



Vector Web Designs

Website Design and Development

Unlock Your Potential

www.vectorwebdesigns.com

How to use the new “Client Portal” at Vector Web Designs

Your Username is in the email you received with this document.

To set your password:

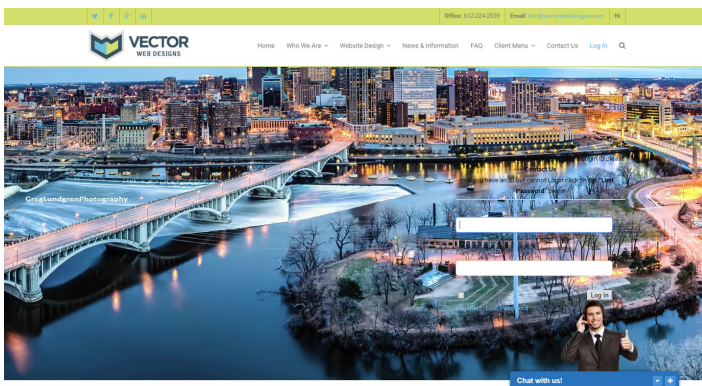
At the Top Menu select “Client Menu – Reset Password”

Enter your Username in the box and select “Get New Password”

You will receive an email with instruction

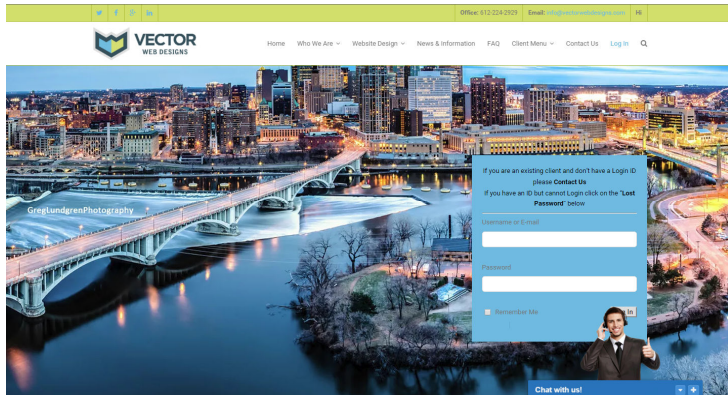
LOG IN

When you select “Log In” from the top menu you will go to this page



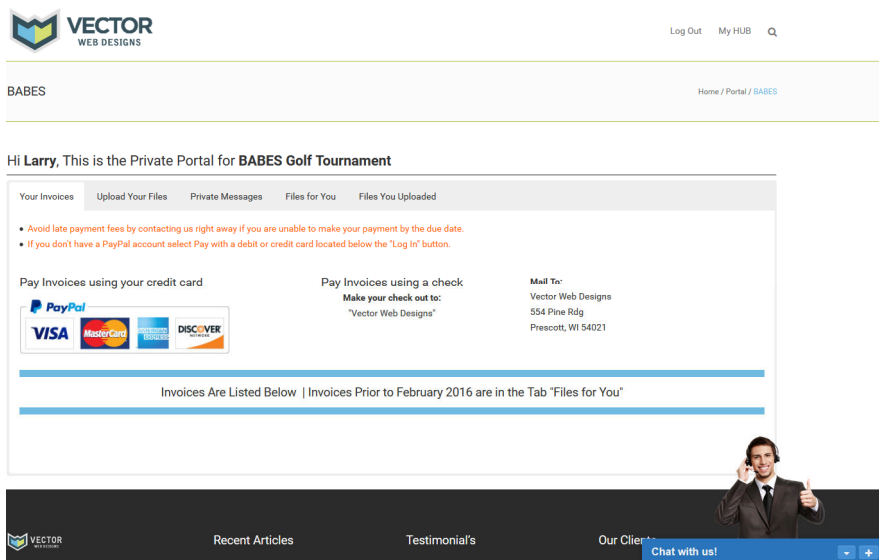
Refresh your browser (most browsers refresh by selecting “CTRL-F5”)

