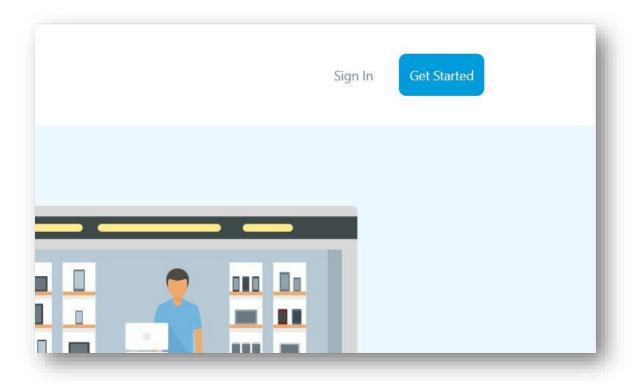


# 1. Welcome!

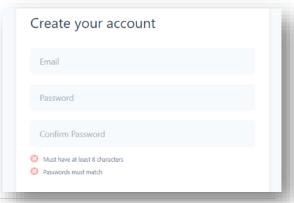
Hello and welcome to deviceupgrades.com! We are an online virtual warehouse for mobile electronics. With a subscription you will have access to thousands of used mobile electronics available for you to sell at your store. We will walk you through how to setup an account with us, setup an account with Stripe, and manage your dashboard so you can start earning some profit!

# 2. Setting up an account with deviceupgrades.com

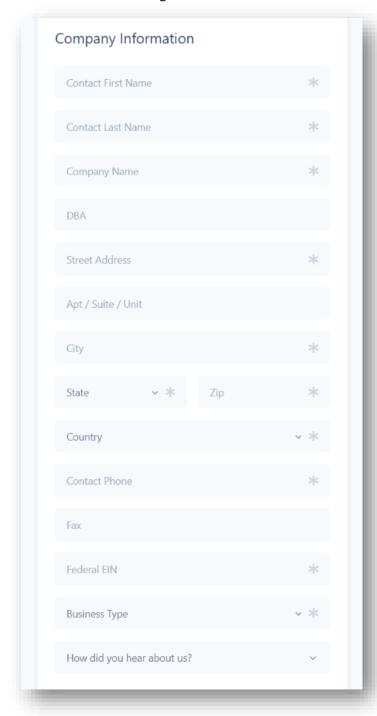
- A. To get started, please visit <a href="http://www.deviceupgrades.com">http://www.deviceupgrades.com</a>
- B. Then click on "Get Started"



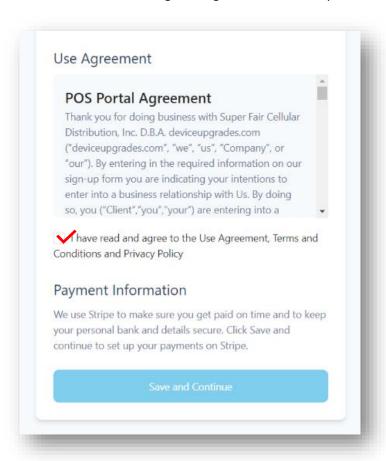
- C. Fill out the form on the following page.
  - a. Type in your email address This will be your log in username
  - b. Create a password
  - c. Password must have at least 8 characters



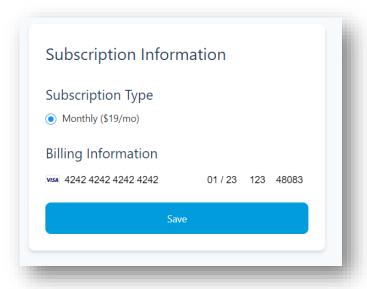
d. Fill out your company information – Anything marked with an \* is required prior to continuing



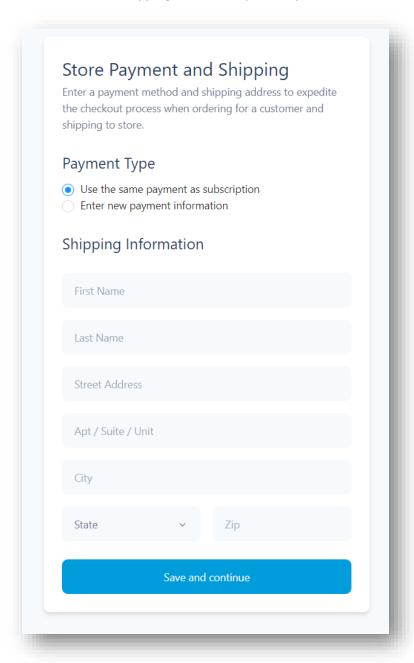
e. Read through the agreement and accept, then click "Save and Continue"



D. Deviceupgrades.com is a subscription-based service. Please enter in a credit card for the subscription on this next page. Please note that this subscription does auto-renew. If you are no longer interested in this subscription, please contact us using the contact us page.



