

Collective Member Getting Started Guide

Set-Up Instructions and Tips

Welcome to the Kingdom Winds Collective! This guide has three sections:

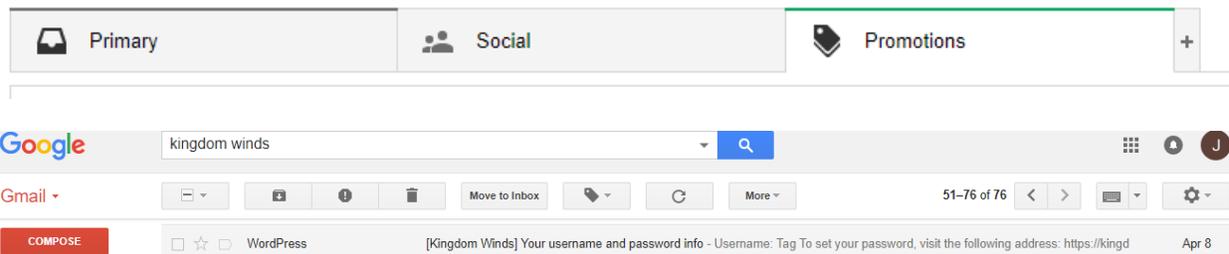
- | | |
|---|-------------|
| I. Login Guide for Collective Member | Pages 2-5 |
| II. Purchase the Collective Member Subscription Package | Pages 6-10 |
| III. Set up the Collective Member Stripe Account
(Only for Store Owners) | Pages 11-16 |

I. Login Guide for Collective Member

Look for email from **Word Press** – wordpress@kingdomwinds.com

Subject Line reads – Your Username and Password Info

Note – check all folders – in Gmail could be in the promotions folder



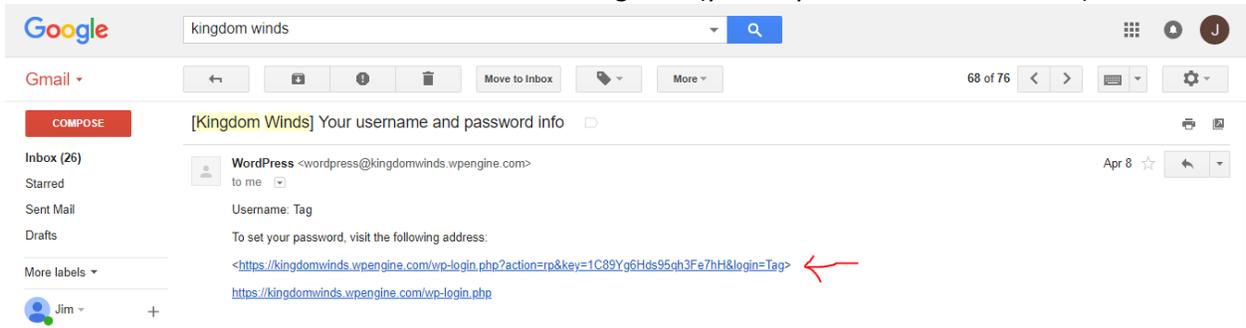
Email Contains:

Username

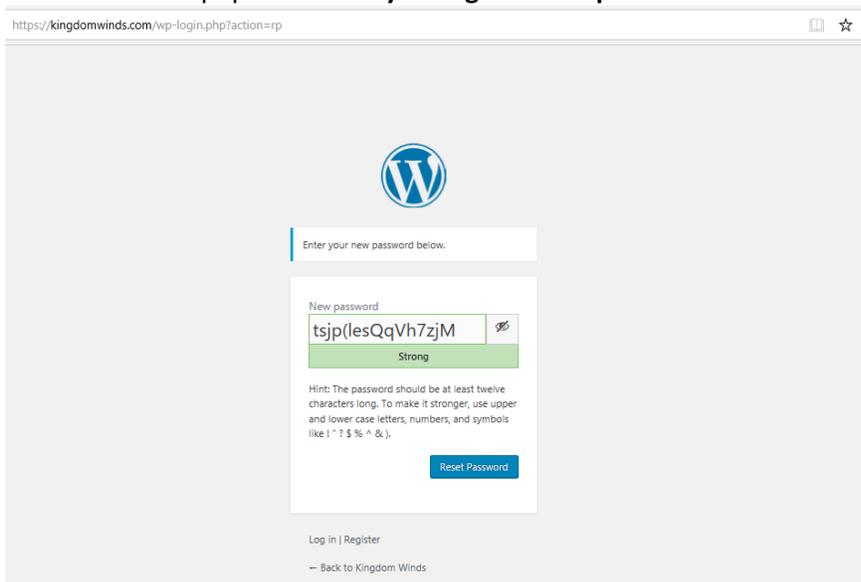
New User Login Links

Click on the first link to sign in for the first time

Second Link is used for all future Login's – (you may want to bookmark this)



Screen will auto populate with **system generated password**.



Note - It is recommended you jot down, or copy to your clipboard, the system generated password in case you want to use it going forward.

If User wants to create a new (non-system generated) password, simply delete system generated password and enter new password. *Note - It is recommended you jot down, or copy to your clipboard, your new password. WordPress Password requirements are very strict.*

Your WordPress password should meet the following requirements:

- Include numbers, capitals, special characters (@, #, *, etc.)
- Be long (10 characters – minimum; 50 characters – ideal)
- Can include spaces and be a passphrase (Just don't use the same password in multiple places)
- Change passwords every 120 days, or 4 months

Click Reset Password with either the system generated password - or- a new password populated in the New Password field.

https://kingdomwinds.com/wp-login.php?action=rp

Enter your new password below.

