INTERNATIONAL FOLK ART MARKET

ARTIST INFORMATION CENTER

VERSION 0.3

NEED HELP?
Please contact support at IFAM@nminteractive.org
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1 SYSTEM LOGIN

TO ACCESS THE SYSTEM, YOU MUST SIGN IN AT THE FOLLOWING SITE:
https://artists.folkartalliance.org

NOTE: If you are a new user, click on REGISTER to create a new account.

1.1 USERNAME AND PASSWORD

01. Enter USERNAME and PASSWORD.

02. Click LOG IN.

1.2 FACEBOOK, GOOGLE OR TWITTER

01. Click LOG IN WITH FACEBOOK, GOOGLE OR TWITTER.

02. System verifies credentials.
1.3 FORGOT USERNAME

01. Click FORGOT USERNAME.

02. System advances to the Forgot Username page.

03. Enter EMAIL.

04. Click SUBMIT.

05. System sends username to the email that was entered.

06. Return to homepage and enter credentials.

Username | IFAM Artist Access System

IFAM@nminteractive.org

Thursday, February 11, 2016 at 11:33 AM
IFAM@nminteractive.org

Recently you asked us to resend your username for your IFAM Artist Access account. Your username is: example_username

If you did not request your username, please ignore this email. For any other questions about your account, please do not hesitate to contact us by e-mail at IFAM@nminteractive.org.

Sincerely,
IFAM Team
1.4 FORGOT PASSWORD

01. Click **FORGOT PASSWORD**.

02. System advances to the Forgot Password page.

03. Enter **EMAIL**.

04. Click **RESET PASSWORD**.

05. System sends password reset instructions to the email that was entered.
06. Click **RESET PASSWORD**.

07. System advances to the Reset Password page.
08. Enter **EMAIL**, **PASSWORD** and **CONFIRM PASSWORD**.

09. Click **RESET**.

10. System displays reset password confirmation page.

11. Click **CLICK HERE TO LOG IN**.

12. System advances to Artist Portal homepage.
2 ARTIST ACCOUNT

Access the Artist Information Center by visiting the following address:
https://artists.folkartalliance.org/

After logging into the Artist Information Center, your profile will display.

If you represent multiple artists, click VIEW ARTIST to view the specified artist profile.

2.1 FORMS TAB

» Click the FORMS TAB to access available forms.

» Refer to section 4 for additional form information.

2.2 PROFILE TAB

The profile cannot be edited at this time.

2.3 INFORMATION TAB

» Click the INFORMATION TAB to view helpful information.
3 FINANCIAL TAB

After clicking the FINANCIAL tab, your invoice summary will display.

3.1 INVOICE SUMMARY

01. Invoice Summary information displays after the SANTA FE INVOICE form has been submitted.

02. Confirm the Invoice Summary information is correct.

NOTE: If your invoice requires an edit, please contact IFAM at Sachiko@folkartmarket.org.

3.2 PAY BALANCE

01. Click PAY BALANCE to pay your balance.

02. System advances to the Credit Card/or PayPal Payment Processing page.

NOTE: Any balance remaining after the market will be taken out at artist pay out.
4 FORMS TAB

4.1 ACCESS FORMS

Click the form name to open and view form.

4.2 DUE DATE

Each form must be completed by the due date listed.

4.3 STATUS

- NOT SUBMITTED: If the form has never completed or saved.
- IN PROGRESS: If the form has been saved.
- SUBMITTED: If the form was submitted.
- PENDING REVIEW: If the form has been reviewed by IFAM, but has not been approved.
- APPROVED: If the form was submitted and approved by IFAM.
- PAYMENT PENDING: If a payment was not successfully completed.
5 SANTA FE INVOICE

01. Click CANCEL to return to the Forms page.

02. Click SAVE to save the form progress. The form status is updated to IN PROGRESS.

03. Click CONTINUE to complete your payment.

NOTE: Ensure that all information is correct before you click CONTINUE. You will not be able to make edits once the form is submitted.
5.1 HOW DO YOU WISH TO PAY?

Users are required to select a payment method in order to submit their order request for the Folk Art Market event.

5.1.1 CREDIT CARD OR PAYPAL

01. Select **CREDIT CARD** (Visa, MasterCard, American Express, Discover, PayPal).

02. System advances to the Credit Card and/or PayPal Payment Processing page.

**NOTE:** Refer to section 5 for additional Payment Processing information.

5.1.2 WIRE TRANSFER

01. Select **WIRE TRANSFER** to complete your payment using a wire transfer.

02. System displays wire transfer instructions.

03. Click **OK** to return to the Forms page.

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**Wire Transfer**

Thank you for placing your order. Please complete your payment by following the below instructions.

For payment by wire transfer, request IFAA’s bank information from Sachiko Umi, Director of Artist Relations, sachiko@folkartmarket.org.
6 PAYMENT PROCESSING

How do you wish to pay?

- CREDIT CARD (Visa, MasterCard, American Express, Discover, PayPal)
- WIRE TRANSFER

**NOTE:** Click here for Wire Transfer information. Once remitted, email details to: sachiko@folkartmarket.org. If you do not have a credit card or bank account to process your payment, please check WIRE TRANSFER and email: sachiko@folkartmarket.org to make alternative payment arrangements.

