



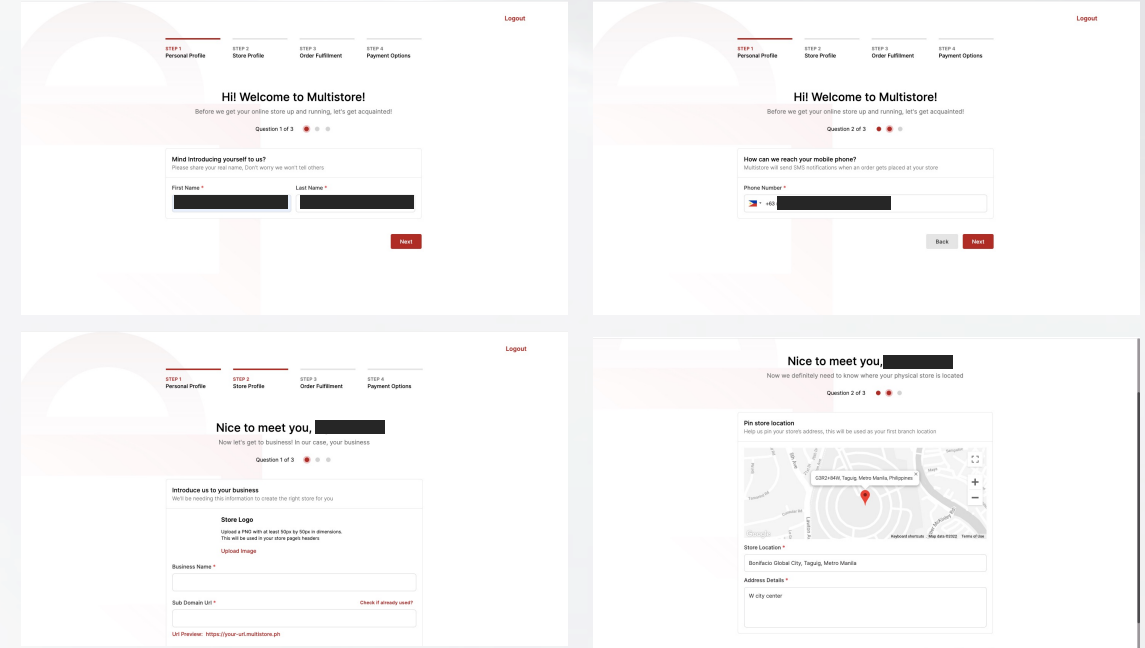
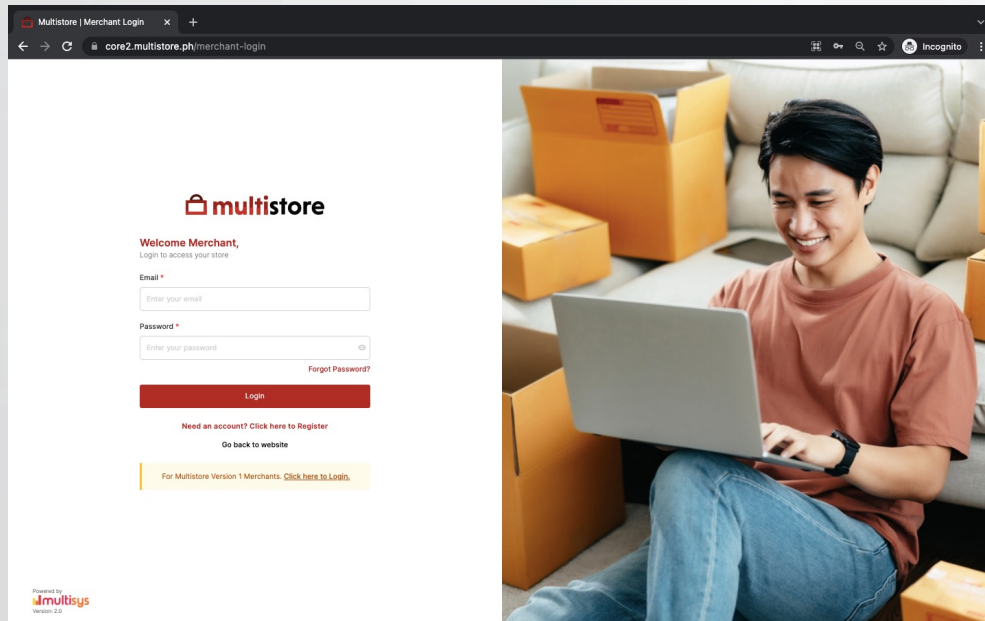
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**SET UP YOUR STORE IN 5 EASY STEPS!**

