Collective Member Getting Started Guide

Set-Up Instructions and Tips

Welcome to the Kingdom Winds Collective! This guide has three sections:

I. Login Guide for Collective Member	Pages 2-5
II. Purchase the Collective Member Subscription Package	Pages 6-10
III. Set up the Collective Member Stripe Account (Only for Store Owners)	Pages 11-16

I. Login Guide for Collective Member

Look for email from Word Press - wordpress@kingdomwinds.com

Subject Line reads – Your Username and Password Info

Note – check all folders – in Gmail could be in the promotions folder

Prima	ry	Social	۲	Promotions	+
Google	kingdom winds		→ Q		II 0 J
Gmail -		Move to Inbox	C More -	51-76 of 76 < > 🥅	• \$
COMPOSE	□ ☆ □ WordPress	[Kingdom Winds] Your username and p	oassword info - Username: Tag To set y	your password, visit the following address: https://king	d Apr 8

Email Contains:

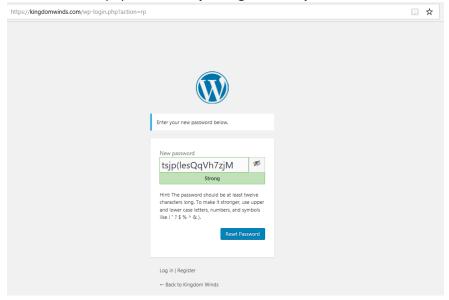
Username

New User Login Links

Click on the first link to sign in for the first time Second Link is used for all future Login's – (you may want to bookmark this)

Google	kingdom winds 👻 🔍	III O 🚺
Gmail -	+ 🖸 🚺 📋 Move to Inbox <table-cell> V</table-cell>	68 of 76 < > 📰 👻
COMPOSE	[Kingdom Winds] Your username and password info	÷ B
Inbox (26)	WordPress <wordpress@kingdomwinds.wpengine.com></wordpress@kingdomwinds.wpengine.com>	Apr 8 💥 🔶 👻
Starred Sent Mail	to me 🐨 Username: Tag	
Drafts	To set your password, visit the following address:	
More labels 🔻	<https: kingdomwinds.wpengine.com="" wp-login.php?action="rp&key=1C89Yg6Hds95qh3Fe7hH&login=Tag"></https:>	
Jim -	https://kingdomvinds.wpengine.com/wp-login.php	

Screen will auto populate with system generated password.



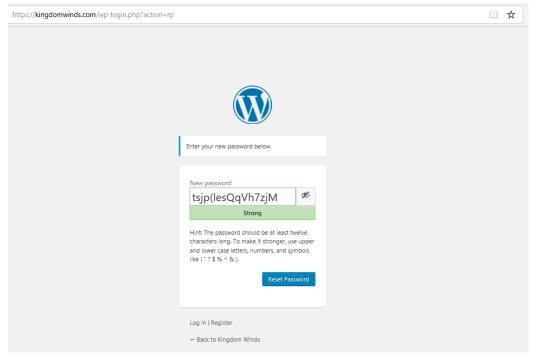
Note - It is recommended you jot down, or copy to your clipboard, the system generated password in case you want to use it going forward.

If User wants to create a new (non-system generated) password, simply delete system generated password and enter new password. *Note - It is recommended you jot down, or copy to your clipboard, your new password. WordPress Password requirements are very strict.*

Your WordPress password should meet the following requirements:

- Include numbers, capitals, special characters (@, #, *, etc.)
- Be long (10 characters minimum; 50 characters ideal)
- Can include spaces and be a passphrase (Just don't use the same password in multiple places)
- Change passwords every 120 days, or 4 months

Click Reset Password with either the system generated password - or- a new password populated in the New Password field.



After clicking Reset Password you will receive confirmation your password has been changed. **Click LogIn** with your user name and (new) password.

Note – your unsername is contained in the original Kingdom Winds WordPress email.