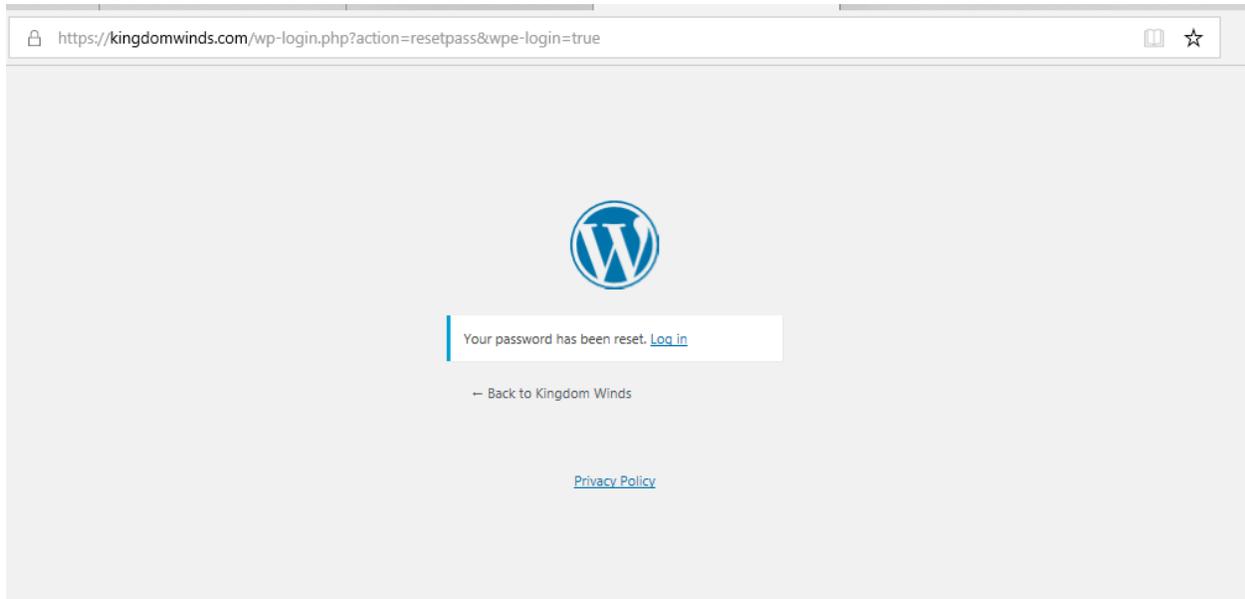
New password
tsjp(lesQqVh7zjM
Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;.