# 1 LOG IN AND BUILD YOUR STORE PROFILE!

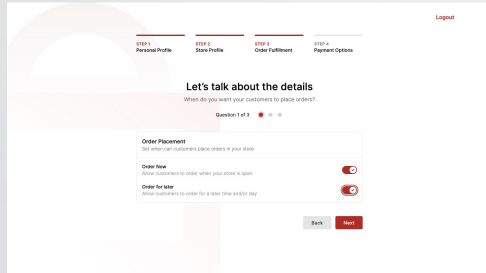
*\*Note: Prior to this step, users should have signed up already, verified their email address and received their credentials via email.*



Log in to <https://core2.multistore.ph/merchant-login> to be redirected to the platform's welcome page. Answer the questions presented so we can know more about your business, how to address you, and how to reach out to you.

**Note:** Please make sure to type in the correct bank details since this is where all your revenue will be settled by Multistore.

## 2 CHOOSE YOUR PREFERRED PAYMENT AND DELIVERY SERVICES



Let's talk about the details

When do you want your customers to place orders?

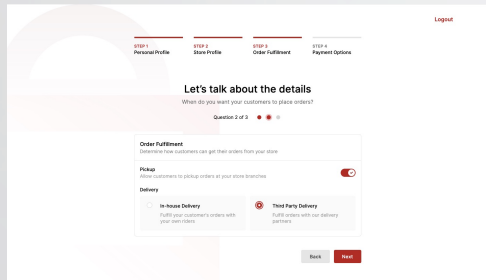
Question 1 of 3

**Order Placement**  
Set when your customers place orders in your store.

**Order Now**  
Allow customers to order when your store is open.

**Order for later**  
Allow customers to order for a later time and/or day.

Back Next



Let's talk about the details

When do you want your customers to pay?

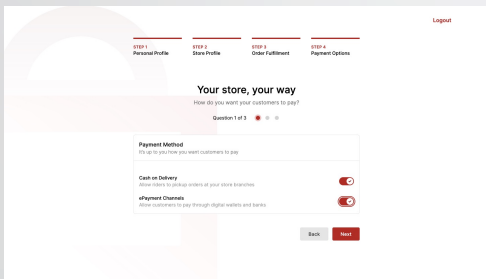
Question 2 of 3

**Order Fulfillment**  
Customers how customers can get their orders from your store.

**Pickup**  
Allow customers to pickup orders at your store branches.

**Delivery**  
In-house Delivery  
Third Party Delivery

Back Next



Your store, your way

How do you want your customers to pay?