A https://kingdomwinds.com/wp-login.php?action=rese	tpass&wpe-login=true	□ ☆
	Vour password has been reset. Log in Back to Kingdom Winds Privacy Policy	
Enter Username and Password		
https://kingdomwinds.com/wp-login.php		□ ☆
	Username or Email Address Password emember Me Log In	
	Register Lost your password? ← Back to Kingdom Winds	
	Privacy Policy	

After logging in - New user will be routed to My Account page

	COMVINCIS Home About The Collective Posts Marketplace S God-Implied Works	Services Contact My Account Log Out 🙀
My	Account we account page	
 Dashbo Orders Downk Addres Accour Store D Seller S Logout 	Ands From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your t details password and account details. Isabhoard upport Tickets 60 To VAXOR BUSHBOARD	Support CONTACT US FOR HELP
	Collective Member Editor Dashboard	FAQs INSIGHT AND AKSWERS View Now

Congratulations! You are now logged in!

You may LogOut using the link in the main menu – top right

To log back in you may use second the link provided in your WordPress email (also provided below) or click the Login link in the main menu – top right

https://kingdomwinds.com/wp-login.php

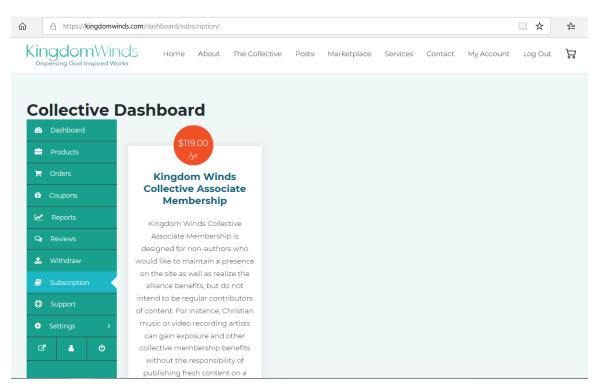
II. Purchase the Collective Member Subscription Package

From the My Accounts page – navigate to the Manage Store and User Settings

KingdomWinds Home About The Collective Posts Marketplace Services Dispersing God Inspired Works	Contact My Account Log Out 🔀
	Resource Center
Kingdom Winds Collective Dashboard	TOOLS AND INFORMATION
MANAGE STORE & USER SETTINGS	Visit Now
new member goes to manage store & user settings to view and purchase subscription package My Content Dashboard	GETTING STARTED SET-UP INSTRUCTIONS & Learn
	Kingdom Winds Collective VISIT SITE

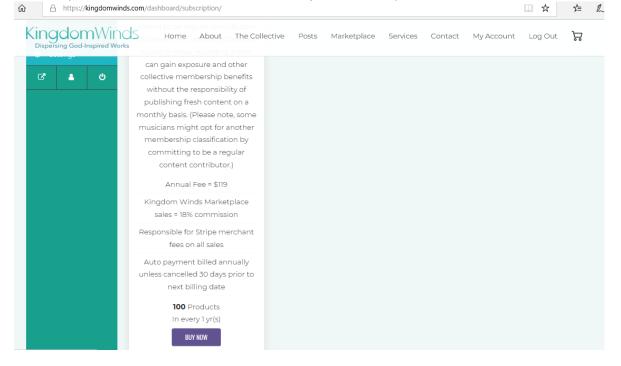
After selecting Manage Store and User Settings – you will be at the Collective Dashboard. **Select Subscriptions** from the left rail.

KingdomWing Dispersing God-Inspired Works	S Home About The Colle	ective Posts M	Marketplace Services	Contact My Account	Log Out 🍃
Collective Da	ashboard				
Dashboard Products Orders	Start with adding a Banner to gain	profile progress			
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	Total 0 Completed 0		0 0-0-0-0-0-0		ul 0-0-0
	Completed 0 Pending 0 Processing 0 Cancelled 0 Refunded 0		Site Maintenance		See All 15 Tuesday



Once Subscription selected – you will be able to view your subscription package

Click **Buy Now** to add the Subscription Package to your Cart Note: Buy Now button could read View Product. If so click view product and view cart



Checkout Have a coupon? Click here to enter your code Biling details First name* Associate Member Company name (optional) Country* United States (US) Street address* I23 Member Drive Apartment, suite, unit etc. (optional) Town / City*	KingdomWinds Dispersing God-Inspired Works	Home	About	The Collective	Posts	Marketplace	Services	Contact	My Account	Log Out	Å
Billing details First name* Last name* Associate Member Company name (optional) Contry* United States (US) Street address* 123 Member Drive Apartment, suite, unit etc. (optional) Town / City*											
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Review Your Order summary and **select Dokan Credit card (Stripe) payment** option to pay for your package with your credit card via Stripe.

