

e-Commerce Check List

✓ ✓

OBTAIN INTERNET AND E-MAIL ACCESS

- Locate computer with Internet service and printer that you can use.

Check at the local library, with friends or relatives.

- Set up a free e-mail account with a service such as yahoo.com, google.com, or hotmail.com.

E-mail ID:

Choose an e-mail ID that is simple and meaningful to your product.

Examples: quilts@yahoo.com, folkart@gmail.com, jewelry.bboxes@hotmail.com

Password:

Choose a password that is easy to remember

[for greater security, use a mixture of letters and numbers]

REGISTER AS A RESELLER

- Select an auction site to sell your products:

such as ebay.com, onlineauction.com, ubid.com

- Register as a seller:

Your name, address, telephone and e-mail will be required.

Auction Site Login ID:

Choose a login ID that is simple and meaningful to your product.

Auction Site Password:

Choose a password that is easy to remember

[for greater security, use a mixture of letters and numbers]

ESTABLISH A PAYMENT SYSTEM

- Open a checking account with a financial institution

Your name, address, telephone and picture ID will be required.

- Register with PayPal -- www.paypal.com

Your name, address, telephone, e-mail, and bank account information will be required.

PayPal Login ID:

PayPal Password:

Choose a login ID and password that are easy to remember.

[for greater security, use a mixture of letters and numbers]

CREATE A LISTING

- Decide what to sell – complete the Listing Worksheet.

- Submit the listing.

ACTIVELY SELL

- Monitor the auction daily – maintain Sales Log.

- Communicate with auction winner to finalize sale.

PAYMENT AND SHIPPING

- Verify payment has been received.

- Ship product to buyer.

FEEDBACK

- Complete the transaction feedback form at auction site.

- Check for feedback from buyer – complete Sales Log.