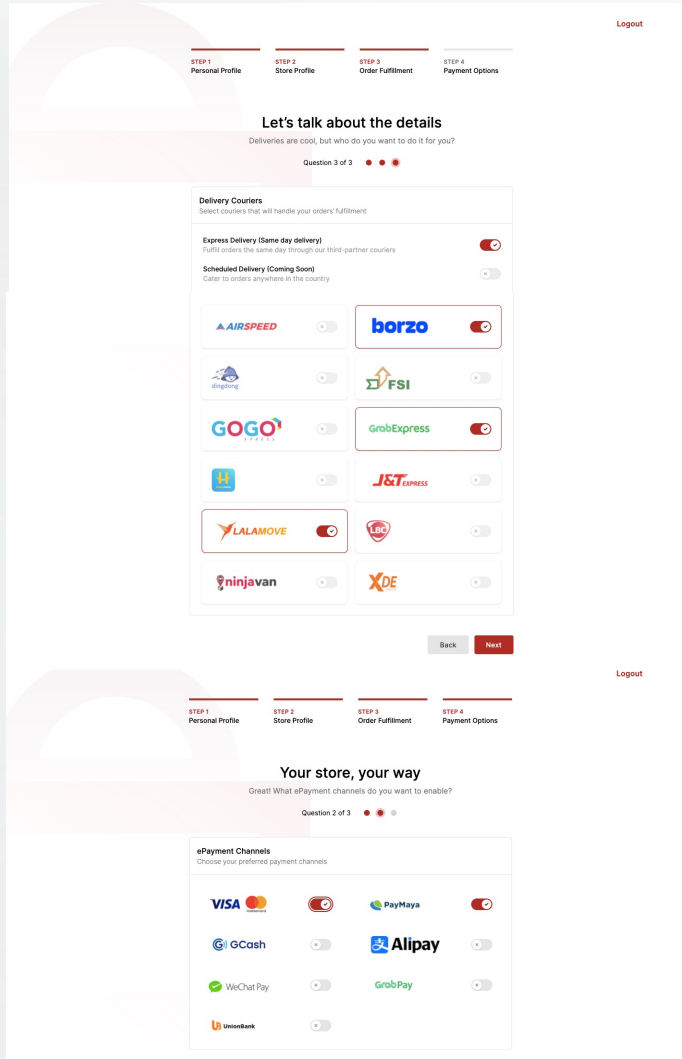
Question 1 of 3

**Payment Method**  
Set up to you how you want customers to pay.

**Cash on Delivery**  
Allow users to pickup orders at your store branches.

**ePayment Channels**  
Allow customers to pay through digital wallets and banks.

Back Next



Let's talk about the details

Deliveries are cool, but who do you want to do it for you?

Question 3 of 3

**Delivery Couriers**  
Select couriers that will handle your orders' fulfillment.

**Express Delivery (Same day delivery)**  
Fulfill orders the same day through our third-partner couriers.

**Scheduled Delivery (Coming Soon)**  
Order to orders anywhere in the country.

**ePayment Channels**  
Choose your preferred payment channels.

Back Next

Tell us how you want to accept and fulfill orders. Afterwards, activate which services you want to use and offer to your customers!

Activating a service is as easy as turning an on/off switch on any payment and delivery service in Multistore.

