

Tracking Online Yearbook Orders

<https://strawbridge.fotomerchantportal.com/signin>

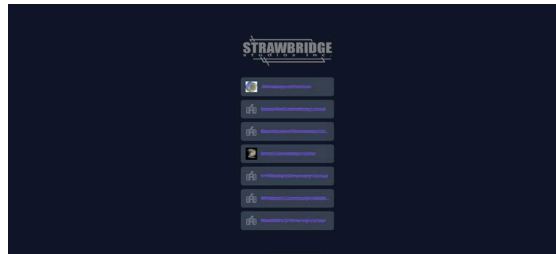
Thank you for using our FotoMerchant online platform for your yearbook sale! Here are some instructions on how to utilize the FotoMerchant Portal to track your online yearbook orders:

Username & Passwords

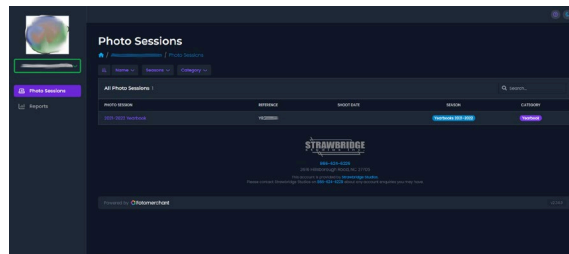
Upon activation, you will receive an email from no-reply@fotomERCHANTsuite.com with a temporary password to access the Portal. Your username will be your email address. For security purposes, you are the only person that has access to your password. If you need to reset your password, you may do so from the login page by clicking the "Lost password?" link and entering your email address to reset it.

Accessing Your Yearbook Order Report

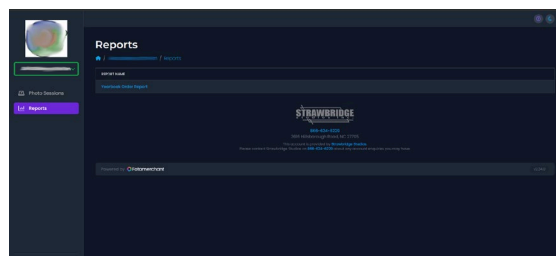
When you first log in, you will see a landing page displaying all of the schools to which your account has access:



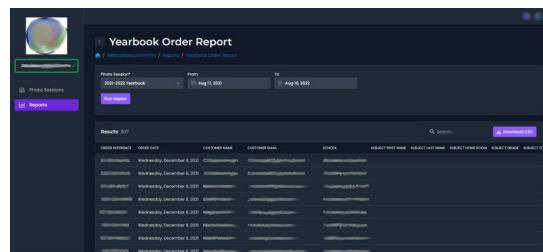
Clicking a school name will take you to the following screen:



From here, if you work with multiple schools, you can change between them using the dropdown box highlighted in green in the upper left. To access the order report, click "Reports" on the left-hand menu. You will then see this screen:



At the Reports screen, click "Yearbook Order Report" to access the report, which will appear as follows:



Here, you can filter out by various date ranges (by default it will show the last year to date), then click the "Run Report" button to make the report appear. You can also click the "Download CSV" button to download a file for offline viewing.

If you have any questions or need any assistance, please don't hesitate to reach out to your Yearbook Representative or Yearbook Support at yearbook.support@strawbridge.net.