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KingdomWinds Dispersing God-Inspired Works	Home	About	The Collective	Posts	Marketplace	Services	Contact	My Account	Log Out	F
704-555-5555										
Email address *										
assocmem@domain.com										
Your order										
Product								Total		
Kingdom Winds Collective Associa	te Members	hip ×1						¢110.00		
Vendor: Gary Suess								\$119.00		
Subtotal								\$119.00		
Initiation Fee								\$29.00		
Total								\$148.00		
 Cash on delivery 										
O PayPal VISA 🔤 🔤 👐 Wh	at is PayPal?									
 Dokan Credit card (Stripe) 	AMI	22								
Pay with your credit card via Stripe										

You will proceed to Checkout. Complete Billing Details

Enter credit card information and Place Order

A https://kingdomwinds.com/c	heckout/								□ ☆	∿≞	h	I
ngdomWinds Dispersing God-Inspired Works	Home	About	The Collective	Posts	Marketplace	Services	Contact	529.00 My Account \$148.00	Log Out	Å		
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TEST MODE ENABLED. In test mo Card number • 4242 4242 4242 4242 Expiry (MM/VY) • 10 / 23	de, you can u			Carc 98	I code •							

After Placing Order – Confirmation Notice Received. Note – you will also receive a confirmation email.

Navigate back to the My Account page

Dispersing God-Inspired Works	Home Abo	ut The Collective	Posts Market	place Services	Contact	My Account	Log Out	F				
Drder received	ceived.	ogmail.com \$14		METHOD: Credit card (Stripe)							
Order details				Total								
Kingdom Winds Collective Assoc Vendor: Gary Suess	ciate Membership 1	•1		\$119.00								
				\$119.00								
Subtotal:				\$115.00			\$29.00					
Subtotal: Initiation Fee:				•								
				\$29.00	dit card (Str	ipe)						

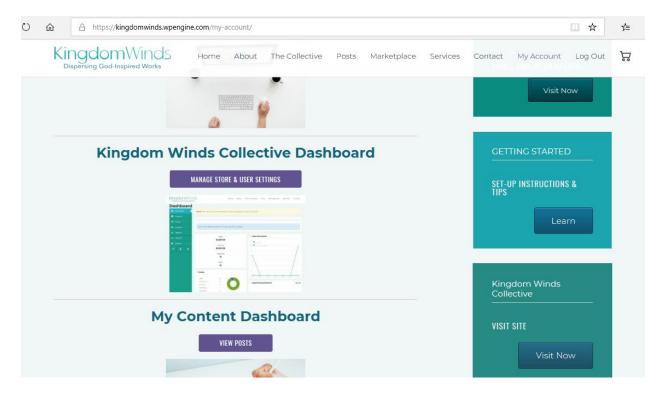
My Account page

https://kingdomwinds	s.com/my-account/							□ ☆	դ⊱≡	h	È
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and the second second											
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 Downloads Addresses Account details Store Dashboard Seller Support Tickets Logout 	From your account dash manage your shipping a password and account o 60 TO VENDOR DASHEOARD	and billing address		CONT	ACT US FOR HEL						
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Collectiv	/e Member Ec	litor Dash	board	1							
	SUBMIT A POST	7					DUICE Center				

III. Set up the Collective Member Stripe Account

(For Collective Member Storeowners Only)

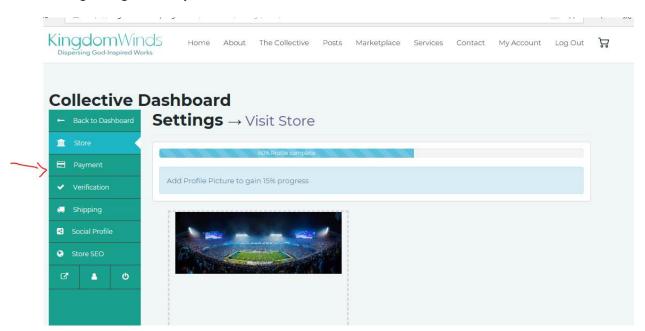
From My Account page navigate to Manage Store Settings & User Settings