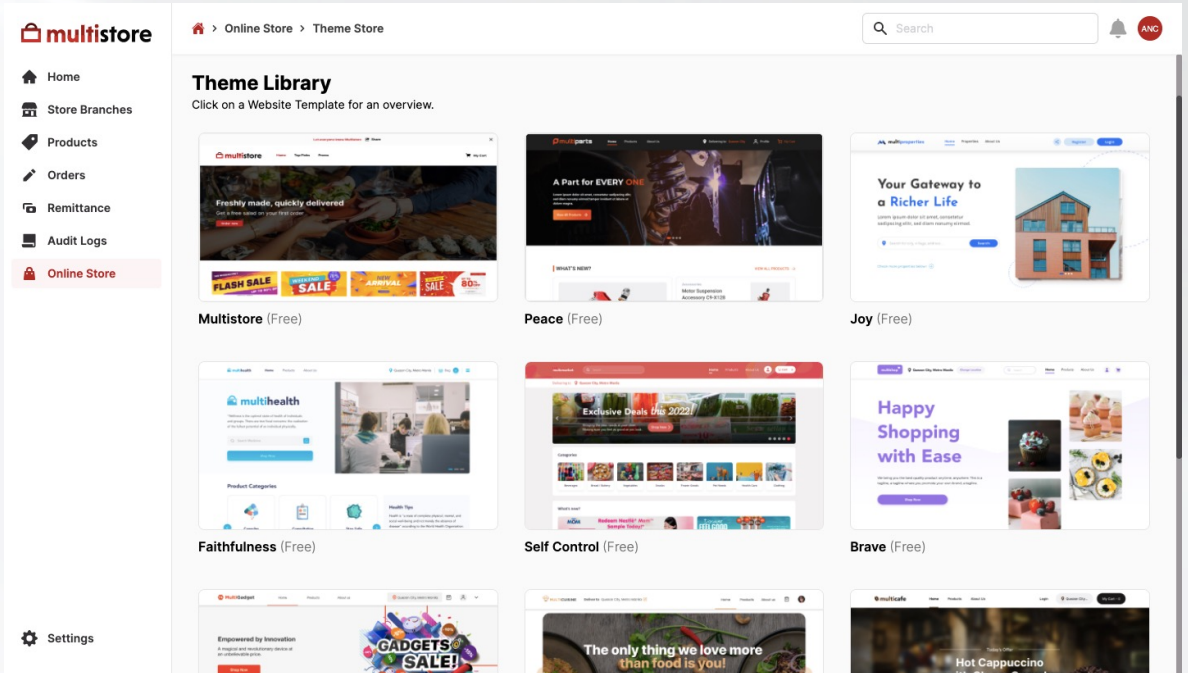
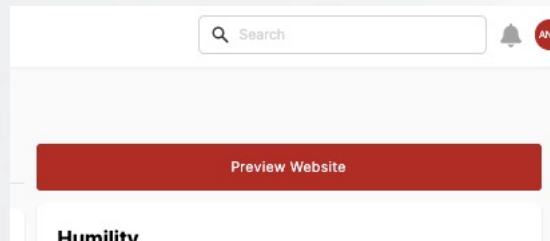
You can always edit this and change your chosen services anytime!

## 3 DESIGN YOUR WEBSITE

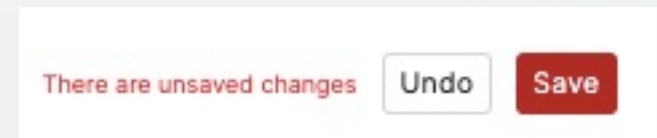
Choose from a variety of professionally designed themes to set the layout of your page.

Customize your site's content based on your brand by uploading your own banners, promotional offers, and selecting which products you want to be featured.