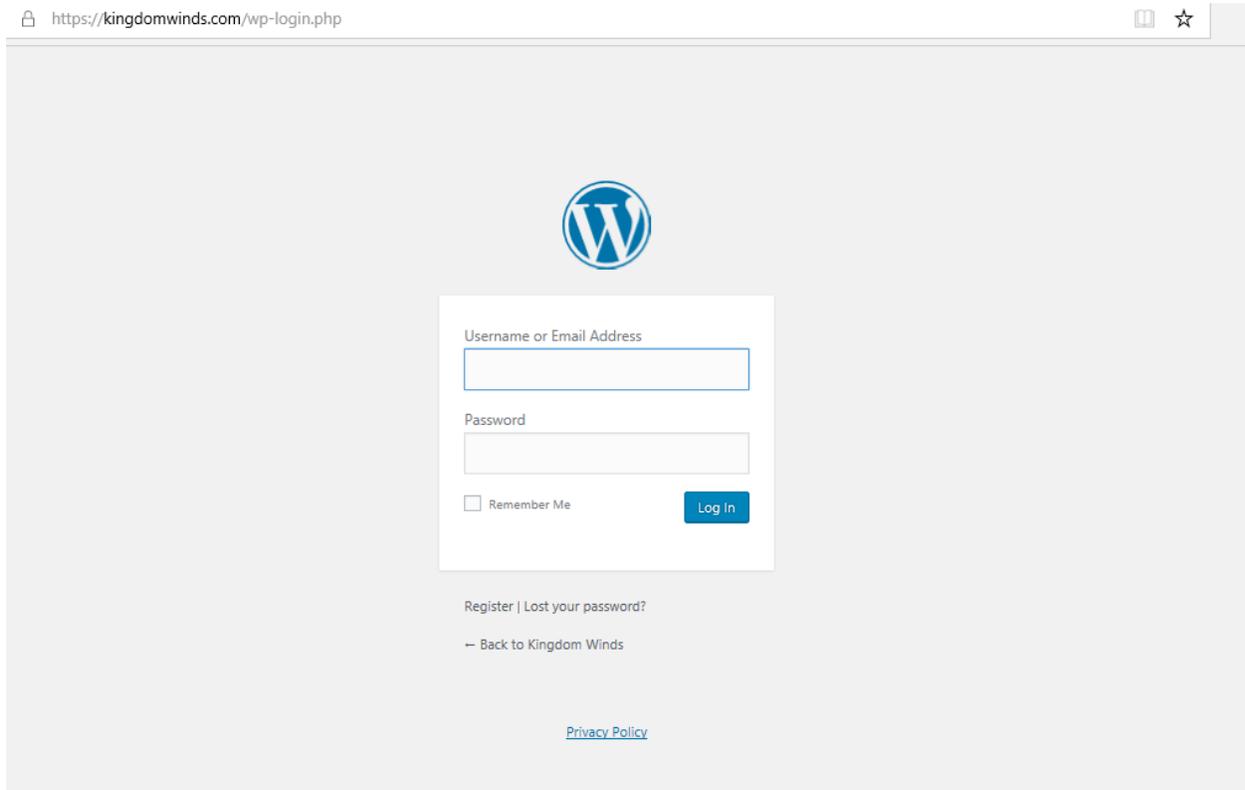
Reset Password

Log in | Register
— Back to Kingdom Winds

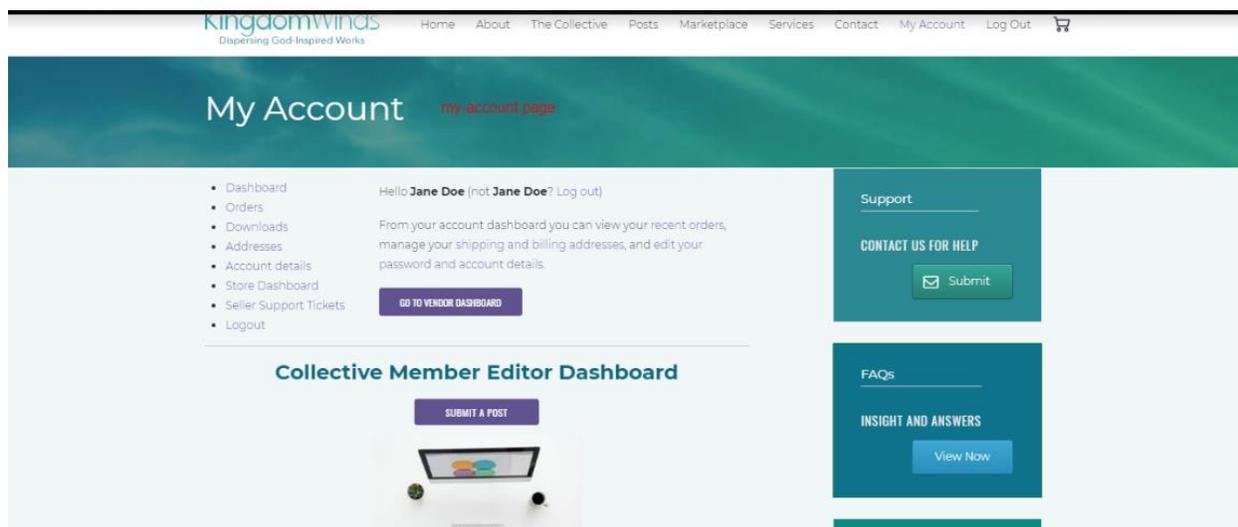
After clicking Reset Password you will receive confirmation your password has been changed.
Click Login with your user name and (new) password.
Note – your username is contained in the original Kingdom Winds WordPress email.



Enter Username and Password



After logging in - New user will be routed to My Account page



Congratulations! You are now logged in!

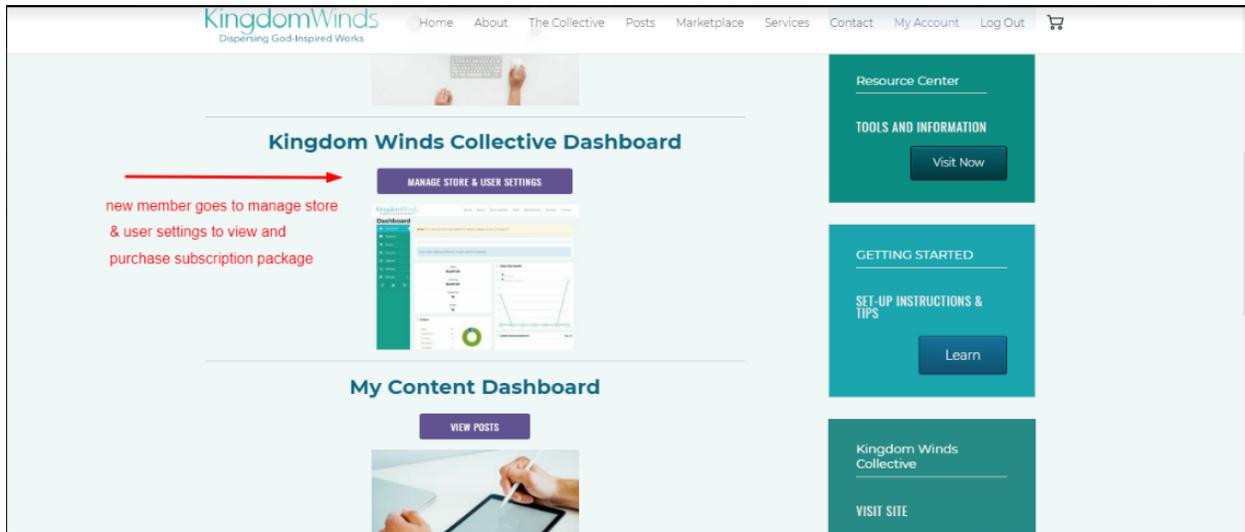
You may LogOut using the link in the main menu – top right

To log back in you may use second the link provided in your WordPress email (also provided below) or click the Login link in the main menu – top right

