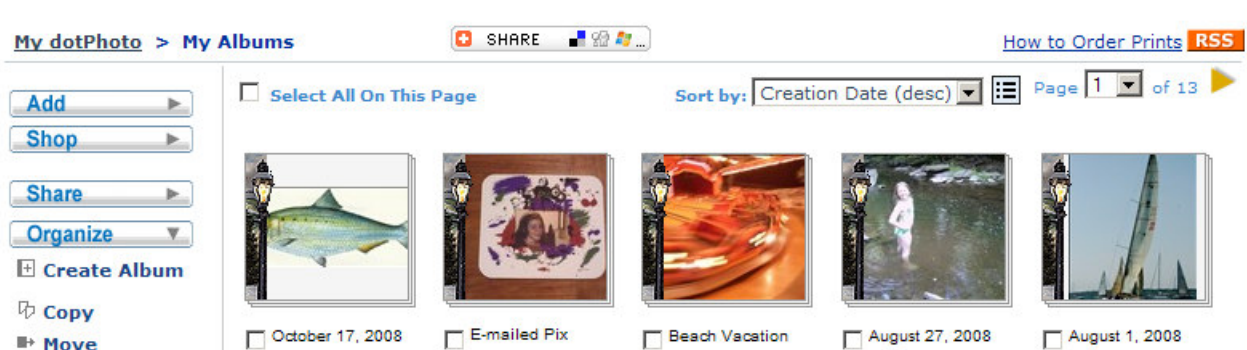


Overview

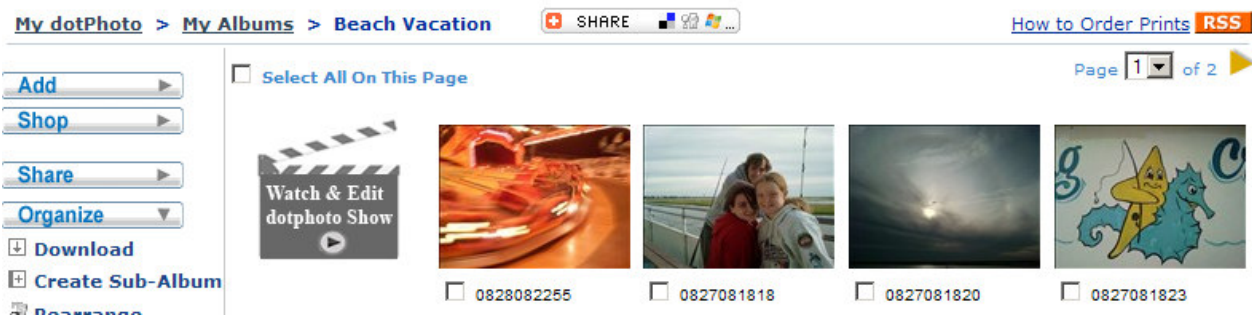
- A. Choose a photo
- B. Choose the product you want: prints, posters, etc.
- C. Finish adding items and go to your cart. Adjust quantities, sizes and other attributes.
- D. Ship your order or choose a retail store for pickup.
- E. Pay for your order.
- F. Review and approve your order. Click on the **Place Order** button.

A. Choose a photo

- 1. Click on any album. This opens a group of small pictures of the photos in the album.
- 2. Pick multiple photos at this level by clicking on the check box under each small image (“thumbnails”) OR click on any picture to make that picture bigger. (Clicking on the big picture returns again to the thumbnail view.)



Click on an album

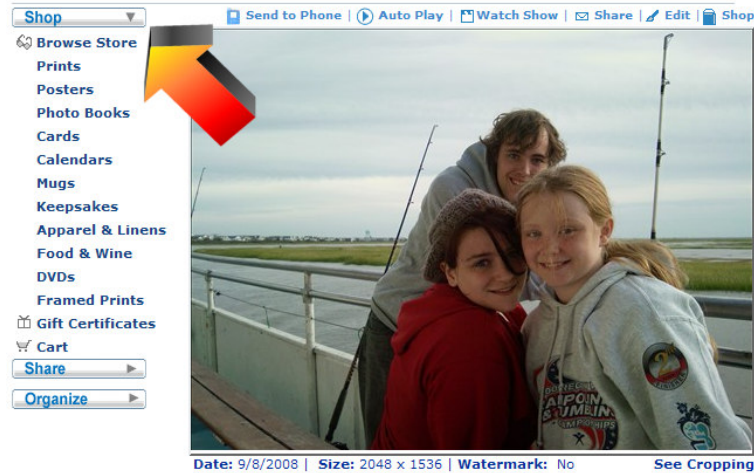


Click on a “thumbnail”

B. Choose the product you want

dotPhoto’s products are under the **Shop** menu on the left side of every page.

- 1. If you do not see a list of products, click on the word **Shop** on the left menu.



Click on the Shop bar to choose products

2. To order prints, click on the word **Prints**. To order other items, click on words like **Posters** or **Books**. Not all products fit into this list: to see more, click on **Browse store**, then position your cursor over **View all** to see the entire list of dotPhoto products.
3. If you are ordering prints, select the size you want by entering the quantity. If you want more than the quantity allowed in the form, you can increase the quantity later in the cart to up to 999.
4. Some products like cards, calendars and posters require your design input. Typing “posters” or “calendars” into dotPhoto’s help system will provide step-by-step instructions for each item. For items like posters and cards, what you see is what you will get; if you do not like what you see, do not place the order. If you need help designing a product, please contact dotPhoto Customer Service.

C. Finish adding items and go to your cart. Adjust quantities, sizes and other attributes.

1. You can add many photos and types of products to your cart. When you are finished adding items to purchase, go to your cart by clicking on the word **cart** at the top of the page. (You can still leave the cart at any time to go back and choose more products.)

