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What is MyMercado.com?

MyMercado.com is a *business solutions company* that specializes in bringing businesses into other avenues of selling and advertising their goods and services. We provide our members with the essential tools that are needed to create and control their own exclusive business website within the MyMercado.com community. We are helping our members expand their presence to reach both the Local and Global Markets.

MyMercado.com has created this website for the simple reason of allowing everyone the opportunity to be found on the Internet. Through our affordable and easy-to-use websites, anyone can get onto MyMercado.com and begin to sell, show, or just explore. **MyMercado.com is creating a recognizable portal of commerce that will assist in delivering products and services.**

MyMercado.com will provide our members an:

- Exclusive Business Website
- URL Designation - For Example – MyMercado.com/**YourNAME**. This will be the address that will go directly to your website.
- Personal E-Mail Account – For Example – **YourNAME@MyMercado.com**.
- E-Commerce Options – Exhibit, Sell and/or Auction Goods and Services.
- Easy-to-Use and Control Website Features – Our features make it relatively simple to put a website together in minutes. MyMercado.com will even provide services for people that may have trouble putting together their own website.
- Advanced Search Options – Our search options range from general worldwide searches to state and city specific searches. These advanced search methods will ensure that anyone can be found.
- Customer Support

Membership

- The registration button is located in the top right corner of the every page on MyMercado.com.
- Click on the register button and that will take you to the registration page.
- Click **YES** on the **“Would You Like To Sign-Up For A Merchant Package”**. This will change the page, so you are able to select the particular plan you want to purchase.
- Select the plan
- Go to **“Select Your Company Category”** and select the appropriate category for their business. If the category you want is not available, select the best fitting category, then email us at contact@mymercado.com with the category you want and we will add that category.

- Fill in all the information needed:
 - **User Id** – Must be one word, which can contain numbers and letters, but no dashes or other symbols. This name is going to become your URL, which means this will be your website address. **For Example:** User Id- sanantonio; website address will be www.mymercado.com/sanantonio. So make sure that you select a name that best suits your company.
 - **Name** – Required Field. You can have spaces in this field. This name will be displayed on the Homepage, so make sure that you use your name or business name.
 - **Email** – Required Field.
 - All other information is not required to become a merchant member, but can be very important if you plan to sell on MyMercado.com. This information is essential because it lets the buyer know where to send the payment for the item or service which was purchased.

- **User Agreement & Privacy Policy** – By checking this box the you agree to the conditions of MyMercado.com
- **Click Register**
- **Page goes to “Payment Options”**

Submit Payment

At this point, you will be asked to make payment. You may either choose PayPal as a payment option or submit payment information to MyMercado.com directly.

Option 1

- **PayPal:** PayPal would be a good option if you want to sell goods or services, because when you set-up an account you will be able to receive payments from buyers directly into your PayPal account. You will also be able to transfer that money directly into your bank account from PayPal.

PayPal Steps for Sellers Who Want to Use PayPal:

1. Set-up an account and pay for your MyMercado.com membership; then
2. PayPal will send an email asking to confirm your email address; then
3. PayPal will then send an email asking to verify your bank account information – This is used in order for you to accept money and have money transferred to their bank account.

Option 2

- **Submit Payment to MyMercado.com:** If you do not want a PayPal account, you can just submit your payment information to MyMercado.com directly. This would be a good option if you are only accepting checks and/or money orders, have your own credit card processing system, or have nothing to sell.

How to Start Creating a Website

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Click on the **EDIT PAGES** button
- Then click on the **ADD A NEW PAGE** button
- You may start filling in your information – Title; additional information in text box.
- **SUBMIT**

- **Features:**

- You may cut and paste pictures from the Internet (as long as you have permission) and put them directly into your website.
- If you have pictures in your computer that you want to use, you need to use the “image gallery”, which is located next to step #2.

(1) You click on the link and it will open up the image gallery;

(2) You then click on the **BROWSE** button, which should open up your pictures on your computer;

(3) You select a picture, then you click **UPLOAD**, and that will upload the picture into your image gallery;

(4) After the picture is uploaded you drag it into your text box. Click and hold on the picture and then drag the picture into the box. From there you can move it around.

- Under Step #3, you are given four pictures. These pictures do not count against your number of uploads. These pictures appear on the right side of your website. You can also add descriptions to these pictures.

