

To set up a Photo Boutique account first fill out your first name, last name, and studio name. Your studio name will become the URL (web address) of your Photo Boutique.

SPACES AND SPECIAL CHARACTERS WILL BE REMOVED. FOR EXAMPLE, ENTERING THE NAME JOHN SMITH'S PHOTOGRAPHY WILL GENERATE THE URL:

<http://johnsmithsphotography.thephotoboutique.com>

Also, please keep in mind that when choosing your studio name, it cannot be changed later.

If you own a domain name but do not have a website set up, you can redirect your domain to your Photo Boutique site. Check the box if you would like to use your existing domain as the address of your Photo Boutique site and follow the link for instructions to redirect the domain from your registrar.

You will also have the option of selecting your primary type of photography.

The screenshot shows the 'Professional Studio' setup page for Photo Boutique. The page title is 'Professional Studio Online Proofing Software and Photo Storefronts'. The Photo Boutique logo is in the top right, with a 'Easy Start' button below it. A navigation bar contains 'Your Slideshow', 'Your Studio', and 'Your Gallery'. The main section is titled 'Who you are' and contains several input fields: 'First Name', 'Last Name', and 'Studio Name'. Below these is a text box explaining that the studio name becomes the URL and that spaces and special characters are removed, with the example 'John Smith's Photography' resulting in 'http://johnsmithsphotography.thephotoboutique.com'. There is a note that the studio name cannot be changed later. An optional 'Website Address' field is present, followed by a checkbox 'Use this as my Photo Boutique address.' Below this is a paragraph explaining domain redirection options and a link to 'follow these instructions'. At the bottom, there is a dropdown menu for 'Primary Type of Photography (Optional)' currently set to '--Select One--'.

Next, you will fill out your shipping and billing address information.

The screenshot shows two address forms. The top form is titled 'Shipping Address' and includes fields for 'Address', 'Address 2 (Optional)', 'City', 'Country' (set to USA), 'State' (set to 'Please Choose'), and 'Zip'. The bottom form is titled 'Billing Address' and includes a checkbox 'Same as shipping address'. It has identical fields for 'Address', 'Address 2 (Optional)', 'City', 'Country' (set to USA), 'State' (set to 'Please Choose'), and 'Zip'.

Fill in your contact information

### Contact Information

E-mail Address

Confirm E-mail Address

Primary Phone Number w/ Area Code

Secondary Phone Number (Optional)

As a Photo Boutique licensed reseller of The Lab by Apollo photographic products, we require your tax ID number and completed W-9 form. You can download the W-9 form by following the link “download the form here” and upon completion email it back to sales@apollo-imagizing.com.

### Tax Information

As a Photo Boutique licensed reseller of Apollo photographic products, we require your tax ID number and a completed W-9 form. Please [download the form here](#), fill it out and email it back to [sales@apollo-imagizing.com](mailto:sales@apollo-imagizing.com).

Tax ID Number

Fill out your credit card information as you will be billed a monthly service fee of \$29.99 on the first of every month. You can change the credit card information in the account info section of Photo Boutique later if you would like.

### Credit Card

You will be billed a monthly service fee of \$29.99 on the first of every month. Any credit card information will be transmitted and saved in a secure environment. You can change the credit card information in the Account Info section of this website later if you would like.

Credit Card Type

Card Number

Exp Date

CVD

Name on Card

Lastly fill out if you would like to be notified by email of FedEx shipments and if you would like to be added to The Lab by Apollo’s email marketing list. If you would like to receive the monthly newsletter you must select yes.

### Would you like...

To be notified by email of FedEx shipments?  Yes  No

To be added to our email mailing list?  
Please note: to receive our E-flash newsletter, you must select Yes.  Yes  No

When is the best time to reach you?

Upon completing your account sign up, you will receive a confirmation email with your account information and additional Photo Boutique information.

**Professional Studio**  
*Online Proofing Software and Photo Storefronts*

**PHOTO Boutique™**  
by Apollo

Easy Start

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[Your Slideshow](#)   [Your Studio](#)   [Your Gallery](#)

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**Thank You.**  
A purchase receipt and welcome letter containing the below information has been sent to [email].

**Accessing Your Photo Boutique**  
Your Photo Boutique is now available at: [http://\[yourname\].thephotoboutique.com](http://[yourname].thephotoboutique.com)

You can access your administrative account by visiting your Photo Boutique and logging in as:

Username: [Username]  
Password: [Password]

**Using Your Photo Boutique**  
Once you log in, you will find all kinds of helpful documentation and administrative tools under the **Support** menu including:

- Custom Covers - Sizing specs and Photoshop templates for designing custom book covers.
- Tips & Tricks - A few suggestions and tips to help you make the most out of the site's design software.
- Order History - Complete history of all orders placed on your Photo Boutique by all customers.
- Site Designer - Allows you to customize the look and feel of your Photo Boutique including color scheme and the logo that appears on the site.
- Manage Pricing - Set up custom retail price groups for site-wide purchases or by event.
- Studio Logo - Upload a high-res, print version of your logo to appear on books, calendars and cards ordered from your Photo Boutique.
- Customer Search - Find details of customers that have signed up on your Photo Boutique.
- Support Request - Having difficulty and don't know what else to do? Send a request to our support team.

**Still Have Questions?**  
Please don't hesitate to let us know by calling 1-888-202-5472 or sending us an email at [support@thephotoboutique.com](mailto:support@thephotoboutique.com).

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**Larger than life.**

Contact: [janelle@apollo-imagizing.com](mailto:janelle@apollo-imagizing.com)

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