GD

GLENDALE DESIGNS™

glendaledesigns.com • 623.322.6066

Getting Started with Glendale Designs

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Business Information

Our development rate is $150/hour, but you are not locked into a contract. We bill every Wednesday for work performed the previous week, and generally charge for outstanding invoices once a month. The completed work is invoiced in 15-minute increments, so you are only billed for actual work time.

In order to move forward and work on your site, we need you to sign our digital secure credit card form as well as our maintenance agreement, for insurance purposes.

Information needed for those documents

Company Legal Name:
Address, City, State, Zip:
Phone Number:
Authorized Person's Full Name:
Email:
Site URL:

Once you provide the above information, we will generate the documents and send them over to you for a digital signature.
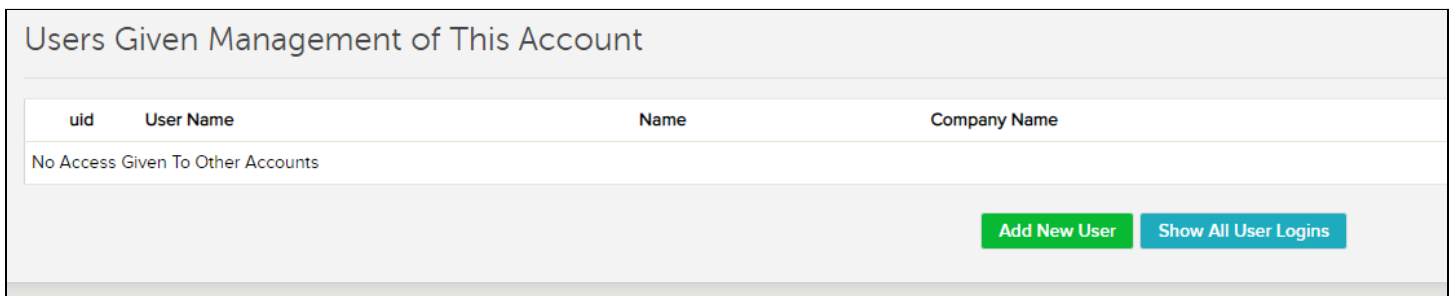
My.Miva.com Access

