



AccessAerospace.com

# Buying and Selling Guide AccessAerospace.com

Thank you for your interest in setting up a seller or buyer account on AccessAerospace.com. Registration is simple for both. Buying items on AccessAerospace.com is relatively easy to follow, but setting up a seller account is a little more complicated. This is the reason we have created this guide. Below are step by step details to set up both accounts. If you have any questions about your account please email Alyson at [alyson@accessaerospace.com](mailto:alyson@accessaerospace.com).

## Seller Account

1. From the AccessAerospace.com home page click on the button in the menu "Register as a Seller".
2. Complete fields (Shop name is your alias as a seller and can be your name or a "shop name". The shop URL will autofill based on your shop name), check the box "I'm not a robot" and click submit.
3. Check your email for a verification email (NB this email may go to your spam/junk folder). Click on the link in the email to verify email. A window will open in your default browser. You can then sign in with the username/email and password that you selected when you created the account.

## List Items for Sale

1. Login using your seller account information and go to Selling Dashboard via the Listings Menu Item.
2. Select "Products" on the taskpane on the left of your dashboard and then click on the "Add Product" button.
3. You can upload images, enter product name, select the main category you want the item to appear in. select or or multiple tags to allow buyers to use to hone into your type of product, add a full description and price for your item that you are listing. Click on the Create button.
4. Once you have created your product you will have the opportunity to add more information including shipping options, payment options and more images. Your listing at this point has been submitted to the AccessAerospace.com team for review. Review should be relatively quick but can take up to 24 hours.

### REGISTER AS A SELLER

Thank you for registering for a free AccessAerospace seller account. If you have any questions, please email [info@AccessAerospace.com](mailto:info@AccessAerospace.com).

FIRST NAME \*

LAST NAME \*

EMAIL ADDRESS \*

PHONE NUMBER \*

PASSWORD \*

SHOP NAME \*

SHOP URL \*

<https://accessaerospace.com/store/>

I'm not a robot 

REGISTER



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# Buying and Selling Guide AccessAerospace.com

LOG IN



Username or Email



Password



Remember Me

LOG IN

Examples of what the Login Screen and Register as a Seller Screen will look like on your desktop. They will look similar on tablets and cellphones.

CHECK OUT ALL LISTINGS HERE!

LISTINGS

REGISTER AS A SELLER

Thank you for registering for a free AccessAerospace seller account. If you have any questions, please email [info@AccessAerospace.com](mailto:info@AccessAerospace.com).

FIRST NAME \*

LAST NAME \*

EMAIL ADDRESS \*

PHONE NUMBER \*

PASSWORD \*

SHOP NAME \*

SHOP URL \*

<https://accessaerospace.com/store/>

I'm not a robot



REGISTER



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## Seller Account

The sellers dashboard has a lot of options for you to set. We have already discussed the Products tab.

If you sell an item your sale will appear under the **Orders** tab.

Currently AccessAerospace is not offering **coupons**.

**Reports** will give you information if you are selling a variety of items over a period of time and will help you manage your sales and revenue.

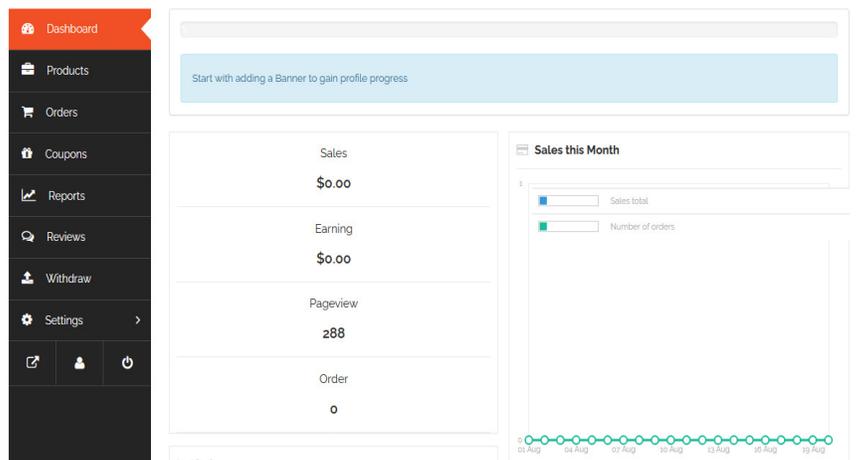
**Reviews** are from customers who have purchased your products.

The **Withdraw** tab is where you will go to organize transfer of funds from sales made directly on AccessAerospace.com. You need to ensure if you want to have customers purchase items directly on AccessAerospace.com that you set up payment options. For products that are of a higher value, you may want to contact the team at AccessAerospace.com to discuss payment options that can be offered to your customers. Please either call (813) 210-8707 or email [info@AccessAerospace.com](mailto:info@AccessAerospace.com) for further information.

The **Settings** tab allows you to customize the page your customers see when they are reviewing and buying your items.

**Three Buttons** at the bottom allow you to review your listings, edit your main account details and a logout button.

### DASHBOARD





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## Buying Account

1. From the AccessAerospace.com home page click on the button in the menu “Register as a Buyer”.
2. Complete fields and click submit.
3. Click in “Listings” in the menu to view all the listings on the page from both AccessAerospace and other sellers.
3. When you are viewing listings, you will have options for a “Quickview” which includes basic information about the item and also an option to add to the cart/purchase. Both these options appear as icons on the image of the product for sale.
4. Below the image of the item for sale, you will see the product name. Click on the product name to review the item for sale in more detail.
5. You can purchase the items online via the AccessAerospace.com portal based on the sell options for payment. If you want to pay offline, please contact AccessAerospace by calling (813) 210-8707 or email [info@AccessAerospace.com](mailto:info@AccessAerospace.com).

### REGISTER AS A BUYER

Thank you for registering for a free AccessAerospace User/Buyer account. If you have any questions, please email [info@AccessAerospace.com](mailto:info@AccessAerospace.com).

Users can register themselves or you can manually create users here. [▲](#)

#### Name

Username *	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Nickname	<input type="text"/>

#### Contact Info

E-mail *	<input type="text"/>
Website	<input type="text"/>

#### About Yourself

Biographical Info	<input type="text"/>
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Password *	<input type="password"/>
Repeat Password *	<input type="password"/>

Send these credentials via email

ADD USER