



## ONBOARDING CHECKLIST



Sure, setting up your YenTac store is pretty easy – but laying the groundwork for your online store takes preparation and planning! This checklist will help ensure that you've got everything you need ready to go when you build your YenTac Store.



### Create Your Online Store

Congratulations! You're on your way to maximizing your online sales potential.



### Product Readiness

Make sure your products have **high-quality images**, **detailed descriptions**, and **pricing assignments**.



### Tax Preparation

**Set up tax rates** in your store according to requirements for your country, state, and local jurisdictions.



### Shipping Considerations

Determine **how & where you will ship** your products. Some merchants choose to build shipping into the overall price, others ship by **flat rate** or **carrier calculated rates**.



### Accepting Payments

Credit cards, phone ordering, cash on delivery --- **choose the options** that best fit your needs.



### Email Notifications & Order Communication

**Set up order emails** so your customers receive purchase confirmations and updates about their orders.



### Storefront Placement

Choose your online selling location(s). Sell your products on your **existing website**, from your new YenTac **"starter site"** or simultaneously on multiple website and **social media locations**.



### Marketing and Promotions

**Spread the news** and invite shoppers to explore your wares.  
Check out the YenTac blog for **promotional ideas** and **weekly tips**.

### Need Help?

All YenTac users are invited to schedule a 15-minute appointment with our concierge team at anytime. We will help you with store set up, new feature activation, or guidance with store marketing and SEO tactics.