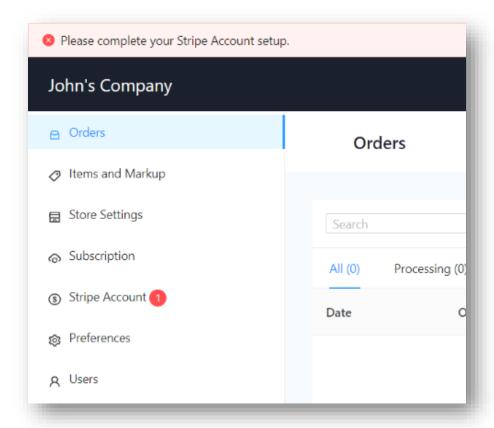
- E. Indicate if you would like to enter in a different credit card for store purchases or you can choose to use the same credit card as the subscription.
- F. Enter in the shipping address for product purchased to be delivered to your store



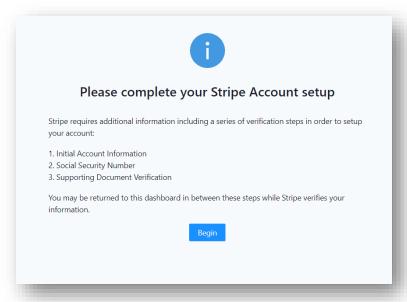
# 3. Stripe Account Setup

Once you have created your account, you will be taken to your new dashboard. Here you will see that there is a banner across the top requesting you to complete your Stripe Account setup.

\*\*\*PLEASE NOTE\*\*\* This is a crucial part to the setup! You must have a Stripe account associated with deviceupgrades.com in order to receive any profits from sales!



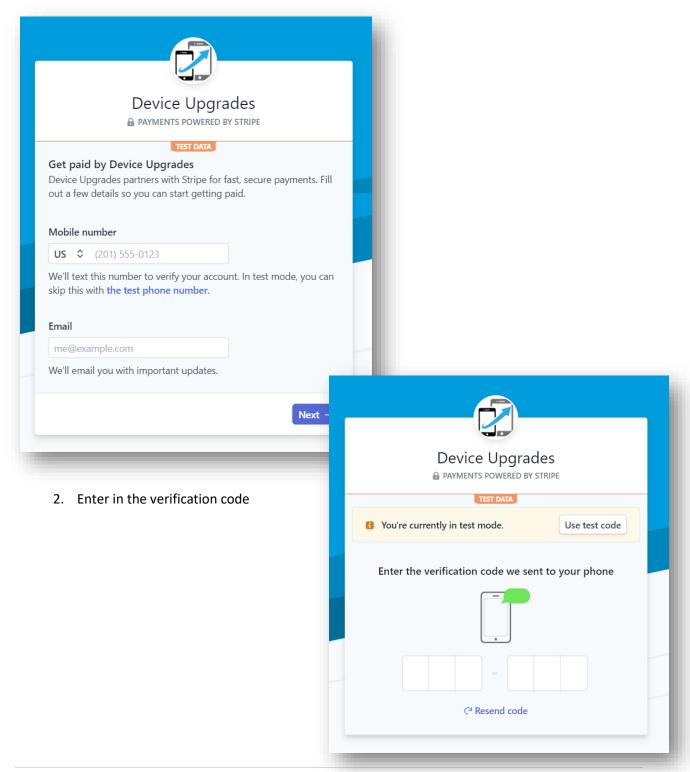
Click on "Stripe Account" and then on "Begin" to be taken to Stripe setup.



# 3.1 Stripe Setup

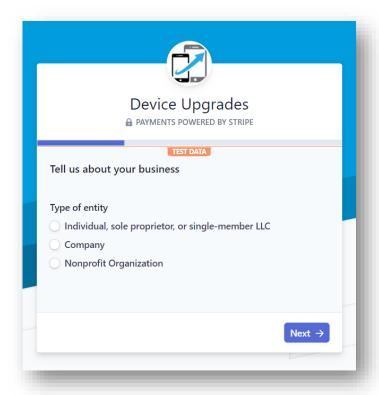
1. Enter in your Mobile Number and Email address

\*\*\*PLEASE NOTE\*\*\* If you already have a Stripe account, be sure to use the same email address as used on your current Stripe account. If you have any issues, you can contact Stripe directly by visiting their site here: <a href="https://stripe.com/contact">https://stripe.com/contact</a>.



3. Select the type of organization you are.

\*\*\*PLEASE NOTE\*\*\* This is a crucial step in the process and selecting the wrong type will cause your application to be stuck. Ensure you select the correct option. If you accidentally select the wrong response, please use a different email address to sign up OR contact us using the contact form in the "Contact Us" section of deviceupgrades.com and we can reach out to Stripe to reset the signup process.



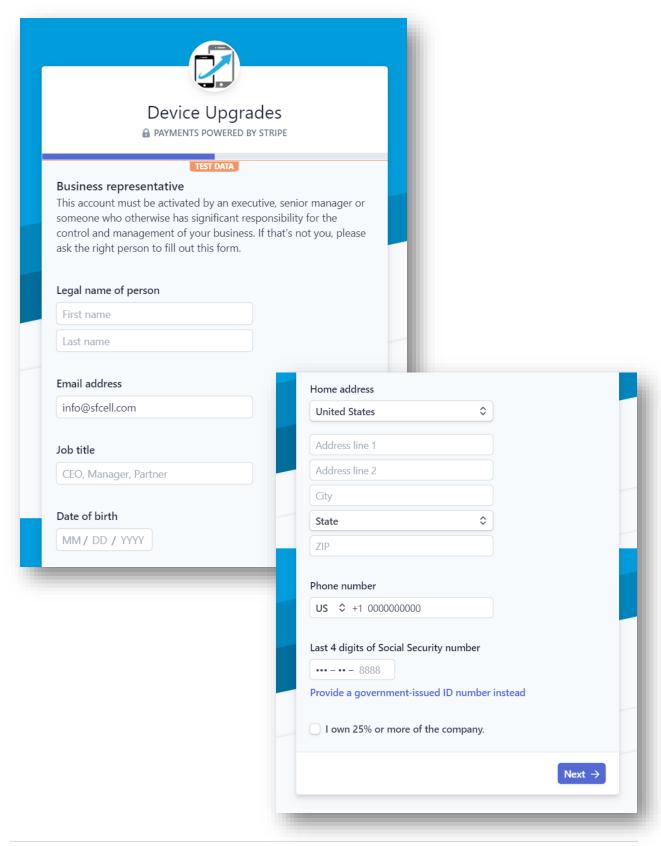
4. Complete the following form – ensure all information is correct and accurate.