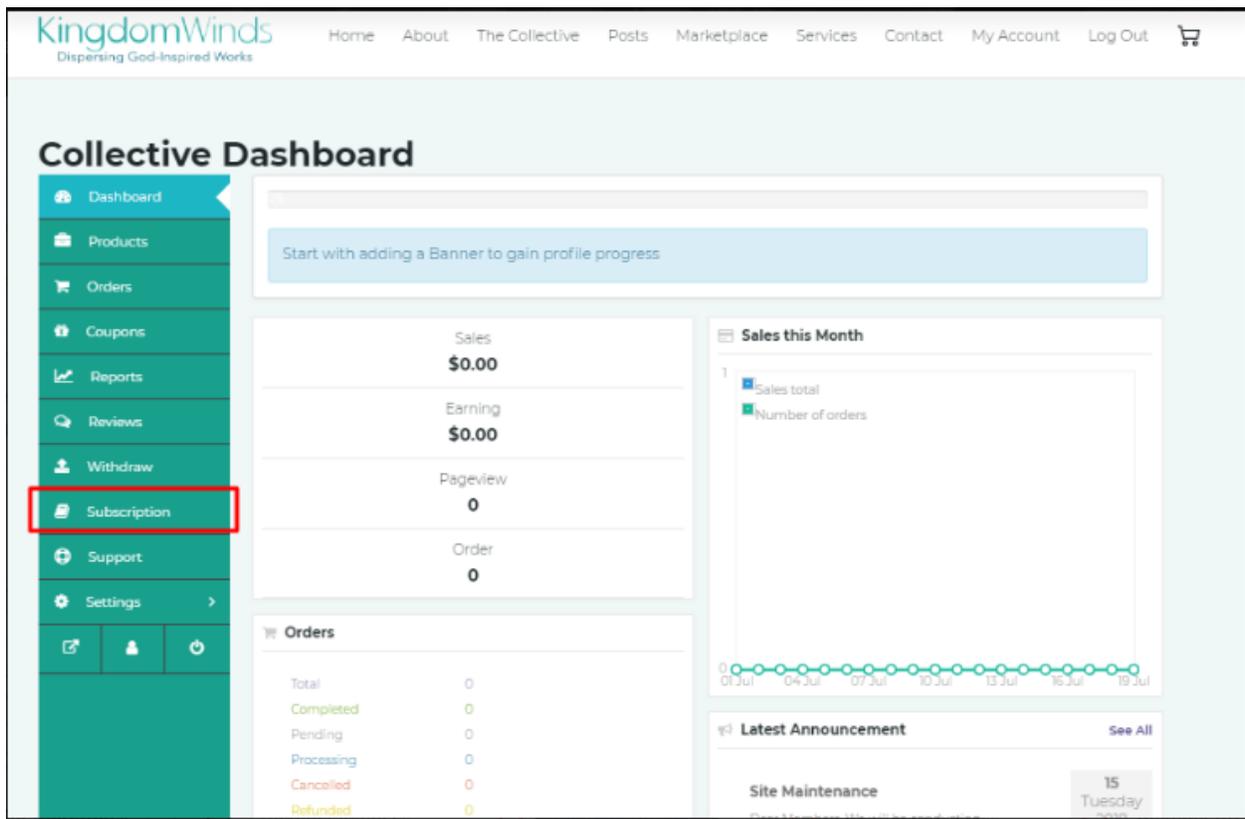
<https://kingdomwinds.com/wp-login.php>

II. Purchase the Collective Member Subscription Package

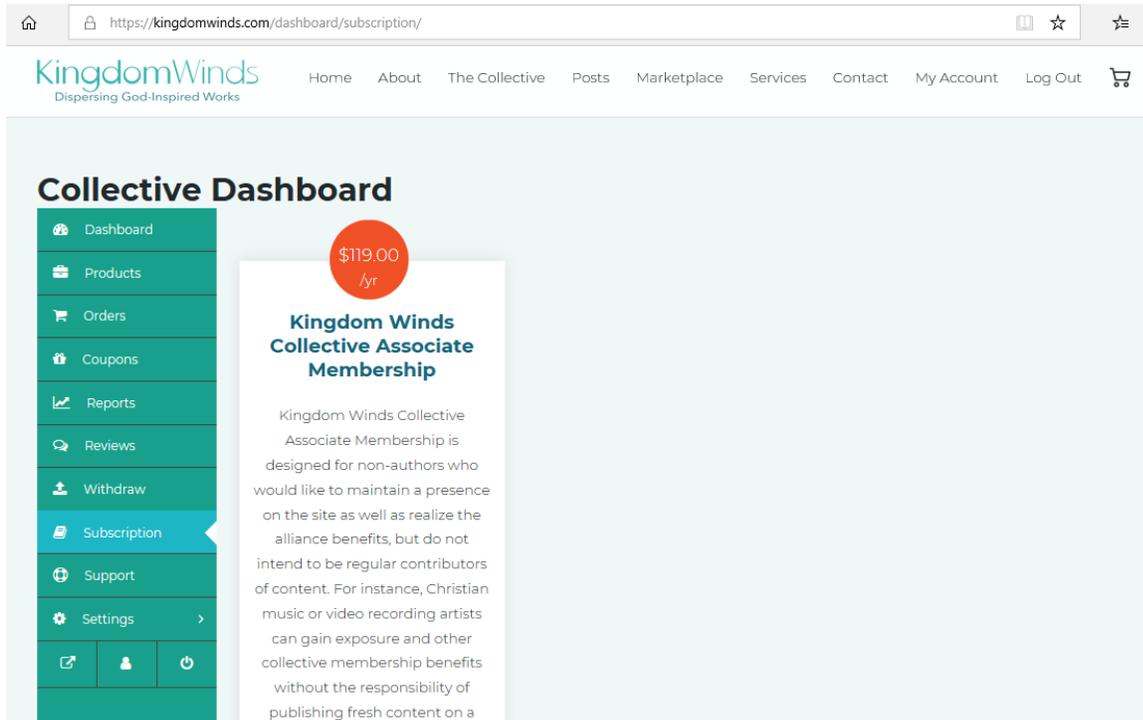
From the My Accounts page – navigate to the Manage Store and User Settings



After selecting Manage Store and User Settings – you will be at the Collective Dashboard. **Select Subscriptions** from the left rail.