The Payment Processing page displays if the user selects the **CREDIT CARD** payment method to complete the Santa Fe Invoice form.
6.1 PAYMENT METHOD

01. Select a payment method: Credit Card or PayPal.

02. Click NEXT to enter Customer Information.

**NOTE**: Selecting PayPal redirects the customer to the PayPal page.

6.2 ENTER CUSTOMER AND PAYMENT INFORMATION

01. Review transaction details and amount.

02. If details are correct, enter **CUSTOMER INFORMATION**.

03. Click NEXT to review the payment.

04. Click CANCEL to cancel the payment.
6.3 SUBMIT PAYMENT

01. Review your order.

02. Click **SUBMIT PAYMENT** to complete your payment.

6.4 PAYMENT CONFIRMATION

01. If your payment was submitted using a **Credit Card**, a charge from New Mexico Interactive, LLC will appear on your next credit card bill.

02. If your payment was submitted using PayPal, a charge from the following merchant will appear on your credit card bill and PayPal account:

**New Mexico Interactive, LLC**

**NM_PAYPAL@egov.com**
7 ARTIST APPLICATION

7.1 ARTIST APPLICATION

01. Click **CANCEL** to return to the Forms page.

02. Click **SAVE** to save the application progress. The application status is updated to **IN PROGRESS**.

03. Click **SUBMIT** to submit the application.

**NOTE:** Ensure that all information is correct before you click **SUBMIT**. You will not be able to make edits once the form is submitted. The Artist Application is due October 1.
## FORM CONTROLS

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EXAMPLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click the accordion header to expand that section.</td>
<td>![Accordion Example]</td>
</tr>
<tr>
<td>Click the checkbox to acknowledge the specified section.</td>
<td>![Checkbox Example]</td>
</tr>
<tr>
<td>Click <strong>ADD ADDITIONAL PARTICIPANT</strong> to add additional information.</td>
<td>![Add Participant Button]</td>
</tr>
<tr>
<td>Click <strong>SAVE</strong> to save form data. The form status is updated to <strong>IN PROGRESS</strong>.</td>
<td>![Save Button]</td>
</tr>
<tr>
<td>Click <strong>SUBMIT</strong> when form is complete. The form status is updated to <strong>SUBMITTED</strong>.</td>
<td>![Submit Button]</td>
</tr>
<tr>
<td>Click <strong>CANCEL</strong> to exit form and return to the Forms page.</td>
<td>![Cancel Button]</td>
</tr>
<tr>
<td>Click <strong>ADD GUEST</strong> to add additional guest.</td>
<td>![Add Guest Button]</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>EXAMPLE</td>
</tr>
<tr>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Click <strong>NEXT</strong> to save and move to the next section.</td>
<td><img src="https://via.placeholder.com/150" alt="NEXT" /> <img src="https://via.placeholder.com/150" alt="PREVIOUS" /></td>
</tr>
<tr>
<td>Click <strong>PREVIOUS</strong> to save and move to the next section.</td>
<td><img src="https://via.placeholder.com/150" alt="NEXT" /> <img src="https://via.placeholder.com/150" alt="PREVIOUS" /></td>
</tr>
<tr>
<td>Click <strong>ADD PARTICIPANT</strong> to add additional information.</td>
<td><img src="https://via.placeholder.com/150" alt="ADD PARTICIPANT" /></td>
</tr>
<tr>
<td>Click <strong>REMOVE</strong> to remove participants.</td>
<td><img src="https://via.placeholder.com/150" alt="REMOVE" /></td>
</tr>
<tr>
<td>Click <strong>CHOOSE FILE</strong> to select photo/file.</td>
<td><img src="https://via.placeholder.com/150" alt="NEW PHOTO" /> <img src="https://via.placeholder.com/150" alt="Upload Photo" /></td>
</tr>
<tr>
<td>Click <strong>UPLOAD PHOTO</strong> to upload selected photo/file.</td>
<td><img src="https://via.placeholder.com/150" alt="NEW PHOTO" /> <img src="https://via.placeholder.com/150" alt="Upload Photo" /></td>
</tr>
<tr>
<td>Click <strong>SIGN</strong> to provide electronic signature.</td>
<td><img src="https://via.placeholder.com/150" alt="SIGN" /></td>
</tr>
<tr>
<td>Click <strong>EDIT INVOICE</strong> to edit the Santa Fe Invoice form.</td>
<td><img src="https://via.placeholder.com/150" alt="EDIT INVOICE" /> <img src="https://via.placeholder.com/150" alt="EDIT INVOICE" /></td>
</tr>
<tr>
<td>Click <strong>RETRY PAYMENT</strong> to process your payment.</td>
<td><img src="https://via.placeholder.com/150" alt="RETRY PAYMENT" /> <img src="https://via.placeholder.com/150" alt="RETRY PAYMENT" /></td>
</tr>
</tbody>
</table>
9 COMMON ERRORS

9.1 USERNAME INVALID

Username can only contain letters or digits.

9.2 PASSWORD INVALID

Passwords must be at least 10 characters and contain one character of the alphabet, a number and a special character.
9.3  EMAIL NOT CONFIRMED

For any questions or concerns, please contact IFAM@nminteractive.org.

9.4  USER NOT FOUND

For any questions or concerns, please contact IFAM@nminteractive.org.
9.5 ACCESS ONLY FOR APPROVED USERS

At this time, access to this site is only available for approved users.
If you have been previously invited to access this site, please check your email for an activation link or contact IFAM@nminteractive.org.

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