The remainder of this instructional will follow the process if you selected the second option in the previous step ("Company")

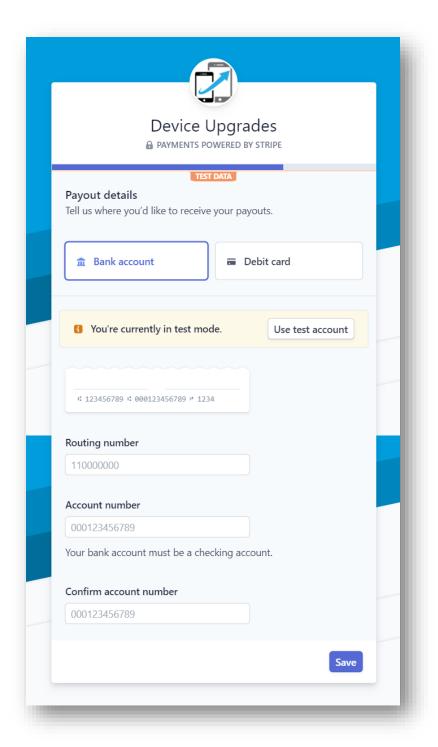


# Device Upgrades A PAYMENTS POWERED BY STRIPE TEST DATA Doing business as Optional **Business details** Tell us some basics about your business. The operating name of your company, if it's different than the legal Legal business name Company Registered business address The combination of your name and Employer **United States** (EIN) must exactly match the one listed on you (e.g., Letter 147C or SS-4 Confirmation letter), Address line 1 capitalization and punctuation. Address line 2 Employer Identification Number (EIN) City 12-3456789 State If you use your Social Security number for busing ZIP you can enter that instead. You can use your home address if you don't have a business address. Business phone number +1 (201) 555-0123 Industry Please select your industry... Business website example.com No website? You can share an app store link, a business social media profile, or add a product description instead. Next →

### 5. Continue filling out the form on the next page

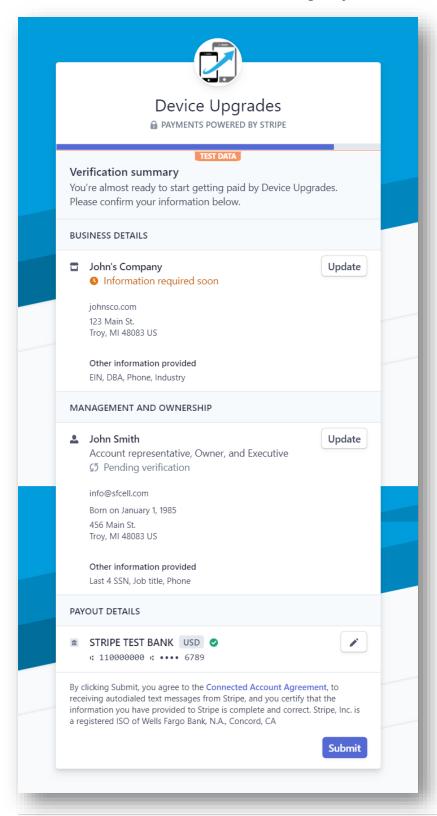


6. Enter in the bank account information for where you would like your profits to be deposited to.



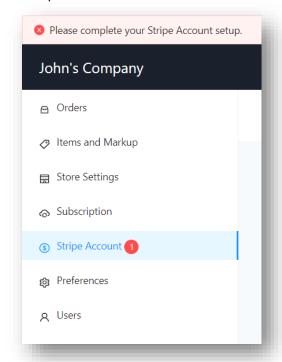
7. Review the information you entered in throughout the setup process. If satisfied, click on "Submit". Otherwise, click on "Update" for the section you need to update.

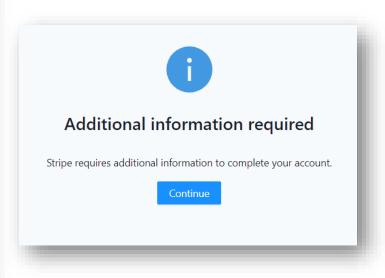
\*\*\*PLEASE NOTE\*\*\* It is normal to see "Pending Verification" as a status here.



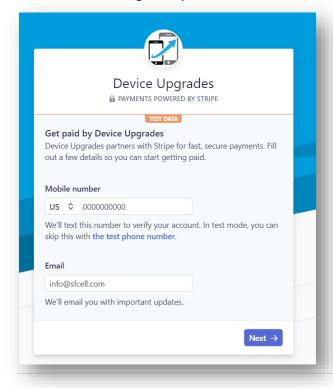
## 3.2 Pending Stripe Verification

Once you submit your application, you will be returned to deviceupgrades.com. Your Stripe setup is **NOT** complete yet. You will see that there is still a banner requesting you to continue setting up your account. Stripe requires multiple steps to get all set up. Please click on "Continue" to complete this setup.