In order to have the access we need to your Miva account settings, you can add us as a user on your my.miva.com account. Please follow the steps to add Glendale as an **Account Super User**.
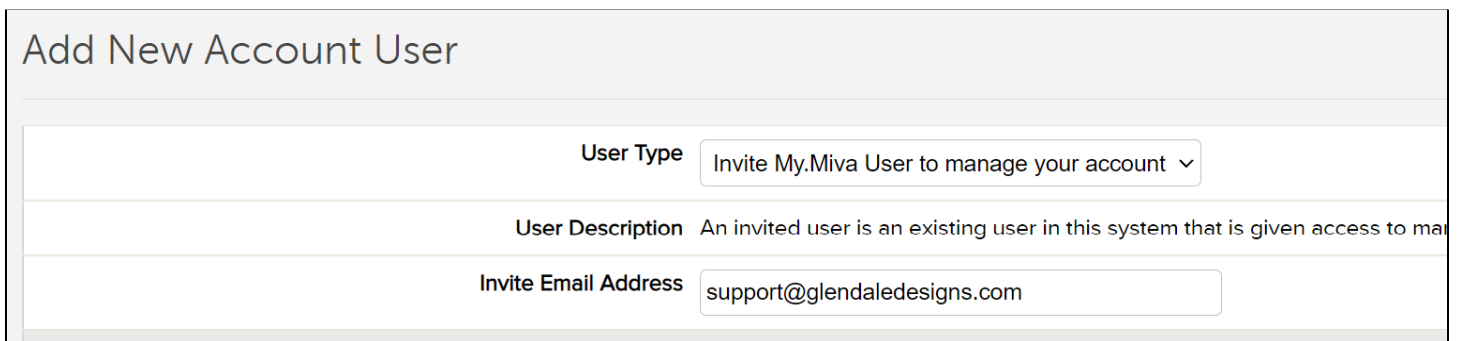
1. Log into your My.Miva account. Click on **Account Settings** in the left navigation menu, and select **Users**.
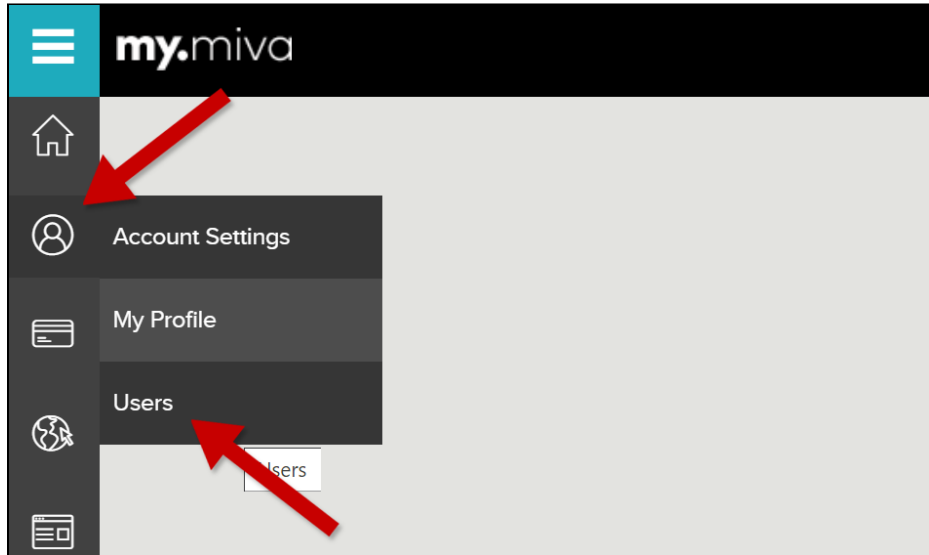
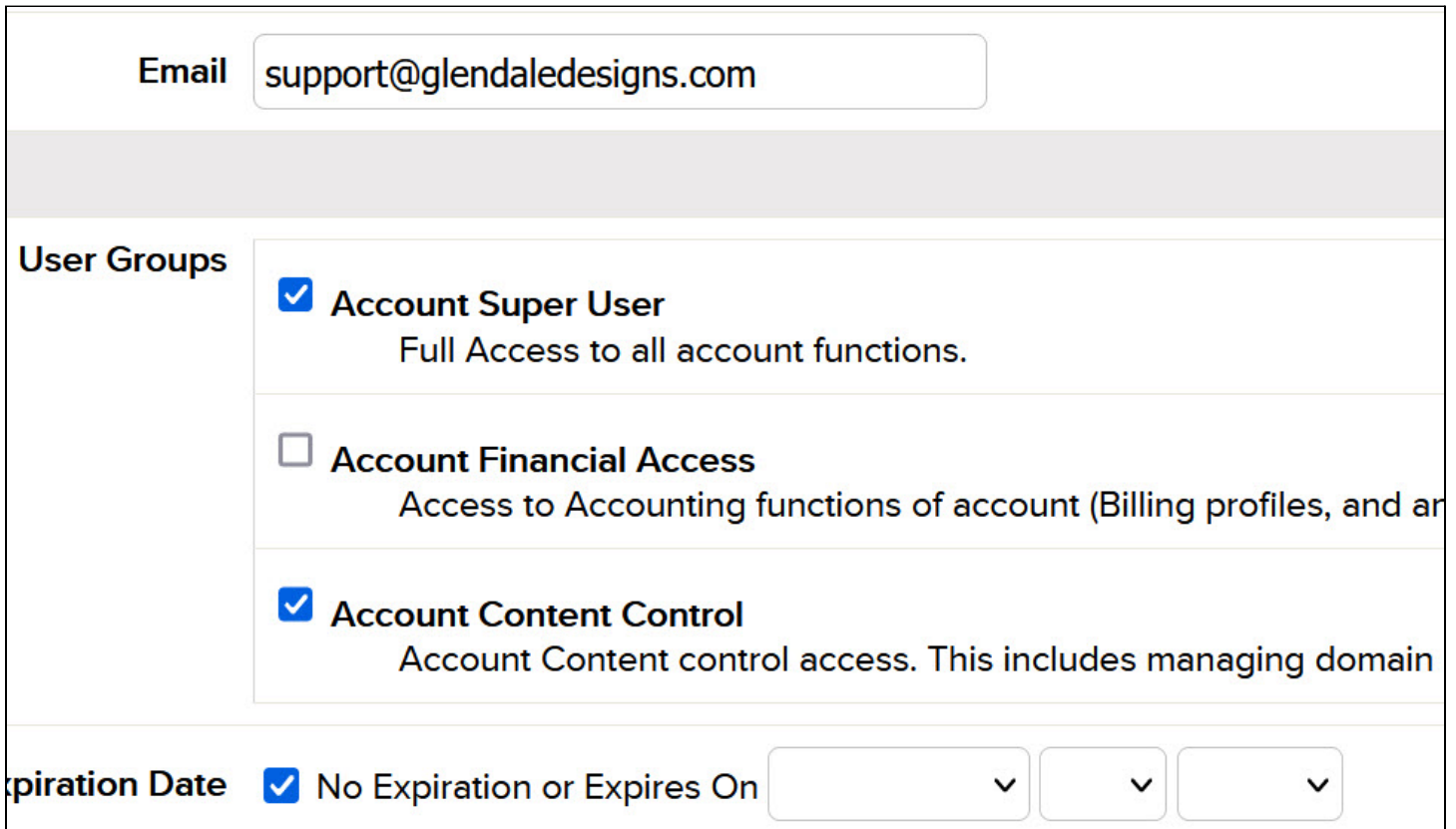2. Click on the green **Add New User** button.