Create A Link: In order to create a link to either a picture or words on your website:

Picture

1. Left click on the picture

2. Click on the add a link icon in the toolbar -



3. Enter the website address you want to link to. For example: <http://www.mymercado.com>

Words

1. Highlight the word or phrase you want to become a link

2. Click on the add a link icon in the toolbar -



3. Enter the website address you want to link to. For example: <http://www.mymercado.com>

Remove a link: To remove the link just click the linked picture or highlight the linked word or phrase, and click on the remove link icon -



For Your Information: When you submit your page for the first time, it needs to be approved by MyMercado.com. We do this in order to keep unacceptable material off of MyMercado.com. After being approved, you can change your website at anytime without further approval.

TIP: Submit your information every five minutes. Sometimes if you stay to long on your site without submitting anything you will be logged out. This is done for your security.

Adding an Additional Page

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Click on the **EDIT PAGES** button
- Then click on the **ADD A NEW PAGE** button
- You may start filling in your information – Title; additional information in text box.
- **SUBMIT**

Removing a Page

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Click on the **EDIT PAGES** button
- Select the page you want to remove and click on the **REMOVE** button
- If you select **REMOVE**, it will then ask you if you are sure that you want to remove this item with a **YES** or **NO** option.

Submitting Goods or Services for Sale

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Go to the **Submit New Info, Goods or Services** section, and click on the **“Click here to submit New Info, Goods or Services for SALE or AUCTION”**.

IF YOU CHOOSE TO SELL

- Enter item title
- Is this item for sale? Select **YES**
- Will this item be auctioned? Select **NO**
- Enter the price of the item
- If you have multiple of the same item select **YES**; if you do not have multiple items, select **NO**

- Select **YES** if you want buyers to make you an offer; Select **NO** if you do not want buyers to make you offers
- **INSERT A PICTURE** – Click on the **BROWSE** button, and this should open your pictures. Select a picture.
- **WRITE A DESCRIPTION** – Write a description of the item for sale, also include any other information that you might find necessary.
- Select which page you want your items to show up on
- Enter a shipping cost. This cost will be added to the total when a buyer checks out
- Select the shipping destination
- Click on the **SUBMIT** button

Submitting Goods or Services for Auction

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Go to the **Submit New Info, Goods or Services** section, and click on the **“Click here to submit New Info, Goods or Services for SALE or AUCTION”**.

IF YOU CHOOSE TO AUCTION

- Enter item title
- Is this item for sale? Select **YES**
- Will this item be auctioned? Select **YES**
- Enter an auction starting price
- Enter the increment amount you want – this is the least amount that your bid can go up every time someone bids on your auction

- Enter a reserve price (not required) – This is the least you will take for the item. So your item will not sell until it hits the reserve price. For example, you start your auction at \$10, but your reserve price is \$20, so even if someone bids \$10 on the item it will no sell until it hits the reserve price of \$20.
- **SELECT A START DATE AND END DATE** – Click on the boxes and a calendar will pop-up, then select a date. You can choose to start and end the auction anytime you want.
- You may also select a **BUY NOW** price. This will allow someone to purchase the item without having to wait till the auction ends.
- Select whether you want buyer to make you an offer
- **INSERT A PICTURE** – Click on the **BROWSE** button, and this should open your pictures. Select a picture.
- **WRITE A DESCRIPTION** – Write a description of the item for sale, also include any other information that you might find necessary.
- Select which page you want your items to show up on

- Enter a shipping cost. This cost will be added to the total when a buyer checks out
- Select the shipping destination
- Click on the **SUBMIT** button

Submitting Goods or Services for Display

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Go to the **Submit New Info, Goods or Services** section, and click on the **“Click here to submit New Info, Goods or Services for SALE or AUCTION”**.

IF YOU CHOOSE TO DISPLAY

- Enter item title
- Is this item for sale? Select **NO**
- Will this item be auctioned? Select **NO**
- **WRITE A DESCRIPTION** – Write a description of the item, also include any other information that you might find necessary.
- Select which page you want your items to show up on.

- Leave shipping cost at \$0.00
- Click on the **SUBMIT** button

REMOVING OR EDITING AN ITEM FOR SALE, AUCTION, OR DISPLAY

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Scroll down until you see the **“Good or Services for Sale”**.
- Find the item and select either **EDIT** or **REMOVE**.
- If you select **EDIT**, you will have the option to change the information, price, picture and duration of the sale or auction.
- If you select **REMOVE**, it will then ask you if you are sure that you want to remove this item with a **YES** or **NO** option.

