists
F) Edit your contact details (website address, opening hours...) under Contact
G) Select the section that will first be presented to people visiting your Artprice Store in Display
Consult your statistics to optimize your sales strategy:

- A consultation-meter to monitor traffic over the last three months
- A world map to view the geographical distribution of your visitors
- Two tables list the top 10 Ads: the most viewed in the past month and in the last three months

4 PUT A WORK UP FOR SALE

In the Marketplace menu, click on Sell an artwork and choose the type of ad (Classified or Auction) and the category (Art, Design or Antiques)

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

Click on Under Marketplace, select **My Dashboard**

(A) **Online** to see your Ads that are published or pending publication (maximum 2 working days)
(B) **Pending modification** to manage your Ads that are pending modification on hold
(C) **Expired** to see 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