3. In the **User Type** drop-down, select **Invite My.Miva User to manage your account**.

4. Enter the email address **support@glendaledesigns.com** into the **Invite Email Address** field.
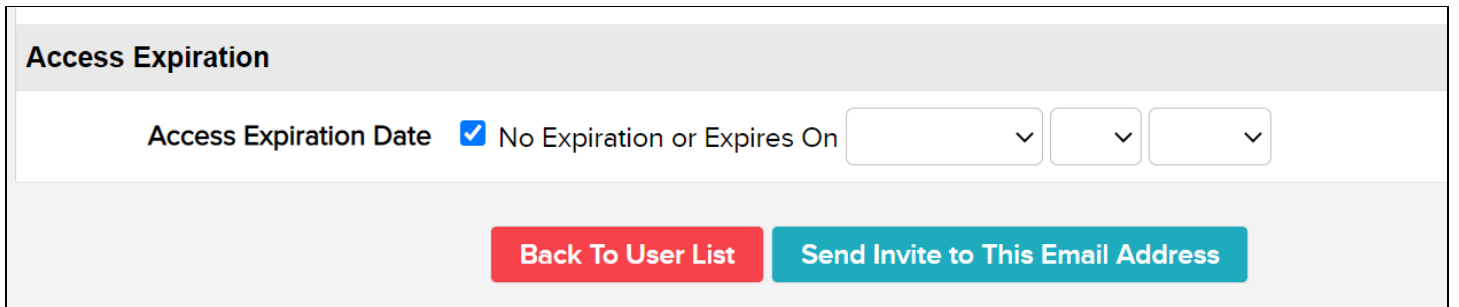
5. Click the **Account Super User** checkbox AND the **Account Content Control** box.

6. Leave all other settings as is. Ensure that the checkbox **No Expiration** is checked.
7. Click the blue **Send Invite to This Email Address** button.

8. If it asks you for a user name, please use:
User Name: Glendale
First Name: Glendale
Last Name: Designs
Email: support@glendaledesigns.com

Once we have accepted the invitation, we will ask you to make one final adjustment in order to grant us access to your FTP/Plesk:

9. In the **Users** section, select the new **Glendale Designs** user:

Users Given Management of This Account

uid	User Name	Name	Company Name	Groups	Notify
30620	Glendale	Glendale Designs	Glendale Designs	Account Super User Account Content Control	

Add New User Show All User Logins

10. Select the **Account Packages** checkbox(es) and save your changes:

Account Package Access

Account Packages ☑ (13599) Miva Merchant Growth SaaS Package - 4windmill.com, 4windmillcom.mymiva.com, 4wind

Access Expiration

Access Expiration Date ☑ No Expiration or Expires On [⌄] [⌄] [⌄]

