

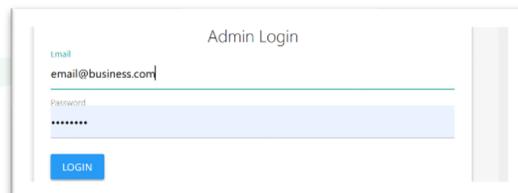
# Onboarding with ShopPhilly

## Account Setup Guide

### ► First Login

**Welcome to ShopPhilly!**

To begin, you will enter your login credentials at <https://shopphilly.com/admin/login.php>



### ► Complete User Agreement

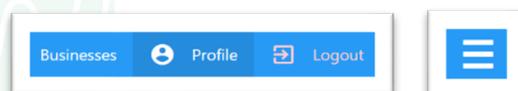
You must read and agree to the Admin User Agreement to proceed with onboarding.

**Note:** The checkbox will not activate until you have scrolled to the bottom of the User Agreement. Then, you may check it and click **“Agree and Continue”**.

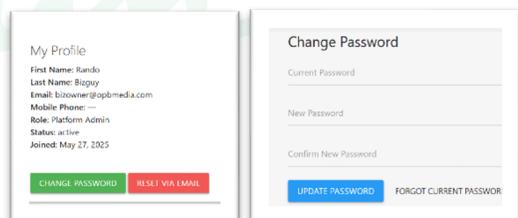


### ► Update Your Password

Once you are logged in, you must change your password. Click on **“Profile”** in the upper right corner (on mobile, choose it from the accordion menu).



On the Profile page, click on **“Change Password”**. Enter your currently assigned password, then enter a new one of your choosing.



When finished, click on **“Update Password”** to complete the process. Congrats, your account is officially set up!

Reach out to [hi@shopphilly.com](mailto:hi@shopphilly.com) if you encounter any issues, or have a question.