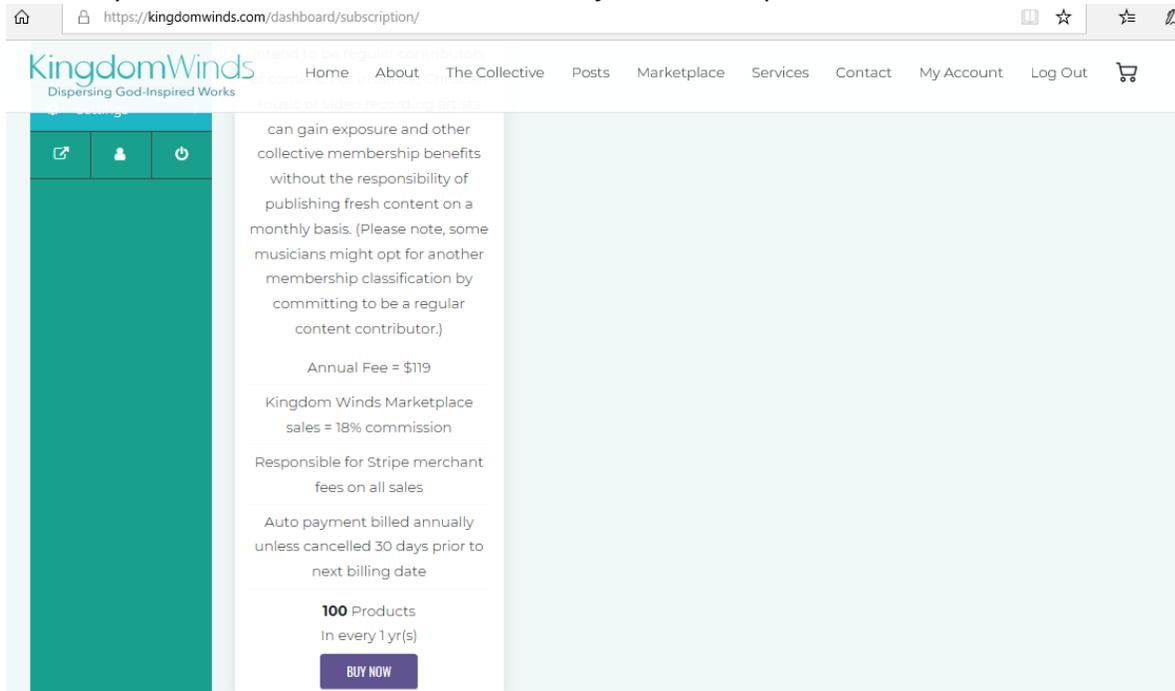


Once Subscription selected – you will be able to view your subscription package



Click **Buy Now** to add the Subscription Package to your Cart

Note: Buy Now button could read View Product. If so click view product and view cart



You will proceed to Checkout. Complete Billing Details

Checkout

Have a coupon? [Click here to enter your code](#)

Billing details

First name * Last name *

Company name (optional)

Country *

Street address *

Town / City *

State *

Additional information

Order notes (optional)

Review Your Order summary and select **Dokan Credit card (Stripe)** payment option to pay for your package with your credit card via Stripe.

 <https://kingdomwinds.com/checkout/>   

KingdomWinds
Dispersing God-Inspired Works

Home About The Collective Posts Marketplace Services Contact My Account Log Out 

Email address *

Your order

Product	Total
Kingdom Winds Collective Associate Membership * 1	\$119.00
Vendor: Gary Suess	
Subtotal	\$119.00
Initiation Fee	\$29.00
Total	\$148.00

Cash on delivery

PayPal     What is PayPal?

Dokan Credit card (Stripe)     

Pay with your credit card via Stripe.

Enter credit card information and Place Order

The screenshot shows the checkout page for Kingdom Winds. The browser address bar displays <https://kingdomwinds.com/checkout/>. The navigation menu includes Home, About, The Collective, Posts, Marketplace, Services, Contact, My Account, and Log Out. The cart icon shows a total of \$148.00. The payment section has three options: Cash on delivery, PayPal, and Dokan Credit card (Stripe), which is selected. Below the selection, there is a message: "Pay with your credit card via Stripe. TEST MODE ENABLED. In test mode, you can use the card number 4242424242424242 with any CVC and a valid expiration date." The form fields are: Card number (4242 4242 4242 4242), Expiry (MM/YY) (10 / 23), and Card code (987). A "PLACE ORDER" button is at the bottom, with a red arrow pointing to it. A privacy policy notice is also visible.

After Placing Order – Confirmation Notice Received. Note – you will also receive a confirmation email.

Navigate back to the My Account page

The screenshot shows the "Order received" confirmation page. The browser address bar displays https://kingdomwinds.com/checkout/order-received/6013/?key=wc_order_5b89601432552. The navigation menu includes Home, About, The Collective, Posts, Marketplace, Services, Contact, My Account (underlined in red), and Log Out. The main heading is "Order received". Below it, a message says "Thank you. Your order has been received." The order summary is as follows:

ORDER NUMBER:	DATE:	EMAIL:	TOTAL:	PAYMENT METHOD:
6013	August 31, 2018	assocmem@gmail.com	\$148.00	Dokan Credit card (Stripe)

Order details

Product	Total
Kingdom Winds Collective Associate Membership × 1 Vendor: Gary Suess	\$119.00
Subtotal:	\$119.00
Initiation Fee:	\$29.00
Payment method:	Dokan Credit card (Stripe)
Total:	\$148.00

At the bottom, there is a button labeled "ORDER AGAIN".