Back To User List Save User Information

Please let us know when we have been added, and/or if you have any questions.
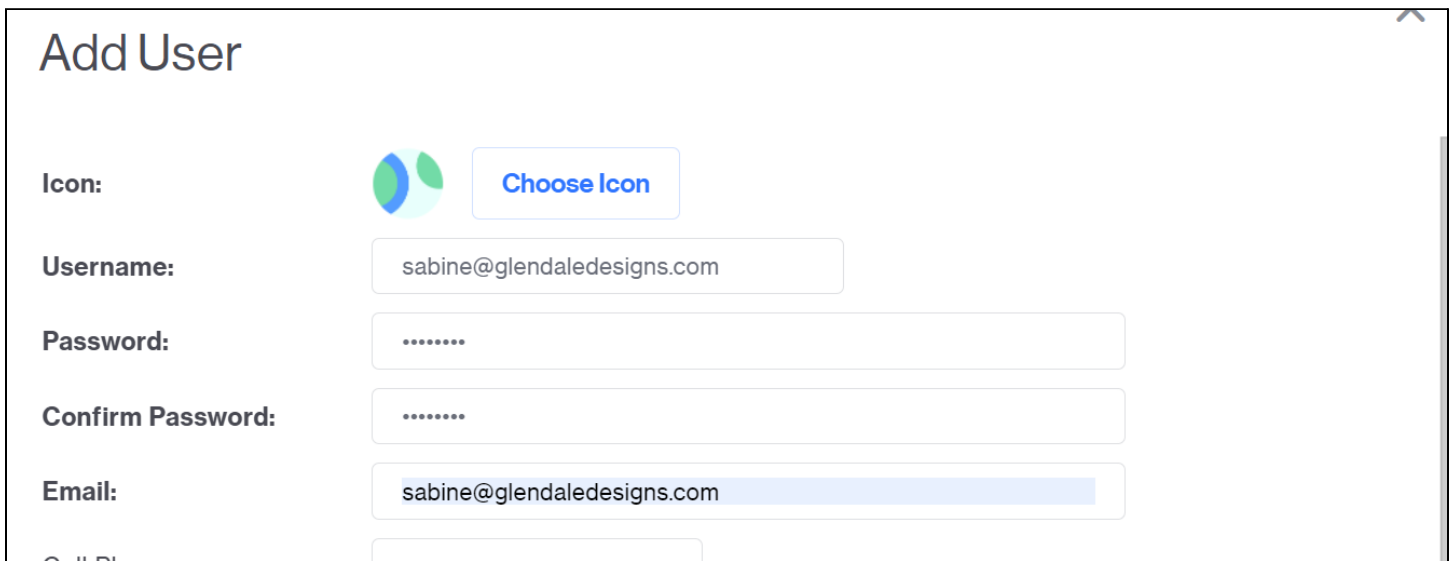
Miva Admin Access

Please set up a **Developer** user in your store admin.

Username: gd-jessica
Password: Test1234
Email: jessica@glendaledesigns.com

1. Log into your admin and click the **Settings** menu in the lower left corner.
2. Select **User Management**.
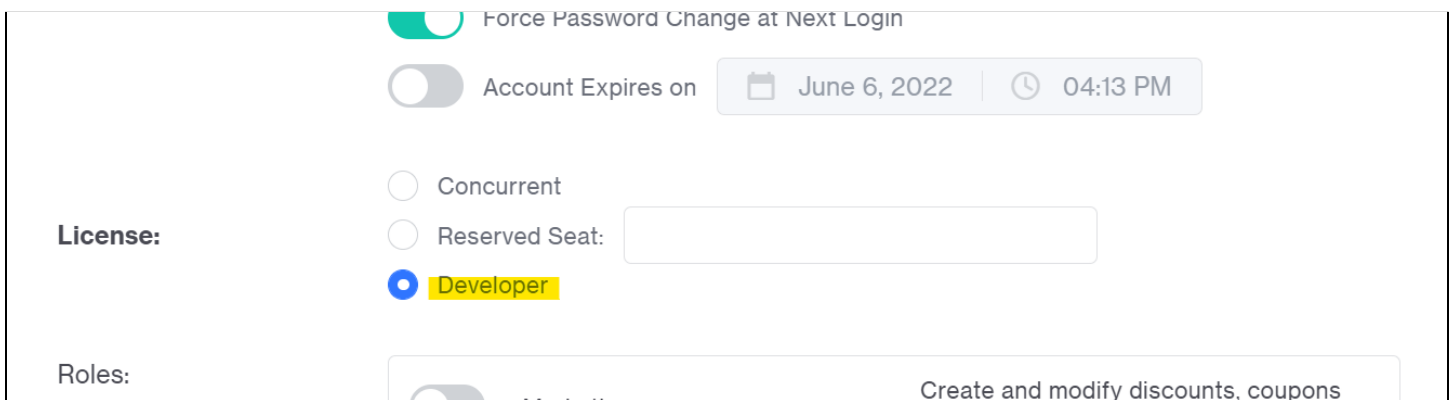3. Click the blue **Add User** button.
4. Fill in the above credentials.