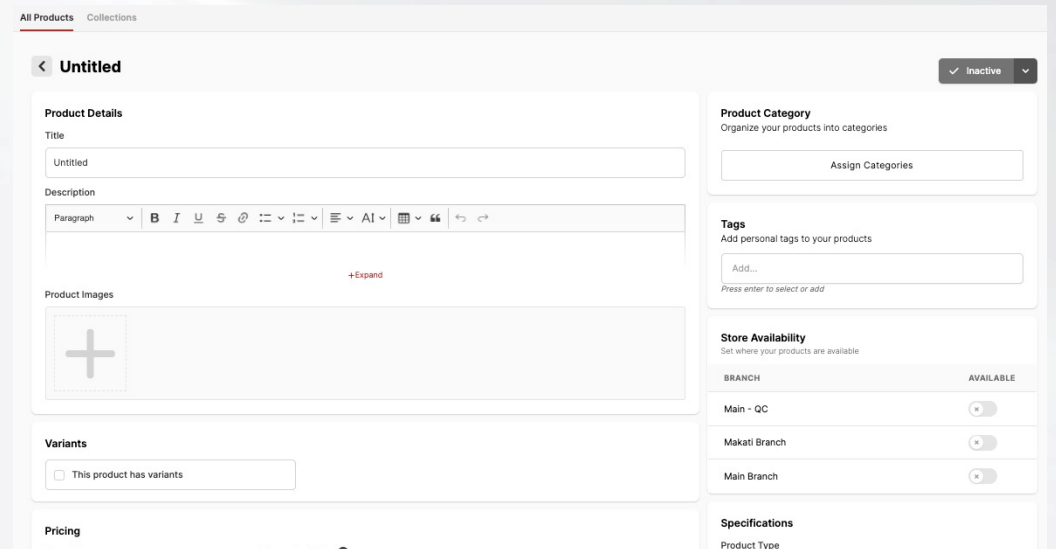
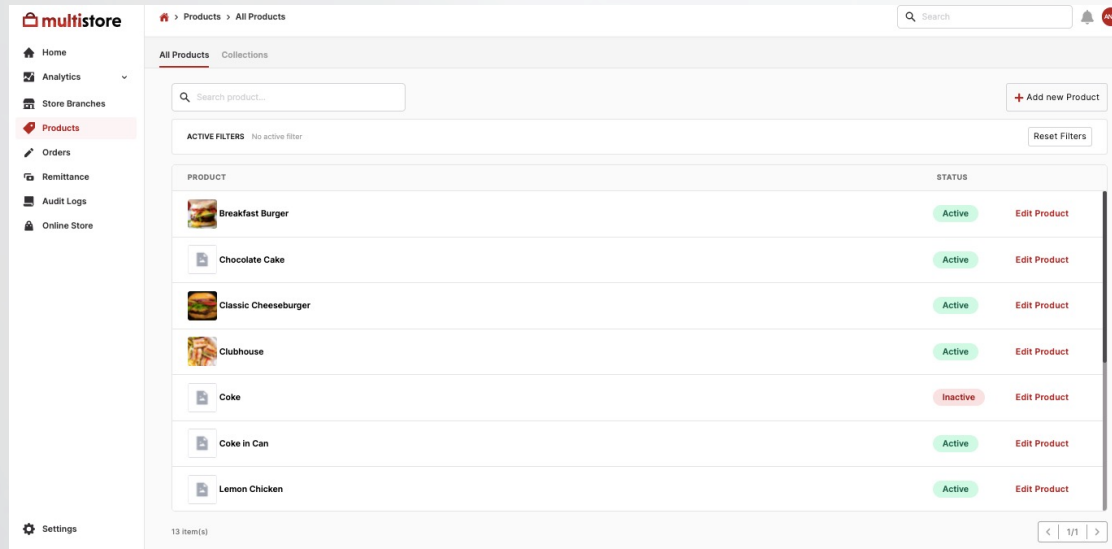
**Tip #1:** Don't forget to check how your website looks like in real time through the "Preview Website" button.



**Tip #2:** Always click "Save" so you don't lose any changes made!



# 4 UPLOAD YOUR PRODUCTS



It's time to set up your products!