My Account page

https://kingdomwinds.com/my-account/

KingdomWinds
Dispensing God-Inspired Works

Home About The Collective Posts Marketplace Services Contact My Account Log Out

- Dashboard
- Orders
- Downloads
- Addresses
- Account details
- Store Dashboard
- Seller Support Tickets
- Logout

Hello **Associate Member** (not **Associate Member**? Log out)

From your account dashboard, you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details.

[GO TO VENDOR DASHBOARD](#)

Saved cards

Card	Expires
Card ending in 4242	Expires 10/2022

[DELETE CARD](#)

Collective Member Editor Dashboard

[SUBMIT A POST](#)

Support

[CONTACT US FOR HELP](#)

[Submit](#)

FAQs

[INSIGHT AND ANSWERS](#)

[View Now](#)

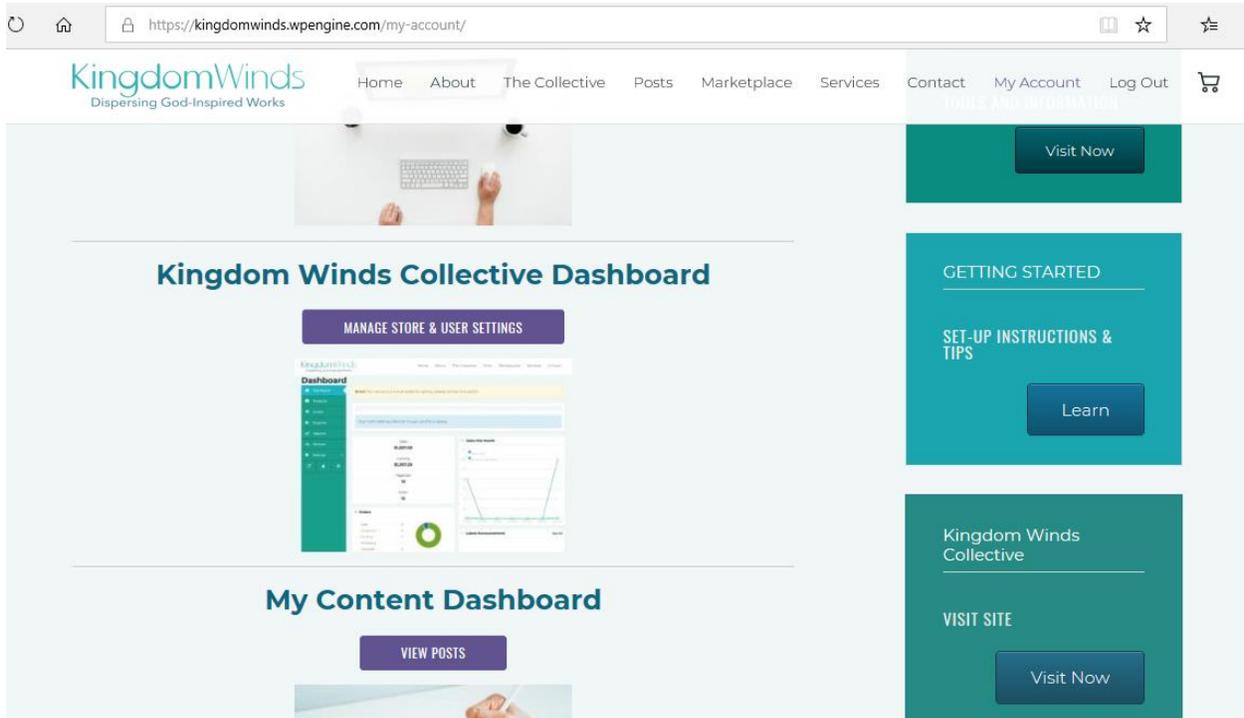
Resource Center

[TOOLS AND INFORMATION](#)

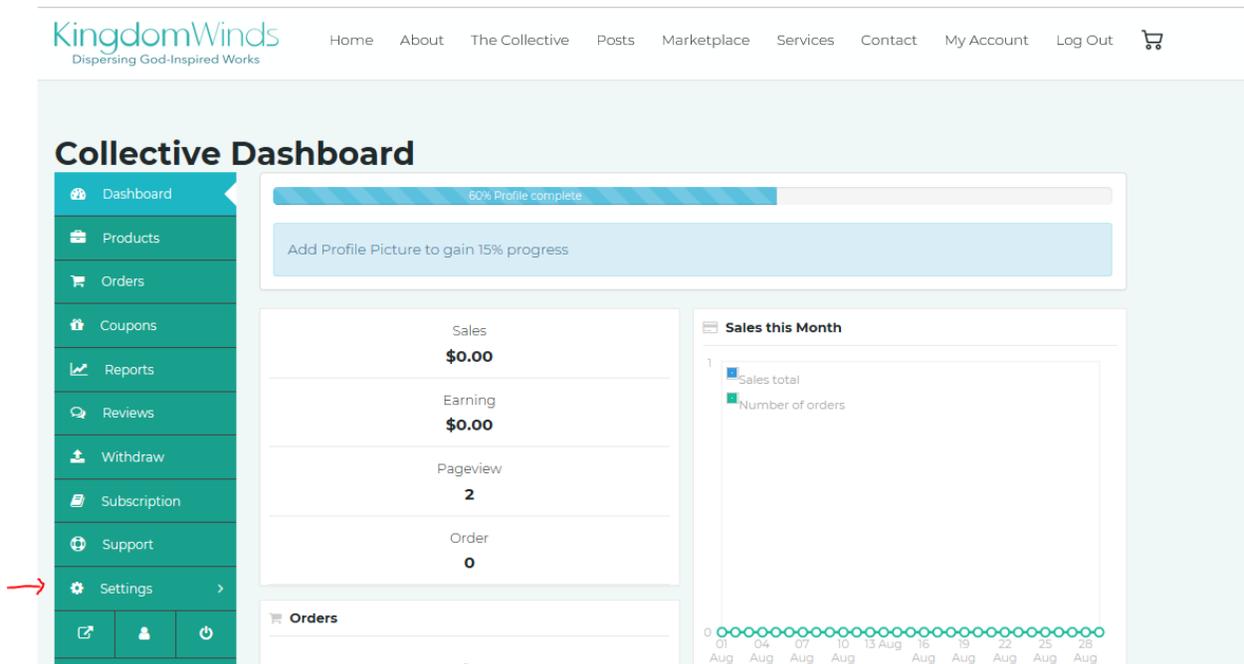
III. Set up the Collective Member Stripe Account

