



Please print this page. (estimated time: 5 minutes for this lesson)

Once you have created your new Store Icon image it is time to upload it.

You have two login types.

You can login as a Customer - if you login from anywhere within the Online Shopping Centre other than when your store is opened then you are logged in as a customer and can make purchases with other online stores.

You can login as a Store Owner – if you open your Online Store so you are looking at the Front Page and login then you are logged in as a Store Owner and you will have access to the Store Administration area and you can also make changes to your Store icon.

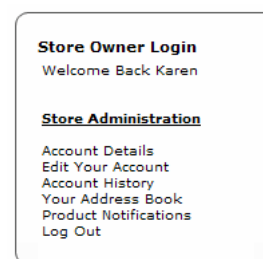


Step 1. Log in as a Store Owner from the front end.



LOG IN AS A STORE OWNER

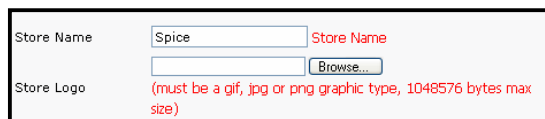
- a. Go to **www.eau.com.au**, click on **your area**, click on your **Shopping Centre**
- b. Open your **Online Store** (Click on the Suburb, click on your Store)
- * Your store must be opened
- c. Enter your **Username and Password** into the **Log In Here** area
- d. Click on the **Administration** option



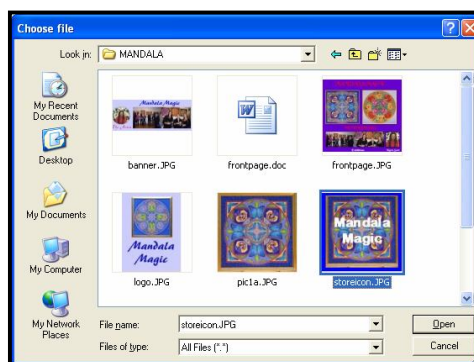
Step 2. Edit your Account and upload the Store Image.

ADD STORE IMAGE

- a. Click on the **Edit your Account** option
- b. Scroll down to the **Store Icon area** and click on the **Browse** button
- * The Choose File window appears
- c. Select your **folder** so it is displayed in the **Look In area**
- d. Set the **View to Thumbnails** then you can see the actual images (Click on the View scroll icon, click on the Thumbnail option)
- e. Click on the **Store Image** you want to upload
- f. Click on the **Open** button
- * The image name is listed
- g. Click on the **Continue** button



Step 3. Log out. (Click on the Log Out link)





Step 4. Go to the Eaus Shopping Centre home page. (*Click on the Eaus Online Stores link located top left of the page*)

Eaus Online Stores

Step 5. Go to the Suburb your Online Store is located and view your Store icon. If the icon is not updated you will need to refresh your page. (*Press the F5 key or click on the Refresh icon on the Internet Explorer toolbar*)