Editing Your Website

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Go to **EDIT PAGES**
- Select a page you want to edit, and click on the **EDIT** button
- You can then change, add or remove any of the information on your website.
- After you finish editing your page, click on the **SUBMIT** button

Upgrading Your Package

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Go to the “[Click here to change/upgrade your package](#)”, which is located after “Member Package Information” and before “Submit New Info, Goods or Services”.
- Select the package you want and click **SUBMIT**

What Happens After the Sale or End of Auction for a Seller

After you sell an item:

- You will receive an email from MyMercado.com, which will give you information on the sale, including the email and other information about the buyer.
- It is recommended that you contact the buyer to give him your mailing address and see what form of payment is going to be made. (The buyer will also receive an email telling them your mailing address)

What Happens After the Sale or End of Auction for the Buyer

After you purchase or when an auction:

- You will receive an email from MyMercado.com, which will give you information on the sale, including the email and other information about the seller.
- It is recommended that you contact the seller to let them know your shipping address and inform them in what form you are going to make payment. (The seller will also receive an email telling them your shipping address)

How to Shop on MyMercado.com

- **Login to your account** (located on the upper right corner of the page) (password is case sensitive, so if you had capital letters in your password, make sure you write it out that way when you login)
- Start shopping
- How to purchase through **SALE**
 - Find the item you want to purchase
 - Click on the **Purchase** button
 - Click on the **Confirm** button.
 - You will be redirected to your **shopping cart**, and you have the option of continuing to shop or checkout. If you did not login in before, it will ask you to login before you continue to checkout.
 - Click on the **Checkout** button
 - You will be redirected to the “Select Forms of Payment” page. You can then choose from PayPal, Credit Card

(seller personal cc machine), money order or cashiers check, or personal or business check.

- After you purchase the item, you will receive an email telling you that you have won this item. This email will contain payment information and where to send the money. You can contact the seller at any time for more details.
-
- How to purchase through **AUCTION**
 - Find the item you want to purchase
 - Click on the **Place Bid** button
 - You will be redirected to the Bid page, and this is where you would enter your maximum bid for this item and click the **Continue** button to confirm your bid.

- You will receive an email telling you that you are the highest bidder on this item. You will also get an email if you get outbid by someone else.
 - At the end of the auction you will be notified if you won or lost the auction.
 - If you win the item, you will receive an email telling you that you have won this item. This email will contain payment information and where to send the money. You can contact the seller at any time for more details.
-
- How to purchase through the **BUY NOW** option (available with auctions)
 - If you see an auction that has a **BUY NOW** button, you can purchase that item without having to sit through the auction.
 - Click on the **Buy Now** button.
 - Click on the **Confirm** button.

- You will be redirected to your **shopping cart**, and you have the option of continuing to shop or checkout. If you did not login in before, it will ask you to login before you continue to checkout.
- Click on the **Checkout** button
- You will be redirected to the “Select Forms of Payment” page. You can then choose from PayPal, Credit Card (seller personal cc machine), money order or cashiers check, or personal or business check.
- After you purchase the item, you will receive an email telling you that you have won this item. This email will contain payment information and where to send the money. You can contact the seller at any time for more details.

Search Capabilities

You can search **TWO WAYS** on MyMercado.com

1. **General Search** – This is the option that is given on the top left corner of each page under the MyMercado.com logo.
 - a. Type in what you are looking for in this box and it will do a complete search of the site and find sites or items that match.
2. **Advanced Search** – The more advanced search is located under the general search.
 - a. There are three sections labeled “People”, “Goods”, and “Services”. Each one of these sections has a list of categories.
 - b. You select the category that fits your needs and click **Go**.
 - c. You will then be redirected to a page where you can search for that particular item by country, state and city. You can go very broad or very narrow in your search.

How to Check Your E-Mail

There are **TWO WAYS** of checking your email

- (1) You may check your email directly from MyMercado.com,
 - Login into you account and click on **Check Your Mail**. This is located after the “Members Package Information” and before the “Submit New Info Goods and Services”
 - You will be redirected to another page – enter your username, which is your MyMercado.com email address. Type in the entire email address – Ex. contact@mymercado.com, and type in your password – This is the same as your MyMercado.com password
- (2) You may check by going directly to mail.mymercado.com.
 - Enter your username, which is your MyMercado.com email address. Type in the entire email address – Ex. contact@mymercado.com, and type in your password – This is the same as your MyMercado.com password

Customer Support and Contact Information

Email – contact@mymercado.com

Phone – 210-573-4477