(For Collective Member Storeowners Only)

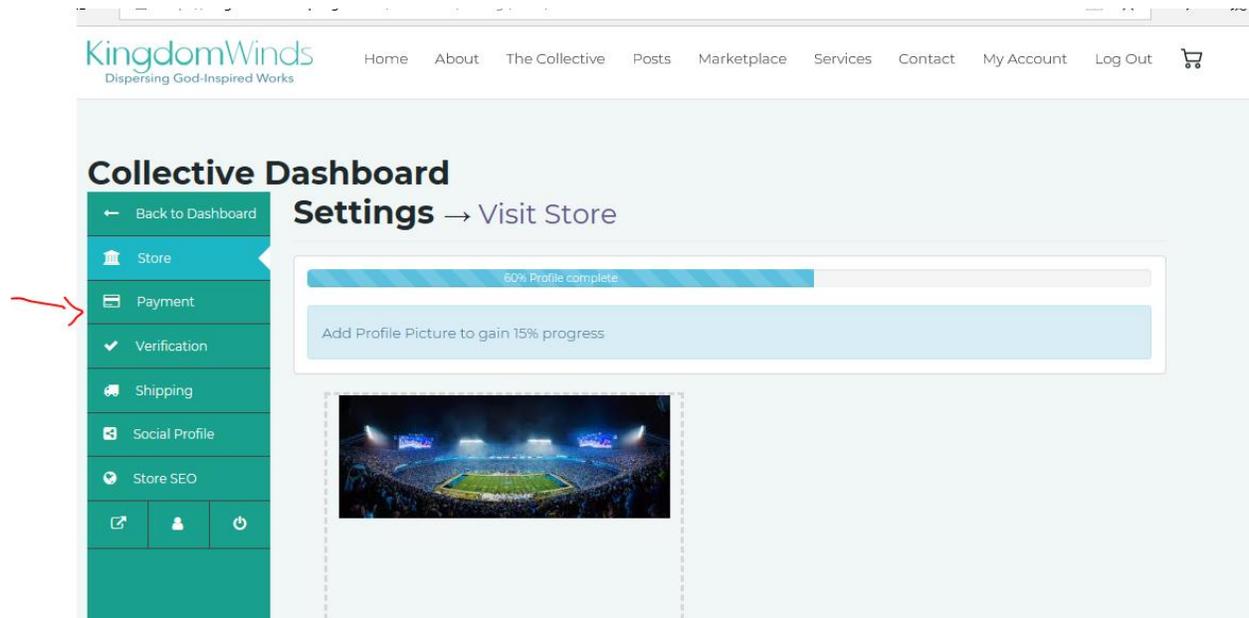
From My Account page navigate to **Manage Store Settings & User Settings**



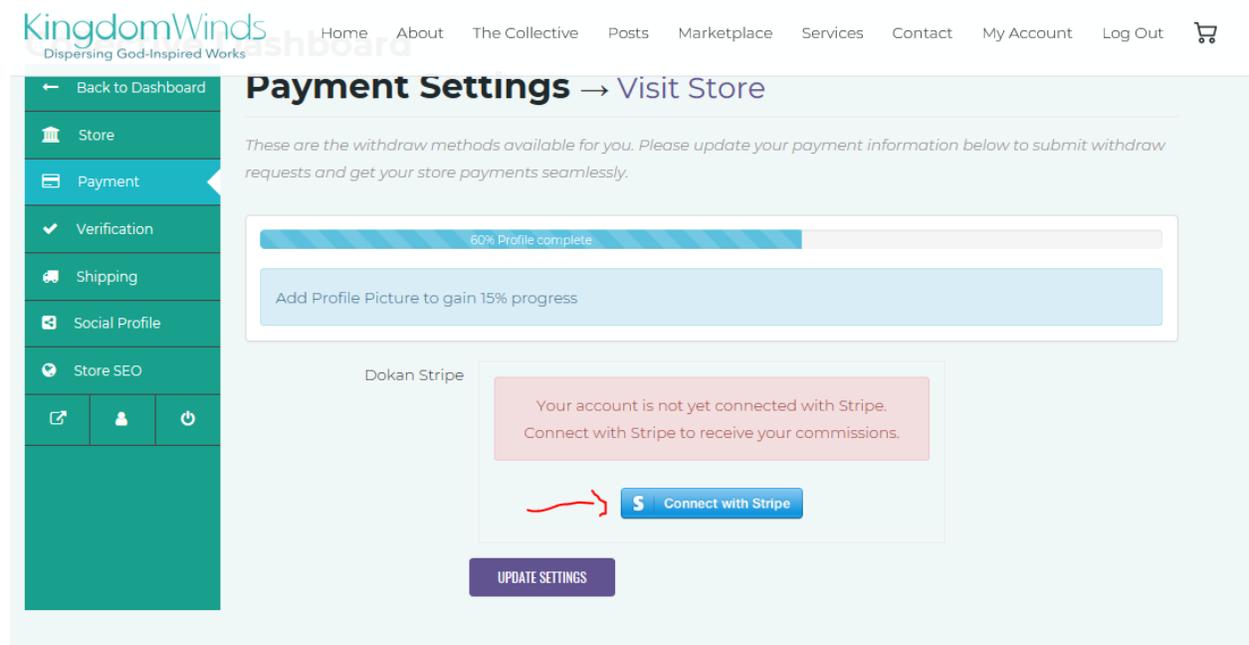
Once at the Collective Dashboard, **go to Settings** on left rail



From Settings navigate to Payment on Left Rail



From Payment Settings – Click on Connect with Stripe



If you already have a stripe account use the Sign in link at the top right of the screen.