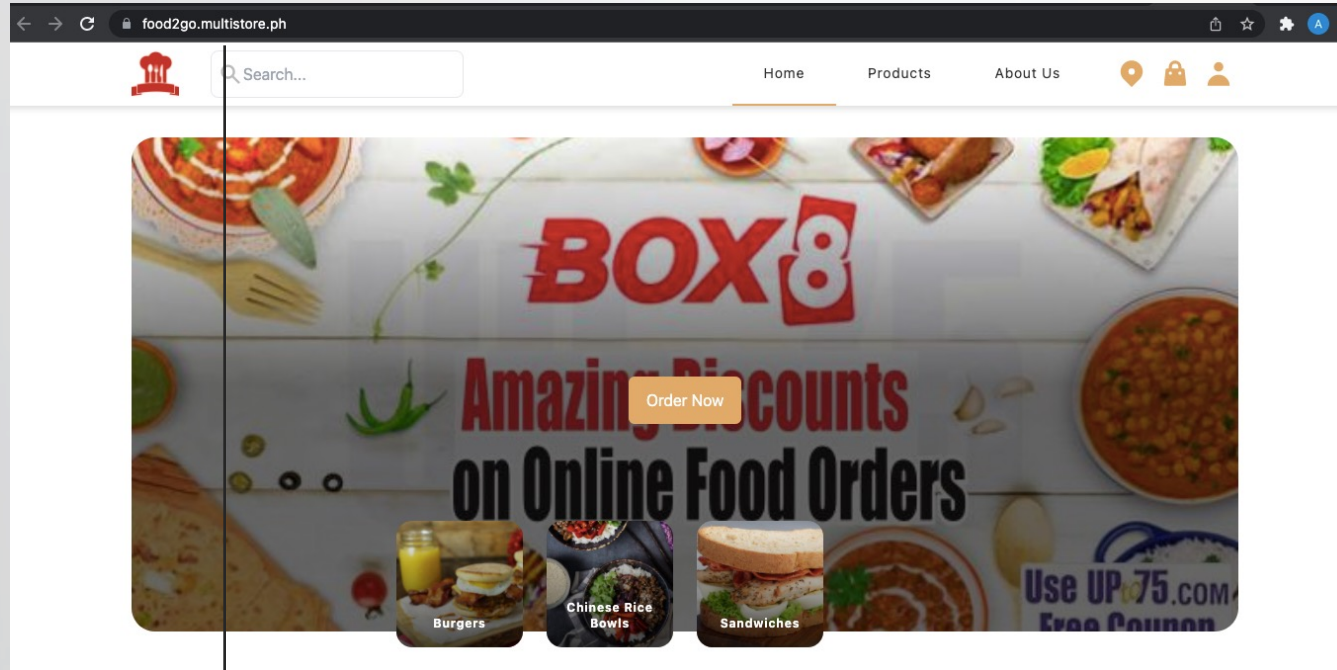
Upload your product photos and information, set up different variants (e.g. color, size, flavor, etc.), offer product customizations such as add-ons, and set the right price.

Don't forget to activate the product after you're done so that it will appear on your store.

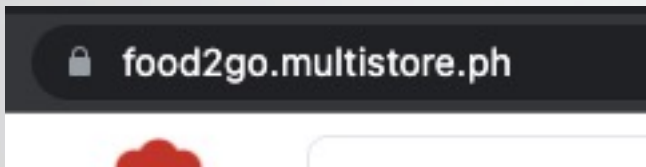


# multistore

## 5 START SELLING!



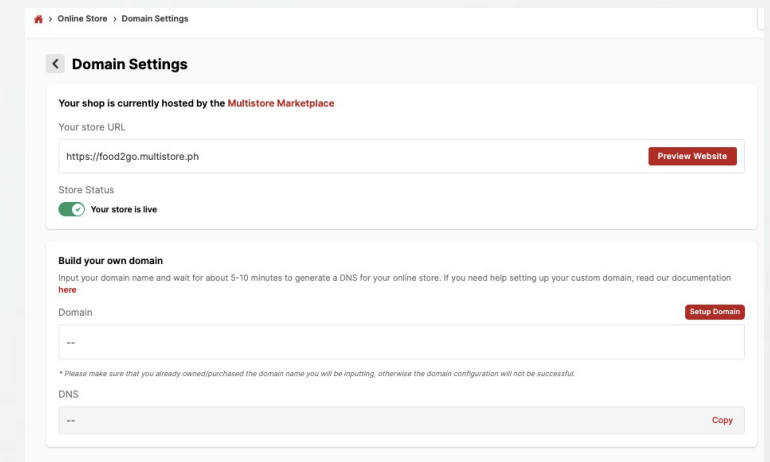
*\*sample only*



Now you are done designing your website and uploading your products, you can now start selling!