Once at the Collective Dashboard, go to Settings on left rail

ngdomWino	S Home About The Collective Pr	osts Marketplace Services Contact My Account Log C
ollective Da	asnboard	
Dashboard	60% Profile complete	
Products	Add Profile Picture to gain 15% progress	
🏹 Orders		
u Coupons	Sales	Sales this Month
Z Reports	\$0.00	1
Q Reviews	Earning	Sales total
er Reviews	\$0.00	
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Support	Order	
Settings >	0	
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From Settings navigate to Payment on Left Rail



From Payment Settings – Click on Connect with Stripe

		Collective Posts	Marketplace	Services	Contact	My Account	Log Out	Å
← Back to Dashboard	Payment Setti	ngs → Vis	it Store					
🟛 Store	These are the withdraw methods	available for you. Ple	ease update you	r payment ir	nformation I	below to submit	withdraw	
🖃 Payment	requests and get your store paym	ents seamlessly.						
 Verification 	60% P	rofile complete						
💭 Shipping	Add Profile Picture to gain 15%	progress						
Social Profile		progress						
Store SEO	Dokan Stripe							
C 🕹 🙂		Your account is r Connect with Strip	-					
		<u> </u>	Connect with Stripe	e				
	U	PDATE SETTINGS						

If you already have a stripe account use the *Sign in* link at the top right of the screen.

Otherwise, enter requested information.

Note – EIN or SSID is optional

ripe	Already have a Stripe account? Sign in
Take a minute to answer	Is Dokan Stripe would like you to start accepting payments with Stripe. Is a few questions and then you'll be ready to go. Kingdom Winds Dokan Stripe will have to your data, and can create payments and customers on your behalf.
	nt it you and your business before you can process payments on Stripe. The information le to the account owner and administrators. Learn more →
Country	
United States	0
f you don't see your country, Business address	, let us know you're interested.
Address Line 1	
Address Line 2	
City	
City State	0
	•
State	•
State	
State ZIP Type of business Individual, sole proprietor, o	ar sing↓ ♀
State ZIP Type of business	ar sing↓ ♀

For Business Website please use KingdomWinds.com.

company.com	
Business description	
Business description	
Describe what you call, whom you	u sell to, and when you charge your customers.
wearing what you sen, wholh you	and on one other you charge your concerners.
You, the individual or sole pro	oprietor
	ust activate their own account. If you're trying to activate this account on
	nvite them to become the account owner and complete the activation
themselves.	
Legal name	
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••• - •• - 8888 Home address Address Line 1 Address Line 2 City	
Home address Address Line 1 Address Line 2	umber

Note – for credit card statement details, the business name and customer support phone number are what will appear on the buyer's credit card statement.

Business name	
Your company name	
Use the name for your business that you	ir customers will recognize to help prevent unintended chargebacks.
Customer support phone number	
USA 0 +1 (555) 678-1212	
Bank details You must provide a checking account. If provide an account for each one. Learn	you'd like to accept currencies other than USD, you will need to more →
Routing number	
111000000	8
Account number	
	a
Confirm account number	
Almost done! Save your Stripe acc	ount
Email	
me@mycompany.com	
Password	
Authorize access to this account	Cancel

Click to authorize and you are all set.

		About	The Collective	Posts	Marketplace	Services	Contact	My Account	Log Out	Å
Collective D	ashboar	ď								
← Back to Dashboard	Paymer	nt Se	ttings -	→ Vis	it Store					
🚊 Store	These are the with	idraw mei	thods available fo	r you. Ple	ase update you	payment ir	nformation	below to submi	t withdraw	
🖃 Payment	requests and get y	our store	payments seaml	essly.						
 Verification 			60% Profile complete							
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Store SEO	Do	kan Stripe	3							
යි 🔺 ර			You	ir accoun	t is connected w DISCONNECT	ith Stripe.				
			UPDATE SETTINGS							

You will be taken back to the payment settings page in Kingdom winds.

Click on My Account Link in the main menu to return to the My Account page.

Here you can begin your exciting journey with Kingdom Winds!