

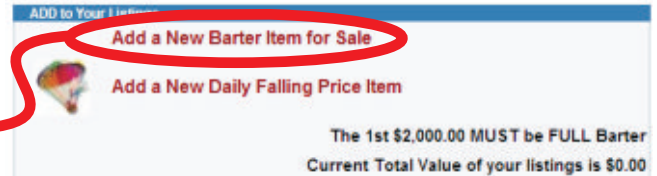
How To Post an Item for Sale in the Barter Store

To post an item in the Barter Store, you will need to be logged into your on-line account. Once you are in the account, if the menu is on the left side of the page scroll down to the Barter Store box. If the menu is at the top- You will click on the link at the top menu "My Account" this will bring up another page with the Barter Store Heading Box.



In the links under the heading "Barter Store". You will click on the link there that says "Add to/ Edit Barter Store". This will bring up a new screen as shown below.

Click the link "Add a New Barter Item for Sale" to start adding your product or service.



1. Choose the categories you want the items listed under. You may list each item under two categories in the store. To do so, just scroll through the list using the slider to the right of the box, then click on the category that applies. Hold down the control key when your ready to pick the second category.

2. Put in the name of the item and quantity available.

Item Name:
Qty on Hand: NOTE: Your Item will not be shown after the Item is "Sold Out".

Barter Amount: Leave this number Zero ONLY if you do not know the Price.

3. Put in the price

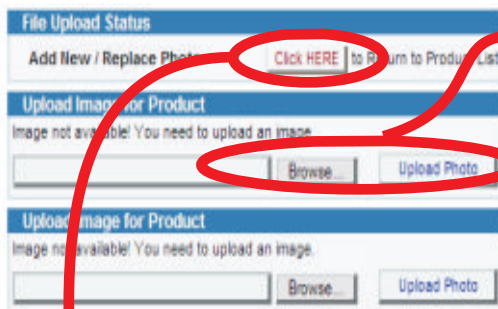
4. For shipping, only put the price in if you have a set price. Otherwise leave the shipping at \$0.00 and indicate in the description "actual shipping charged" and how you wish to be paid.

Shipping Cost:

Add Barter Store Item

5. When all fields are completed, press "Add Barter Store Item" to proceed to next page.

6. The next page supplies a box to add a text description. There is no need to insert pictures here as the next page will allow you to do this. Give any and all details of the items as well as websites you may wish to reference. You should also indicate how you wish to be paid for shipping. I.e.: Accept Credit card, shipping number, Paypal, etc. Also include the service area or where the item is shipping from. Once you have your ad set, click the link at the bottom left - "Update Product Description."



7. On this last page are links to add pictures. Pictures should be a small file size and a JPG format. Click the "Browse" button to bring up a screen that allows you to look in the files on your computer to locate a picture. Once you locate the file, click open which will put the file location in the box to the left, then click the "Upload Photo" button to upload the picture. When the picture is successfully uploaded it will appear under the title and browse button. You can upload up to 5 pictures per item.

When done click the link at the top that says "Click Here" to Return to Product List. This will take you back to the "Add" menu and the item should be in the list below where you click to add. To view your listing, just click on the item name, and your listing, as it appears in the store, will pop up on your screen!