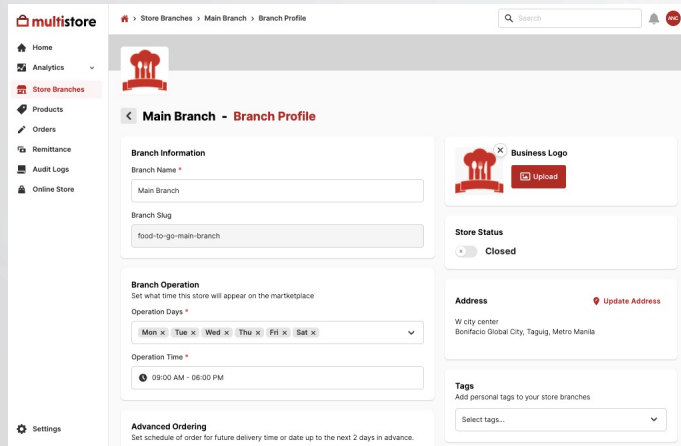
Promote your site by sharing your website domain or URL so your customers can visit your store and check your products!

**Tip #3:** You can see your domain/URL by clicking “Online Store” > “Domain Settings”



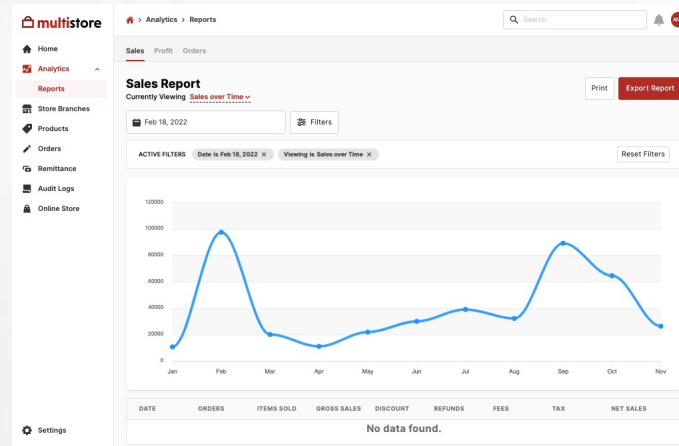


## NOTES:



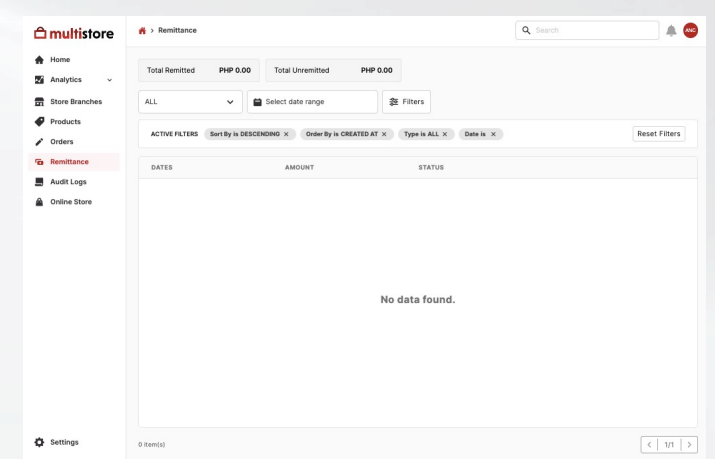
Explore the **Store Branches** module to add and configure individual branches!

Set your store operations, payment and delivery methods, plus add employees to manage each of your branch.



Explore the **Analytics** module to see real time reports and store performance!

See your sales, profits, and orders over time to make better decisions and recalibrate your selling strategy.



Explore the **Remittance** module to check your earnings and settlements!

Verify whether your latest sales revenue have already been remitted by Multistore.



**Feel free to reach out if you need  
any help/support in setting up!**

A screenshot of the 'Contact Us' page within the multistore web application. The page has a white background with a light gray sidebar on the left containing navigation links: Home, Analytics, Store Branches, Products, Orders, Remittance, Audit Logs, and Online Store. The main content area is titled 'Contact Us' and contains three input fields: 'Full Name \*', 'Email Address \*', and 'Message \*'. The first two fields have blacked-out text. At the top right of the main area, there is a search bar and a user profile dropdown menu with options for 'Contact Us' and 'Sign out'. The breadcrumb trail at the top reads 'Settings > Contact Us'.

In-platform support

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Mobile Support