

How to add Products?

- Once logged in, click "**Teams**" on upper right-hand corner.
- To add a product, click "**Product**".
- Then click "**Add Products**" and update the following:
 - Image (from file on computer)
 - Name (Product Name)
 - Headline (one sentence line about product)
 - Website for product
 - Video URL for product
 - Document URL
 - Catalog URL
 - Product and Service Category
 - Summary (500-1,000 characters)

Your product images must be sized at 1000 x 1000 pixels.