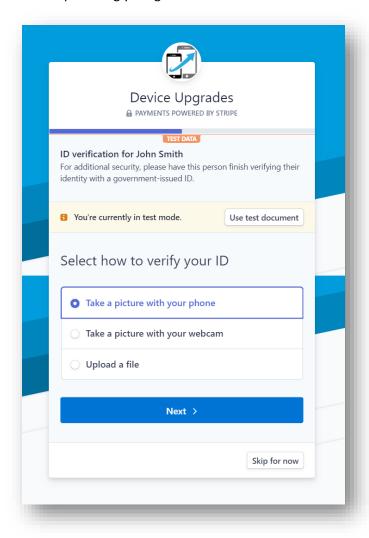




1. Once you click on "Continue" from your dashboard, you will have to verify your mobile number and email again as you had before



2. Provide ID Verification – For additional security, you will need to verify your identity by providing your government issued ID.

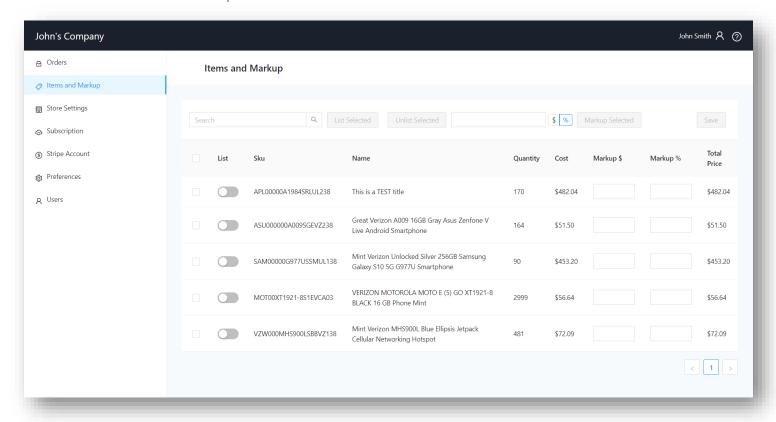


3. Verification summary – Ensure that all information is still correct. If anything needs to be updated, use the "Update" buttons to change what needs to be changed. Otherwise, click on "Submit". You may still see a status indicating "Pending Verification", this is normal. After you submit, you will be taken back to your deviceupgrades.com dashboard. You may see a banner indicating that your stripe account still needs to be setup, please wait 5-10 minutes. If this does not go away, click on "Continue" on the Stripe section of your dashboard. Stripe will indicate what additional information they will need.

# 4. Your Dashboard

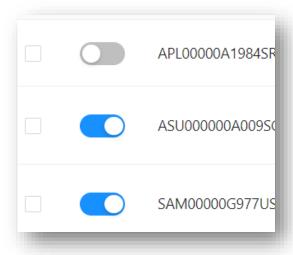
Your dashboard is where you will set your preferences, manage your users, set markups, and review your orders and order statuses. Each section is explained in detail in this section

#### 4.1 Items and Markup

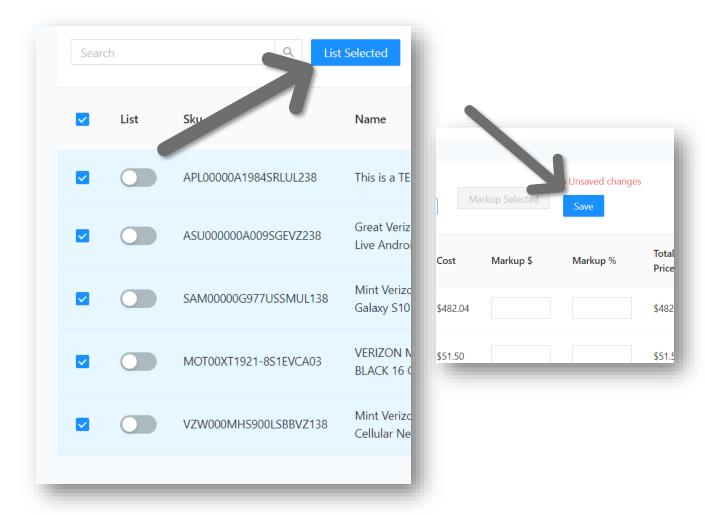


On this page you can select the items you wish to list or have available for the Store. If your company only wishes to sell Apple devices, you can select just the Apple devices to sell and you will not see any other brands.

1. To list a device, use the toggle switch.

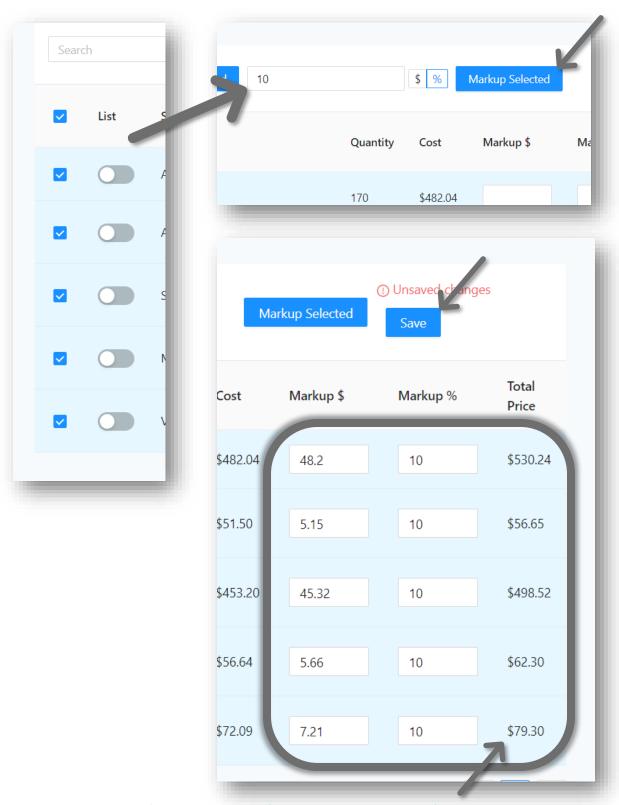


2. Alternatively, you can select multiple items at once and list all by using the check boxes next to the toggle switches. Once you check the items you want, then click "List Selected" and then click "Save"



3. You can also mark up a device using this method. Again, select the items you would like to mark up by clicking the checkboxes. Then you can mark up all items by either a percentage or a dollar value. When done, click "Markup Selected" button. Be sure to also click the "Save" button to save your changes.