5. **IMPORTANT:** Select the **Developer** option.

Let us know once the user has been created. Once two-factor authentication has been enabled, we will let you know and ask you to turn on administrator privileges. To do that:

6. Click on the new user and activate the **Administrator** toggle.

License: ◯ Reserved Seat: [   ]

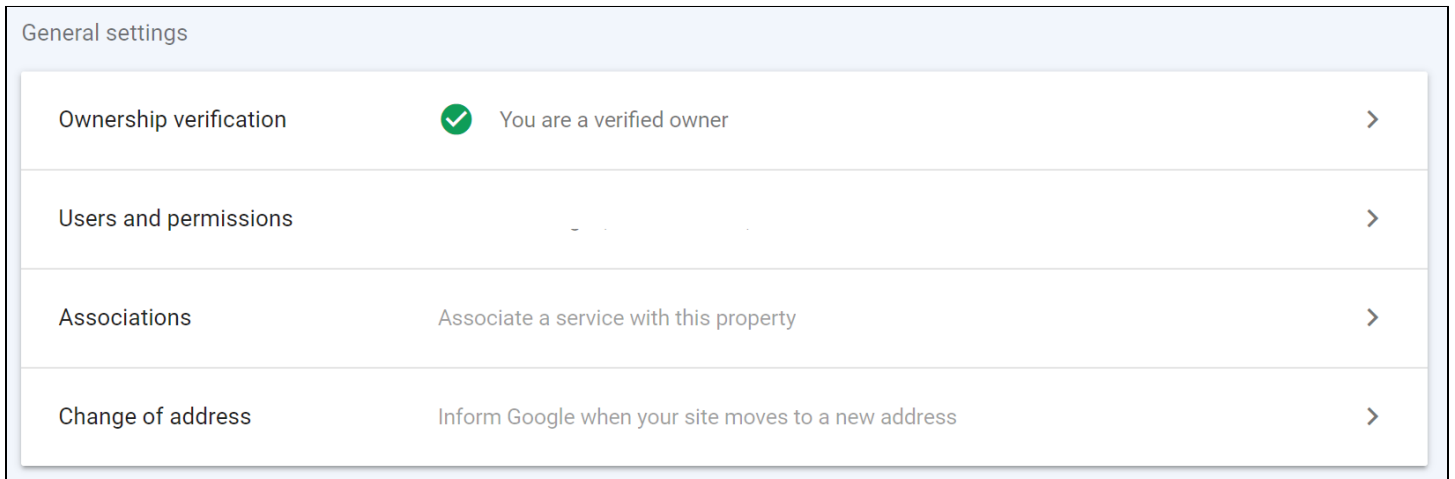🔵 Developer

Privileges　　　🟢 ==Administrator==

Cancel　　**Update**

Google Access

NOTE: All accounts should be accessible under the same email address/login credentials.

Google Search Console:

Go to https://search.google.com/u/1/search-console
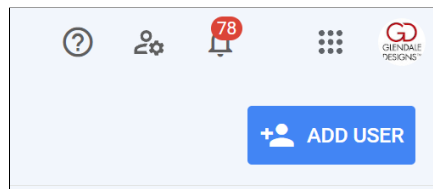
1. Select **Settings** from the left navigation menu.
2. Click on **Users and permissions** in the **General Settings** area.

