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.boxes@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.