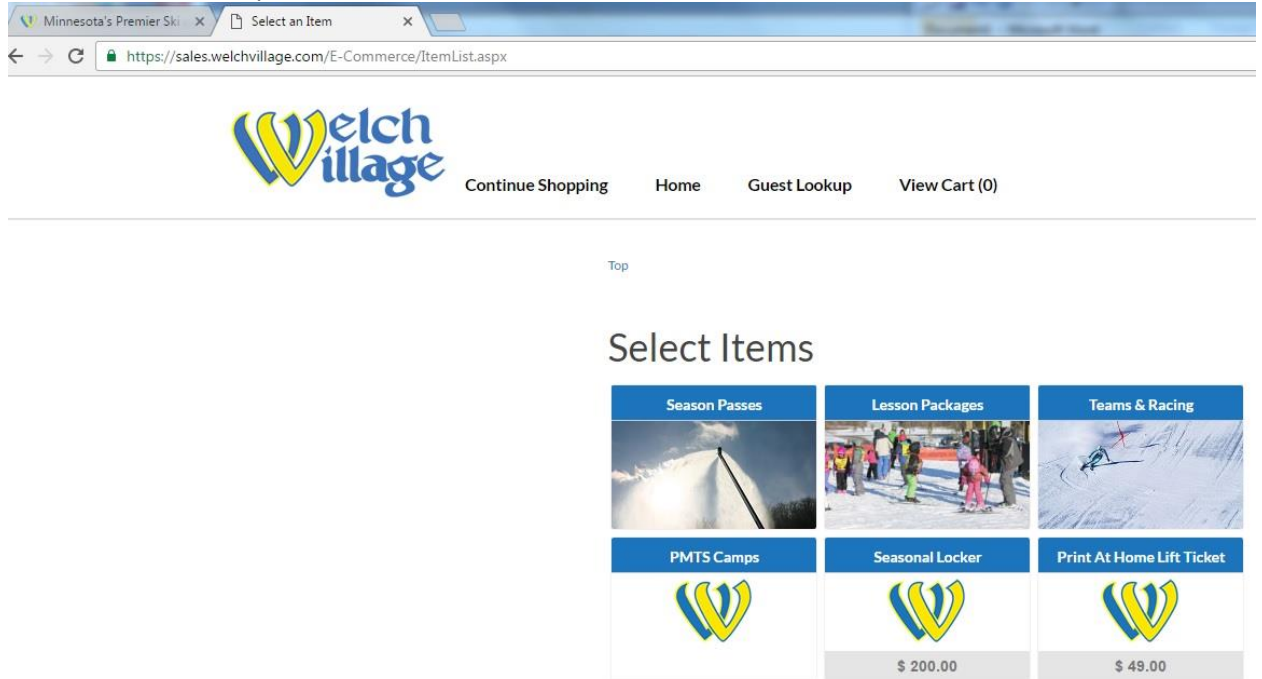
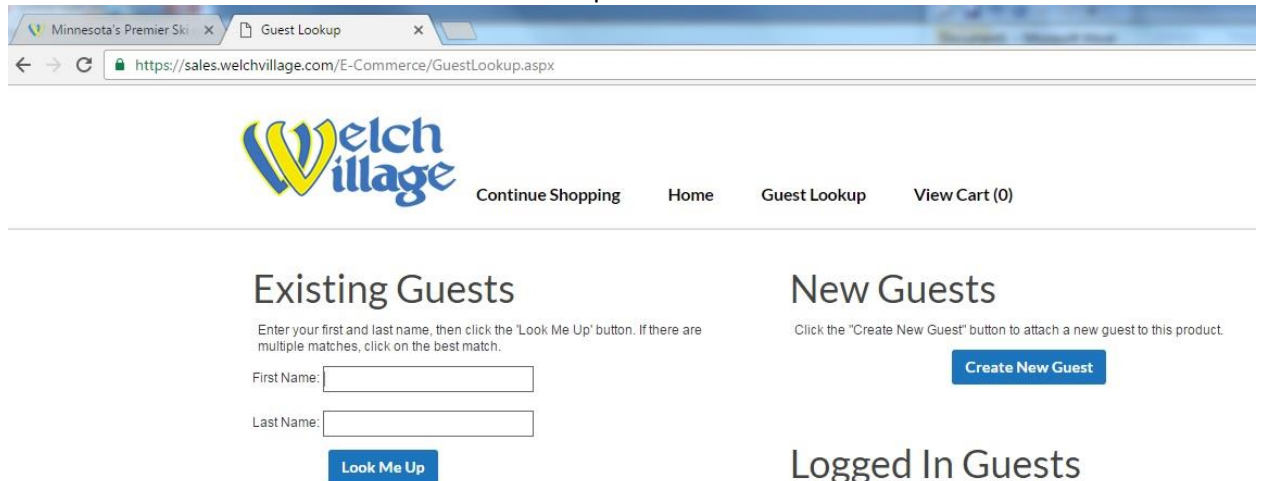


Uploading a photo can be done during the purchase process or afterwards using the following. We suggest NOT doing this while on a mobile device:

- Access our OnLine store via our homepage, [www.welchvillage.com](http://www.welchvillage.com), or use this link: <https://sales.welchvillage.com/E-Commerce/ItemList.aspx>
- Click on Guest Lookup.



- Enter First and Last name and click on Look Me Up.



- Enter the password and click on verify. If you forgotten password, click on “I forgot my password.....”

The screenshot shows a web browser window with the URL [https://sales.welchvillage.com/E-Commerce/GuestSelected.aspx?guest\\_no=16000000](https://sales.welchvillage.com/E-Commerce/GuestSelected.aspx?guest_no=16000000). The Welch Village logo is at the top left, and navigation links for 'Continue Shopping', 'Home', 'Guest Lookup', and 'View Cart (0)' are at the top right. The main heading is 'Guest Details'. Below it, a message says 'Please enter your password then click "Verify".' There is a text input field for 'last four digits of phone# 0085 Password:' followed by a blue 'Verify' button. A link below the input field reads 'I forgot my password/I don't have a password'. At the bottom of the form area, there are three buttons: 'Edit', 'Upload Photo', and 'Continue'.

- At the bottom of the Guest Details page, click on Upload Photo.

The screenshot shows the same web browser window. The 'Guest Details' section now displays the following information for GUS JOHNSON:

- Displaying details for GUS JOHNSON
- First Name** GUS
- Last Name** JOHNSON
- Address** 26685 COUNTY 7 BLVD
- City** Welch
- State** MN
- Zip** 55089
- Phone** (651) 258-4567
- Email** gus@welchvillage.com
- Password** Assigned
- PAH Tickets** 14 sales in your history (click to view)

At the bottom of the page, there are three buttons: 'Edit', 'Upload Photo', and 'Continue'.

- On the Guest Photo Upload page, click on Upload New Photo < Choose A File, and pick a photo from your records.

- Once selected, crop the image as desired, and then click on “That’s Good! Use This Image”
- Once back on the “Guest View/Edit” page, click on the “Continue” button on the bottom right of the page.
- Your picture is now uploaded. You can verify by logging back into your guest record to verify.

The file size of your photo needs to be 50kb or smaller.

Your photo should be a passport type photo, no backgrounds, hats, or dark glasses.