\*\*\*PLEASE NOTE\*\*\* All items already have a 3% markup built into the cost. This is only here to protect you from going negative on a sale due to the fees charged by Stripe. You are responsible for all fees and taxes and will be required to report as necessary through the proper channels. Also note that Stripe fees are non-refundable and will be deducted from your profits in the case of a return or cancellation.



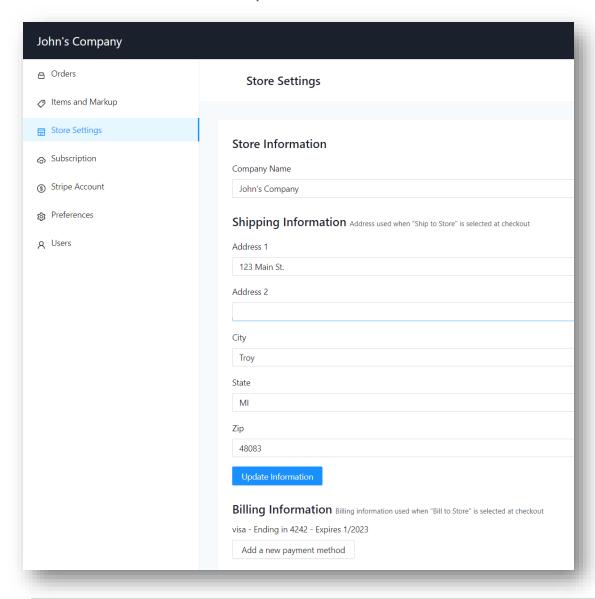
You can also edit the price directly if you would prefer to control the total price for the device!

### 4.2 Store settings

Here you can adjust the settings for your store. This includes important information regarding your Company Name, Shipping Information, and Billing Information.

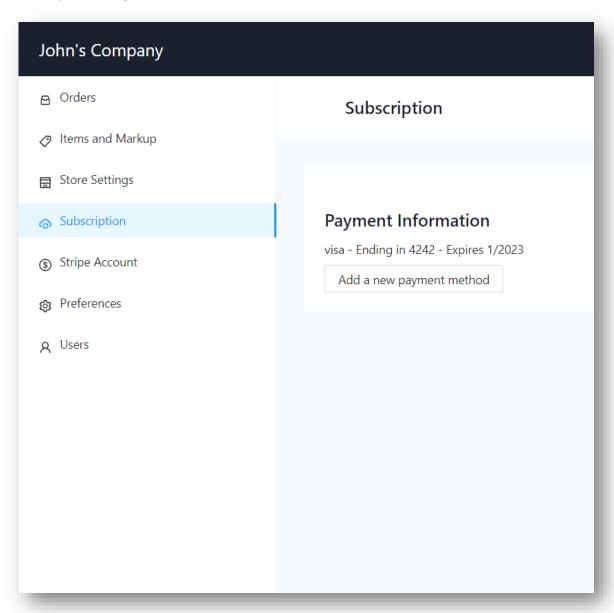
- 1. Shipping information is the location you would like product shipped to if you are purchasing product for your store to sell through your company's POS system. This option will allow you to keep stock in your store and provide devices direct to your customers without them having to wait for the device to ship.
- 2. Billing Information is the card on file for billing direct to your company. For the same reasons as above, this offers a quick checkout option so you can buy devices for your store.

\*\*\*PLEASE NOTE\*\*\* If you select "Bill to store" at checkout, no taxes will be charged on the sale. This avoids the charging of sales tax twice. You may even want to choose this option if your customer is interested in purchasing other products from your store at the same time! You can ring them up on your POS system and charge the necessary sales tax there. You can even enter in the customer's address at checkout so the device ships direct to them!



# 4.3 Subscription

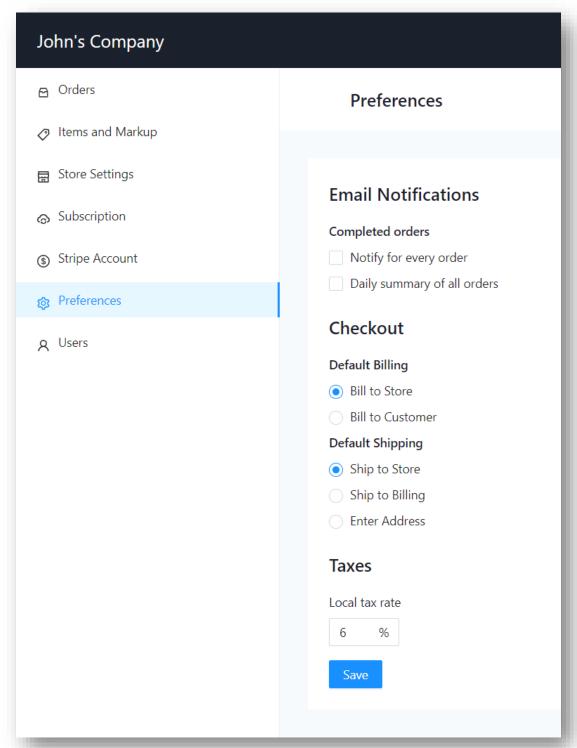
This section allows you to update the credit card stored for auto-renewal of your subscription. The subscription rate is subject to change. Deviceupgrades.com will provide proper notice if the cost of the subscription changes