General settings		
Ownership verification	✅ You are a verified owner	>
Users and permissions		>
Associations	Associate a service with this property	>
Change of address	Inform Google when your site moves to a new address	>

3. Click the blue **ADD USER** button in the upper right corner.

4. Enter email address **info@glendaledesigns.com** and select **Full permissions.**
5. Click **ADD.**

Add user

Email address
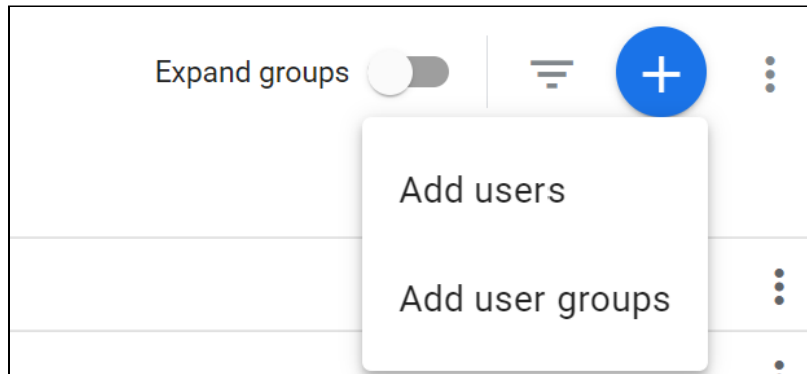
info@glendaledesigns.com

Permission

Full

CANCEL   ADD

Google Analytics

Go to https://analytics.google.com/analytics/web/ and log into your Analytics account.

1. Select the **Admin** option in the lower left navigation menu.
2. Click on **Account Access Management**.
3. Click the blue **+** button in the upper right corner and select **Add users.**
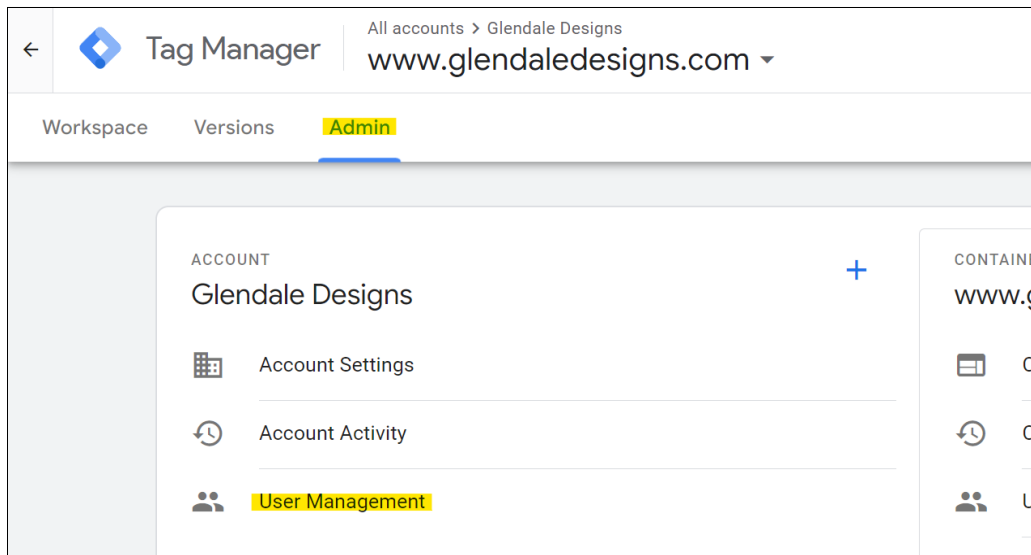
Expand groups