You will now see this page

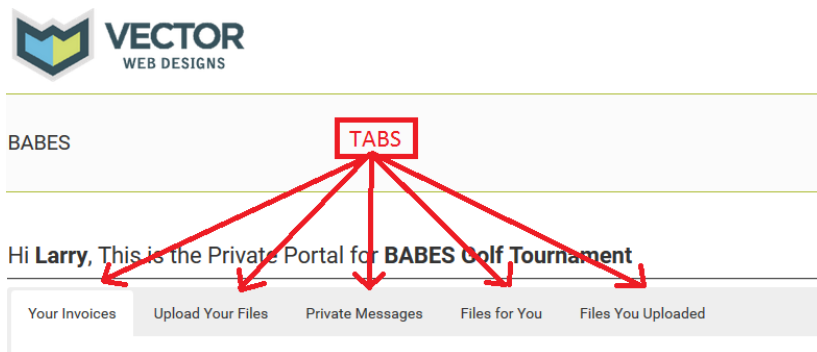


I am working with the developer of the theme to resolve the issues I am having with refresh.

After you are logged in you will see this page



There are 5 Tabs



Your Invoices Tab:

Hi Larry, This is the Private Portal for **BABES Golf Tournament**

Your Invoices Upload Your Files Private Messages Files for You Files You Uploaded

- Avoid late payment fees by contacting us right away if you are unable to make your payment by the due date.
- If you don't have a PayPal account select Pay with a debit or credit card located below the "Log In" button.


Pay Invoices using your credit card

Pay Invoices using a check

Make your check out to:
"Vector Web Designs"

Mail To:
Vector Web Designs
554 Pine Rdg
Prescott, WI 54021

Invoices Are Listed Below | Invoices Prior to February 2016 are in the Tab "Files for You"

VWD-20160102  Your Invoices will be listed here

Upload Your Files Tab:

Easy way to get files to Larry so he can put them on your website.


You can upload multiple files at once by holding the "CTRL" key and "Left-Click" on the file.

After your files have been uploaded send Larry an email letting him know.

Your Invoices Upload Your Files Private Messages Files for You Files You Uploaded


Upload pictures or documents
Use the **Contact** form to let us know you have uploaded new pictures.

File upload has completed when the file box turns green



If you don't see the "Upload File(s)" box refresh your browser by selecting "CTRL-F5"

If the "Upload File(s)" box is not displayed refresh your browser
Use "Ctrl" to select multiple files
Stay on this page until all files have been uploaded

 Upload File(s)

Private Messages Tab:

Important emails can be sent/received here.

You can send emails to Larry (csadomadmin) and they will be kept in the "Sent" Tab. Emails sent by Larry will be in the "Inbox"

TABS

Your Invoices Upload Your Files Private Messages Files for You Files You Uploaded

NEW Inbox Sent Archive Trash

1 - 1 of 1

Me, csadomadmin Test to BABES Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam m... February 12, 2016 8:42 am

Files for You Tab:

If there are files Larry needs to send to you they will be uploaded here.

This is where you will find Invoices previous to February 2016

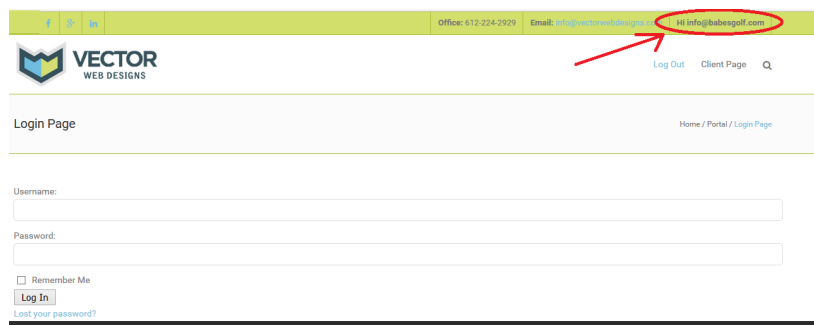
Files You Uploaded Tab:

Not being used at this time:

I am using a different uploader that automatically puts files you upload into your folder. The uploader included in the client application puts all files into the same folder which could be very messy when multiple clients upload pictures or documents.

Log Out

When you Log Out you will be taken to this page. If you still see your Username in the upper right corner refresh your browser “CTRL-F5”



After refreshing your browser, you will see this:

You are attempting to log out of Vector Web Designs

Do you really want to [log out](#)?

Click on “log out” – You will be taken to the Login Screen