#### 4.4 Preferences

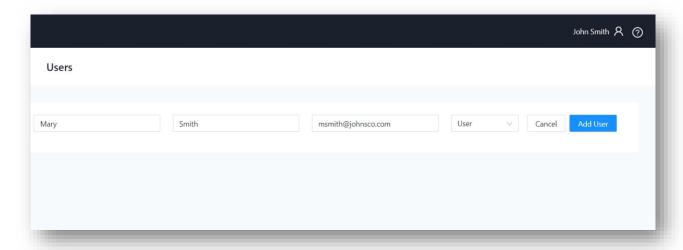
Your preferences control things like your email notifications, your checkout default preferences, and where you can set your local tax rate.

\*\*\*PLEASE NOTE\*\*\* It is important to set your local tax rate so that taxes are included in the sale of the device when billing to the customer's credit card! If the taxes are not set, you will have to cover sales tax with your profits! Remember, you are responsible for your own sales tax and tax reporting.

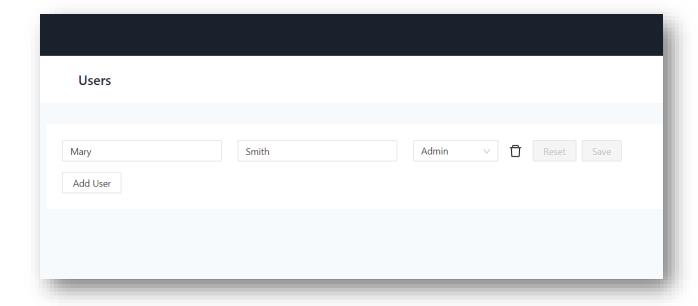


#### 4.5 Users

Here you can assign users for your organization. There are 2 levels of user: Admin and User. Admin will have full access including access to the dashboard. User will only have access to the POS system and product pages. This allows you to set management level access and employee level access. To add a user, enter in their name, email address, and set their access level.

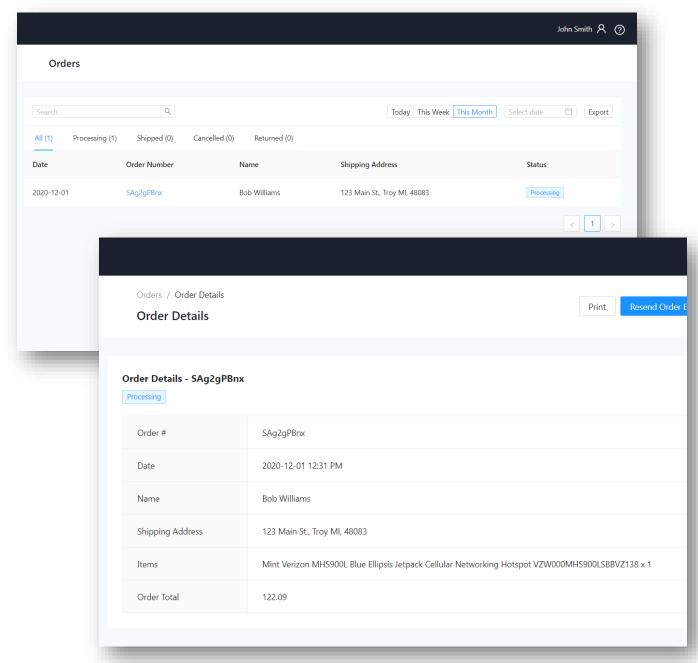


You can update each user's access at any time just by using the dropdown. You can also delete the user if they no longer need access. Once a user is added, an email will be sent to them to set up a password for logging in.



#### 4.6 Orders

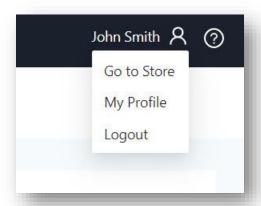
Here is where all your orders reside. You can use the search function to look for a specific order number or you can use the date filter on the right to filter by date. You can also filter by the status the order is in by selecting the tabs below the search bar. If you want to look at the order closer, just click on the order number and it will bring up a summary similar to the order confirmation. There is also an export option to export all the orders in view for convenient reporting!

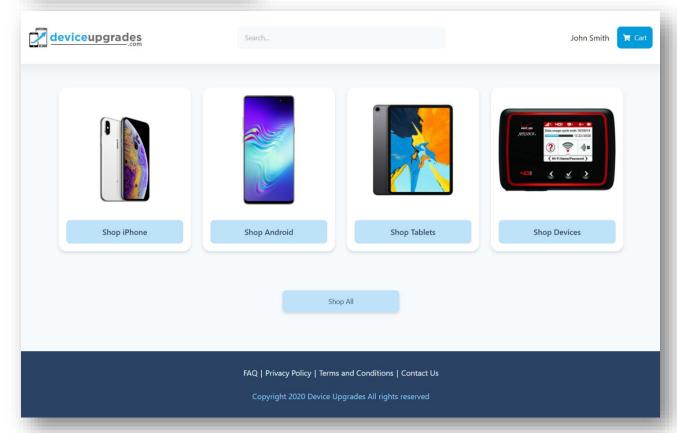


Remember – Here you can also resend the order email, cancel the order, or submit the order for a return if the device is not functioning. Just use the buttons on the top right!