Otherwise, **enter requested information.**

Note – EIN or SSID is optional

stripe [Already have a Stripe account? Sign in](#)



Kingdom Winds Dokan Stripe would like you to start accepting payments with Stripe.
Take a minute to answer a few questions and then you'll be ready to go. Kingdom Winds Dokan Stripe will have access to your data, and can create payments and customers on your behalf.

Activate your account

We need to learn more about you and your business before you can process payments on Stripe. The information you provide will only be visible to the account owner and administrators. [Learn more →](#)

Business details

Country

If you don't see your country, let us know you're interested.

Business address

Type of business

Employer Identification Number (EIN) **OPTIONAL**

If you use your Social Security number for business tax purposes, you can use that instead.

For Business Website please use KingdomWinds.com.

Business website

Business description

Describe what you sell, whom you sell to, and when you charge your customers.

You, the individual or sole proprietor

An individual or sole proprietor must activate their own account. If you're trying to activate this account on behalf of someone else, [please invite them](#) to become the account owner and complete the activation themselves.

Legal name

Date of birth

Last 4 digits of Social Security number

Home address

Note – for credit card statement details, the business name and customer support phone number are what will appear on the buyer’s credit card statement.

Credit card statement details

This information will appear on your customers' credit card statements. You can edit it at any time.

Business name

Use the name for your business that your customers will recognize to help prevent unintended chargebacks.

Customer support phone number

Bank details

You must provide a checking account. If you'd like to accept currencies other than USD, you will need to provide an account for each one. [Learn more →](#)

Routing number

 ⓘ

Account number

 ⓘ

Confirm account number

Almost done! Save your Stripe account

Email

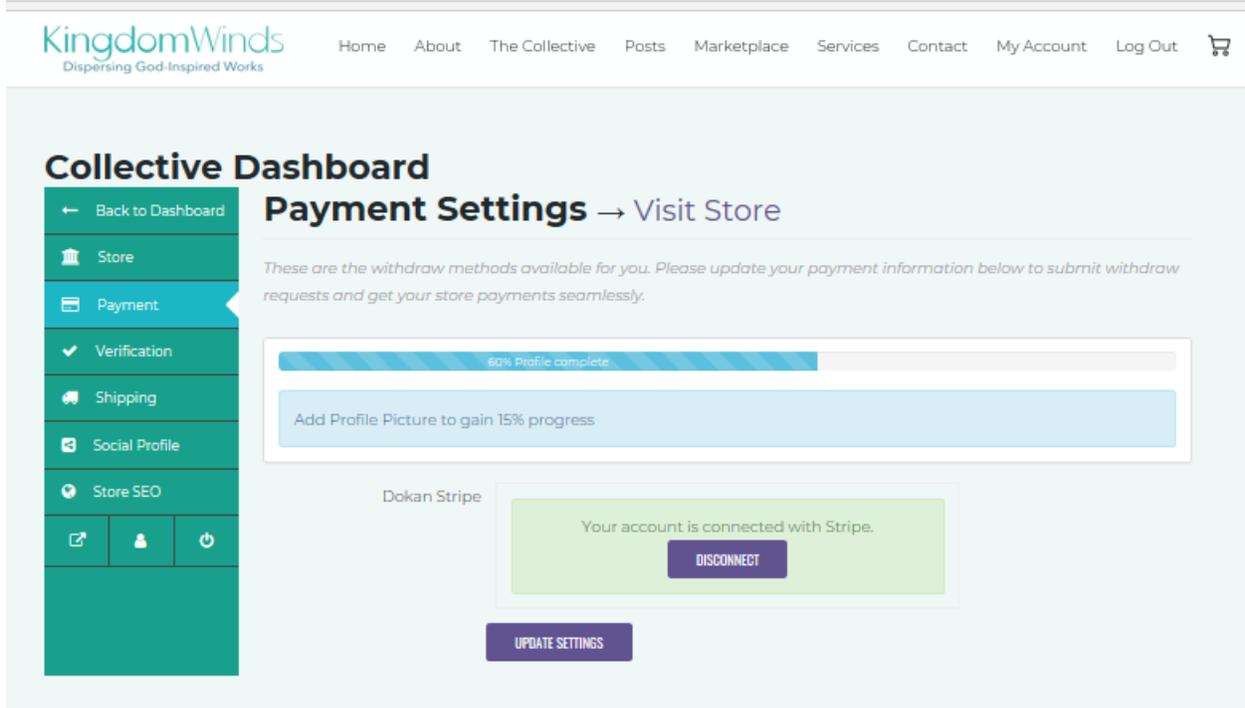
Password

You'll be taken back to Kingdom Winds Dokan Stripe (kingdomwinds.wpengine.com) right away.

By creating your account, you agree to our [Services Agreement](#) and [Connected Account Agreement](#).

Click to authorize and you are all set.

You will be taken back to the payment settings page in Kingdom winds.



Click on My Account Link in the main menu to return to the My Account page.

Here you can begin your exciting journey with Kingdom Winds!