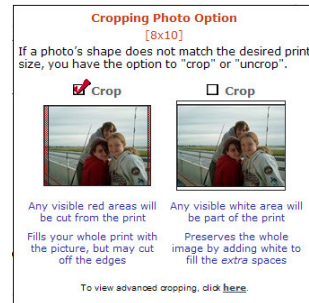
[Gift Ideas](#) | [Share](#) | [Shop](#) | [Galleries](#) |  [Cart](#) | [My Account](#) | [Help](#) | [Sign Out](#)



2. If you order multiple print sizes of the same photo, all sizes will appear under the same picture in the cart.
3. If you change anything in your cart, click on any **Update Cart** button to register the change on dotPhoto. For instance, if you change a quantity to “3,” you must click on **Update Cart** or dotPhoto will not know that you have made a change on your computer screen.

Prints	[Each]	Price
<input type="checkbox"/> 4x6 <input checked="" type="checkbox"/> Crop ?	1	[\$0.09] \$0.09
<input type="checkbox"/> 8x10 <input checked="" type="checkbox"/> Crop ?	1	[\$2.89] \$2.89
<input type="checkbox"/> 3x5	0	[\$0.09] \$0.00
<input type="checkbox"/> 5x7	0	[\$0.89] \$0.00
<input type="checkbox"/> 4pk-Wallets	0	[\$0.99] \$0.00
<input type="checkbox"/> 4xD	0	[\$0.09] \$0.00
<input type="checkbox"/> Hi Res Download	0	[\$2.00] \$0.00

Update Cart Item Subtotal: \$2.98

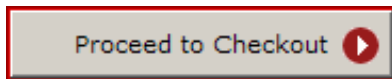


Cropping information in the dotPhoto cart

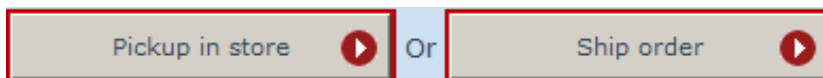
- IMPORTANT CROPPING NOTE!** Check the cropping on your prints by positioning your cursor over the question mark next to word **crop** that is to the right of each photo. Cropping can cut off part of your photo; uncropped photos will always provide the entire image, but may add white space on either side of the print. If you change the cropping on a photo, click on the **Update Cart** button. It is a geometric impossibility to put an entire narrow image on an entire, nearly square 8x10 print, or to put an entire square image on an entire oblong 4x6 print, so the correct cropping decision is very important to your satisfaction. Fortunately, placing your mouse on dotPhoto's cropping mark will show you exactly how your prints will appear whether you choose cropped or uncropped.
- DISCOUNTS AND FREE PRINTS** If you have print credits in your account, they will be deducted from the order subtotal in the upper right of the cart. Print credits do not apply to photos purchased from someone else's account. If you have a coupon code, enter it in the box under the subtotal. Only one coupon code can be applied to each order.

D. Ship the order or choose a retail store for pickup

- Click on the **Proceed to Checkout** button in the upper right corner of the cart.



- On the next page, click on the **Pickup in store** button if you want to pick up your order at a local store OR fill out the address form and click on **Ship order** button if you want to ship the order to your home, office or to a friend.



RETAIL PICKUP

Orders of fewer than 75 prints are available in less than an hour at 1000 local stores. Prints orders are more expensive at retail stores than mail orders, but there is no shipping cost, and prints are ready in an hour. When you choose **Pickup in store**, prices are recalculated for your order. At any time prior to order confirmation, you can still change your mind, and decide instead to ship your order by mail. Online print credits do not apply to retail pickup. Orders with items other than prints and posters are not eligible for retail delivery since those items cannot be fulfilled at retail; you can remove items from your cart to make an order eligible for retail pickup, and then re-order those other items for mail order delivery.

To choose a retail store near you, type in your zip code, area code or city for a list of stores, then click on the **Continue** and click on the store closest to you.

Store Selection

Find a store:

Zip Code:

Area Code:

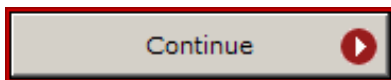
City, State:

Or

Finding a retail store for pickup

E. Pay for your order.

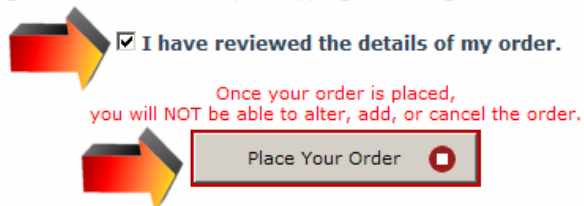
dotPhoto accepts all major credit cards. Click on the **Continue** button after you have entered your credit card. If your credit card is not approved, you will receive an email with a link to correct or update the information.



F. Review and approve your order.

1. On the final cart page, review all aspects of your order. You can still change anything in your cart until you place your order. Once your order is placed, it goes immediately into production and cannot be changed.
2. Click the check box at the bottom next to "I have reviewed the details of my order."
3. Click on the **Place order** button.

* Please be aware that your order may ship in separate packages. Estimated time of processing is 1 to 3 business days. Shipping times begin from the date of shipment.



Tracking your order

dotPhoto immediately provides an order number and also confirms your order by email. Members can track their orders by clicking on **MyAccount** at the top of any page, and choosing **Order History** under Order Tracking. Guests can click on **Order Tracking** at the bottom of any page. Orders that are shipped through the post office do not have tracking numbers. Orders that are marked "Failed" may have problems with a credit card or with bad images; please check your email for notices about failed orders or email dotPhoto at support@dotphoto.com

Thank you for ordering your prints and gifts at dotPhoto!