# 5. The Store

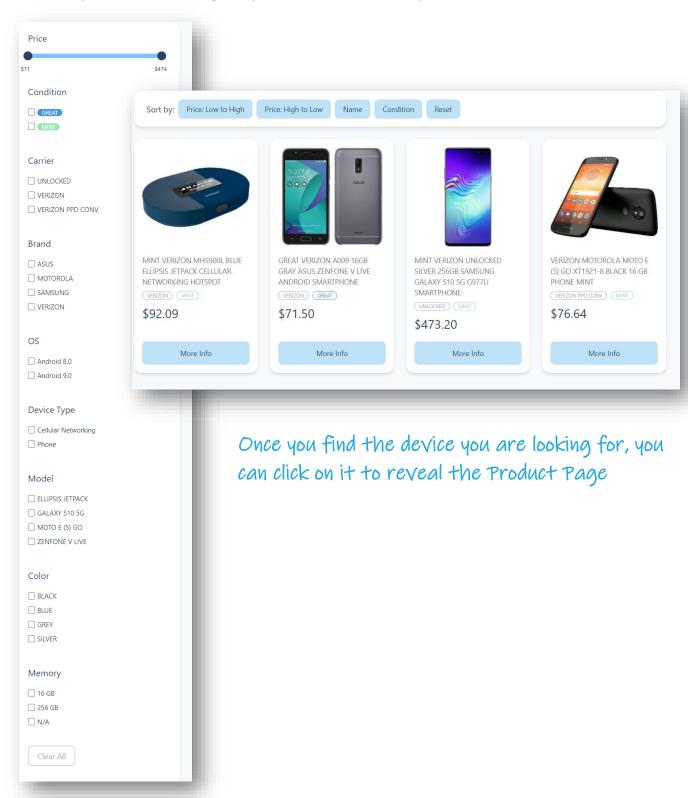
The store is what you will use on the floor to sell product to your customers. This is the exciting part where you get to see what kind of profit you can make! To get to the store hover your mouse over your name in the top right-hand corner to bring down a menu, then select "Go to Store". We tried to make initial filtering as easy as possible on the home page by offering a few different popular options. Select which option will work best for your customer or you can just shop all.





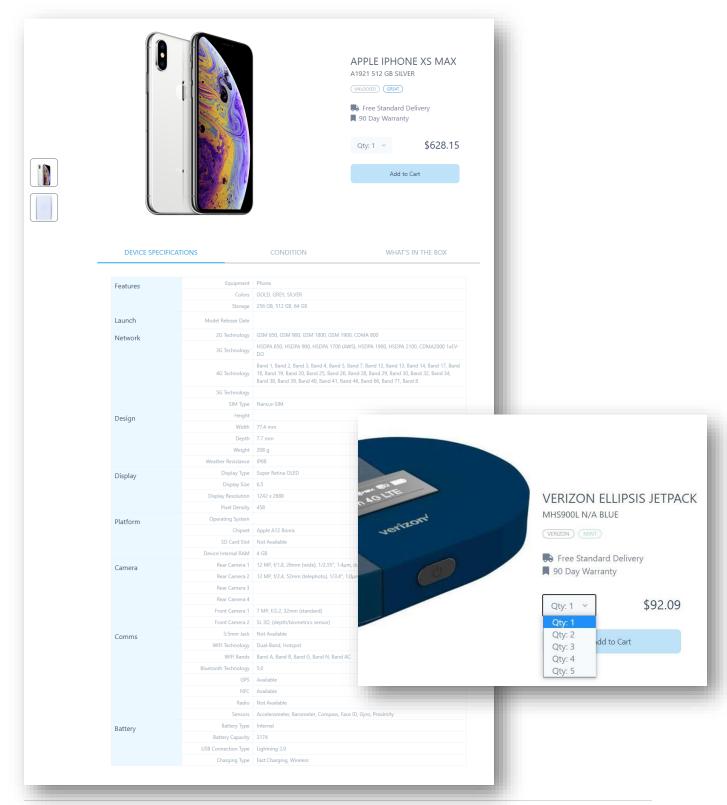
## 5.1 Search Page

Once you make your selection to begin searching for the right device for your customer, you will be brought to the search page. Here you can filter further using the filters on the left to find the perfect device, or you can browse through the products that have shown up.



# 5.2 Product Page

The Product Page provides information about the product including Specifications, Condition information, what's included with the device, Stock photos of the device, price, and quantity. Here is where you can add a device to your cart.

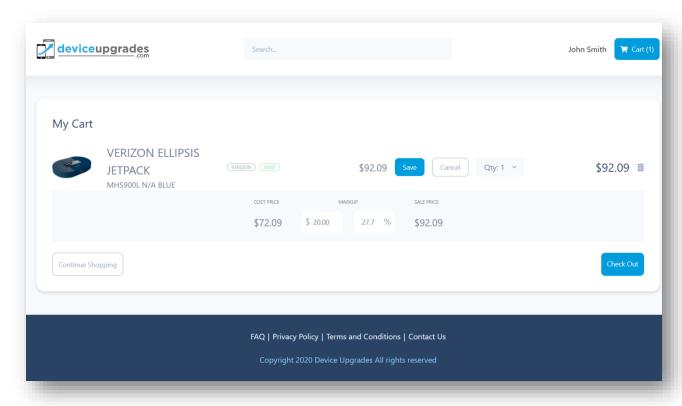


#### 5.3 Cart

After you add a device to your cart, you will automatically be directed there. Here is a powerful tool for you to add additional markup or reduce markup if you are trying to make a deal with your customer. To change the markup on this device, click on "Edit Price" and a drop-down area will show allowing you to adjust the sales price of this unit either by a dollar value or by a percentage. The initial cost of the unit is on the left and the sale price after editing is on the right. Be sure to click "Save" once you are happy with the final sales price.