Add users

Add user groups

4. Add the email address **info@glendaledesigns.com**
5. Make sure all 4 boxes are checked
5. click **Add**.
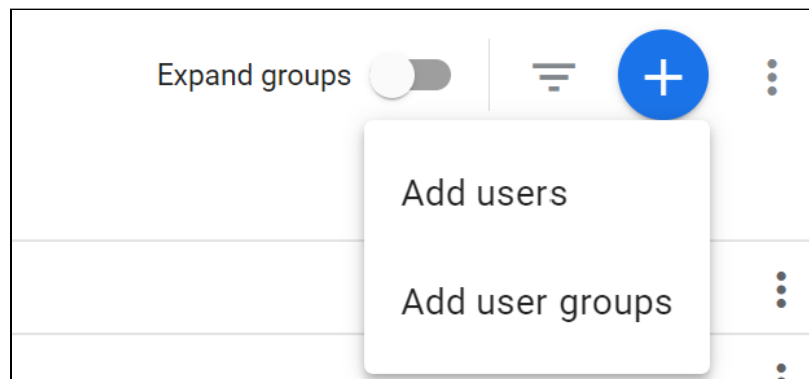
Google Tag Manager

Go to https://tagmanager.google.com/ and log into your account.

1. Click on **Admin** in the top navigation.
2. Select **User Management.**

3. Click on the blue **+** button in the upper right hand corner and select **Add users**.

4. Enter the email address **info@glendaledesigns.com.**
5. Check the boxes for both **Administrator** and **User**.

Email addresses

[GD logo] info@glendaledesigns.com ⊗ Enter email addresses

Account permissions

Administrator

Can create new containers and modify user permissions for this account as well as its
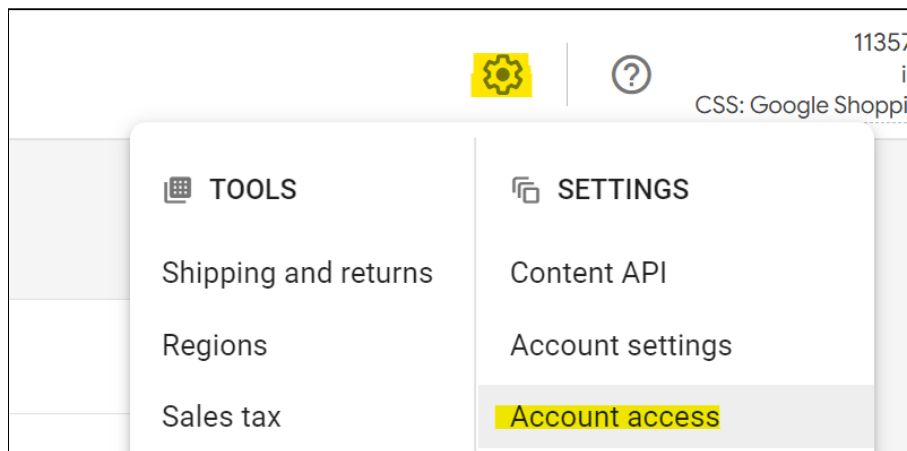containers. Learn more ☑

User

Can view basic account information. Learn more ☑

5. click **Invite**.

Google Merchant Center

Go to https://www.google.com/retail/solutions/merchant-center/ and log into your account.

1. Click the **Settings** button in the upper right corner.
2. Select **Account Access** from the menu.

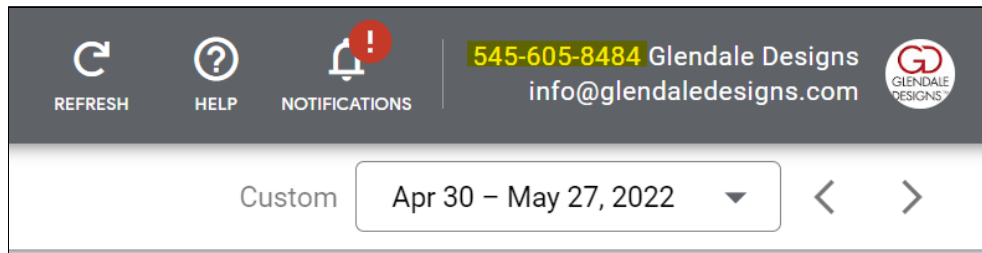3. Click the **Add Users** button.
4. Enter email address **info@glendaledesigns.com** and click **Add User**.

Google Ads

Go to https://ads.google.com and log into your account.

1. Locate your **Client ID** in the upper right corner, next to your account name.

2. We will initiate the connection from our end.
3. Once we have sent the request, we will let you know and ask you to accept the connection.