

# uBuilder Basics

## Logging In

- An email is sent out to you that will give the login URL, username and password you will need.
- We also suggest that you print the email so that you always have a hard copy.

## Logging In

- After receiving your login information go to the appropriate login screen and enter your username and password.

Welcome.

If you want to make changes to your uBuilder,  
you've come to the right place.

Username:

Password:

Login

The uBuilder has been upgraded to version 2.2.8!  
Please see the [release notes](#) for a list of new features and enhancements.

## uBuilder Disclaimer

- Once logged in, you will be taken through a disclaimer first, and then through a verification of your personal information.
- Once the disclaimer is accepted and the info verified, you will be taken to the main menu.

## uBuilder Main Menu

**my e Biz**

### Main Menu

**Your Information**  
Make changes to your name and contact information here. Your merchant account information, shipping options, and tax options are here as well.

**Your Library**  
The images that you wish to include for display or download on your website are stored in your library.

**Your Warehouse**  
All of the products that you can sell on your website are stored here, in your virtual warehouse. You can add new products, delete old products, or update existing products.

**Your Site**  
Build your web site!

**Log Out**

**Your Orders**  
View and add notes to orders that customers have made here.

**Your Suggestions**  
Send us suggestions on how you would improve the uBuilder.

**Your Mailing Lists**  
Manage your mailing lists here.

**Your Marketing**  
Access to marketing information and tools.

## uBuilder Main Menu

**my e Biz**

- At any time during the building process this page can be reached by clicking the blue “Main Menu” link at the top left corner of the page.
- When you complete your building session it is recommended that you return to the Main Menu and click the “Log Out” link located at the bottom.

## Your Information

### Your Information

Make changes to your name and contact information here. Your merchant account information, shipping options, and tax options are here as well.

- You can also change your password for logging in to the uBuilder here under the sub-heading “Basic Information”.
- Other sub-headings include Merchant Gateway, Shipping Options and Tax Options.

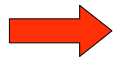
## Your Library

### Your Library

The images that you wish to include for display or download on your website are stored in your library.

- This section is used for loading all of the media you will use on your site, such as ebooks, pictures, music and flash movies, to your uBuilder. It allows you to browse your computer and upload files with ease!

## Your Warehouse



### Your Warehouse

All of the products that you can sell on your website are stored here, in your virtual warehouse. You can add new products, delete old products, or update existing products.

- This is the uBuilder “shopping cart”. You can create a detailed product with pictures, shipping info, product options and much more!

## Your Site

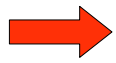


### Your Site

Build your web site!

- This is where the majority of it all happens. You can add pages, and begin working on each individual page here.
- On each page you can add images, text, music, ebooks, products, contact forms, html and more!

## Your Orders

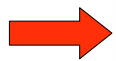


### Your Orders

View and add notes to orders that customers have made here.

- Each time an order is placed on your site the order information is automatically entered here.
- It lists the product(s) ordered, when they were ordered, the persons shipping info and you can even mark where the product is in the shipping process!

## Your Suggestions

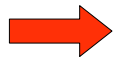


### Your Suggestions

Send us suggestions on how you would improve the uBuilder.

- We appreciate your input on how to improve the uBuilder. This section is for you to tell us how we are doing, and what we can do to make the uBuilder more effective for your needs!

## Your Mailing Lists

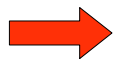


### Your Mailing Lists

Manage your mailing lists here.

- The uBuilder has a form for collecting email address built right into it. Using this section you can create emails and send them out to former and prospective clients.

## Your Marketing



### Your Marketing

Access to marketing information and tools.

- Come here and use our search term popularity tool to see the phrases and words people are looking for on the search engines. You can use the words that apply to you as keywords and meta tags in your site.

## Customer Service

If you have any questions concerning the builder, please feel free to contact our customer service department at (888) MYEBIZ-1.