\*\*\*PLEASE NOTE\*\*\* In a retail setting, it is important that your customer does not see this page!

There is nothing more frustrating than if a customer sees that there is direct control over the price, or even worse if the customer sees how much the device is marked up! Please ensure you train your team to keep the cart section hidden, or you may encounter angry customers or loss of profit!



When you and your customer agree on a price and the customer is ready to check out, click on "Check Out" button.

Remember – You can always bill to store during the check out process and make a sale through your own POS system. If you choose this option sales tax will not be included since it is a business to business sale. You will have to charge sales tax through your POS system

#### 5.4 Check Out

The checkout offers several options for how to process payment and shipment.

#### **Billing Information**

- Bill to Store Allows you to bill the sales price of the device/s to the card saved as the store credit card in the Store Settings tab of the dashboard. This will NOT include tax as it is a business to business transaction. You may want to use this option if you intend to sell other items to the customer in your store and want to include on the same transaction using your own POS system. Or you may want to use this option if the customer has a different form of payment than credit card, such as cash.
- Bill to Customer Allows you to charge the customer's credit card directly avoiding the need to utilize your own resources to process the sale. This will also automatically include the sales tax rate set in the preferences tab on the dashboard. **This is the recommended route to take**

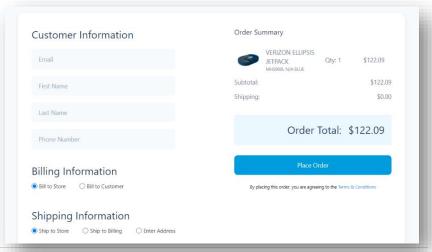
#### **Shipping Information**

- Ship to Store Allows you to ship product direct to the address associated with the store. You can use this option if the customer wants to pick up from your store or if you would like to have the customer come in when it arrives to help them activate their device.
- Ship to Billing Allows you to ship product to the billing address if you choose "Bill to Customer" This just avoids you having to type in the customer's address twice
- Enter Address Allows you to type in the address if different from the above two options.

# **Shipping Method**

- Standard Shipping – Standard shipping is always free. Standard shipping requires 1-3 days to process and anywhere between 1-5 business days to deliver.

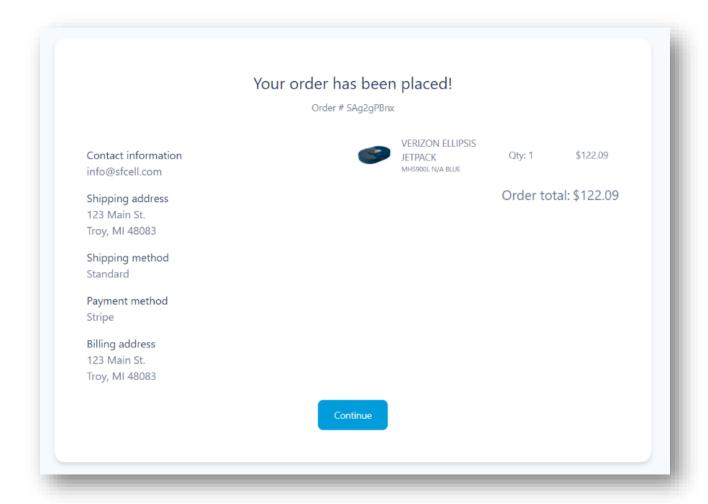
Remember — Shipping time is <u>NOT</u> guaranteed. Deviceupgrades.com does not have any authority over shipping carriers. We primarily use USPS as our carrier however in certain circumstances we may use other carriers. We do understand your purchase is important and we will do what we can to get your customer their device/s as quick as possible.



#### 5.5 Order Confirmation

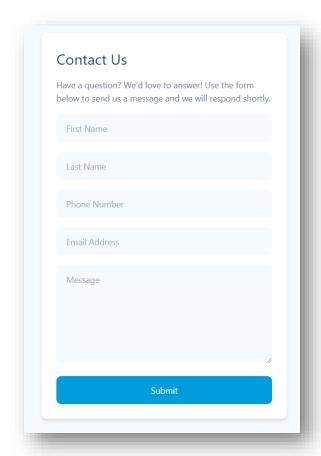
Once your order has been placed, you will be re-directed to your order confirmation. This will act as your receipt for the customer. Here you can print the page out and hand to your customer for their receipt. An email will also be sent with the same confirmation to the email address provided at checkout.

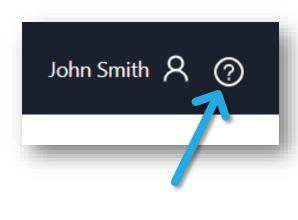
Take Note! — Here you will find the order number. This is the reference for this order in the future. You can use this to find it in your order pages in case a customer has any questions, or you need to cancel the order. This order number will also be required for submitting a return in case the device is not functioning.



# 6. Contact us | Privacy Policy | Terms & Conditions

Wow! I know that may have been a lot of information, but we hope this will guide you to an excellent new revenue stream. Of course, this may not be all encompassing, and if that's the case, we are here to answer your questions and give you a hand when you need it. If you have any questions or need anything, you can reach us by the Contact Us section and we will get back to you as soon as we can.





\*\*\*PLEASE NOTE\*\*\* By using deviceupgrades.com and maintaining an active paid subscription, you agree to the privacy policy and terms and conditions and agree to abide by all rules and policies outlined within those documents. If you have any questions associated with either of the policies, please contact us using the contact us section.