

## 1. Registration

## 2. Operating the Artist's Zone

### Registration

1. While registering, please, give the current personal data. Giving these data enables us to contact you quickly if there is an order for preparing an illustration.
2. After registering, confirm activation link, which will be sent to your email address.
3. Prepare 9 illustrations and after logging in place them in the service in the Artist's Zone.
4. When sending an illustration classify it to a proper subject and technique, and enter key words in Polish and in English (if you do not know Polish, the moderator will translate them for you). If a given illustration is for sale, enter a minimal amount of money you are expecting for it. If the copyrights of an illustration are owned by another party, put all remarks in the field of description of an illustration.
5. Wait for the account's acceptance.
6. **Remember! Place your portfolio as functioning part of one account!**  
If you register more than one account using a few addresses (e.g. in order to have an opportunity to place a bigger amount of illustrations than given limit), the account will be suspended or deleted.

### Operating the Artist's Zone

1. The access to the Artist's Zone is possible after giving a proper login and password.
2. If you forget your password, use the option I FORGOT THE PASSWORD. Enter the email address given during the registration. You will get a new password to this address which you will be able to change using the option of changing the password in the Artist's Zone.
3. If you forget your LOGIN, write to the Administrator of the service to the address [illustrator@multideas.com](mailto:illustrator@multideas.com) and give your name and surname, telephone number and address. After checking those data you will receive reminding notification called Login.
4. In the Artist's Zone you can freely erase and place illustrations. Every new placed illustration gets an awaiting status and has to be accepted by the moderator. It lasts usually 48 hours but it may be longer. In case of often exchange of illustrations, it may happen that your portfolio will be faulty too often or even empty. In this case a potential customer will not be able to familiarize with your works. **That is why, please do not change your illustrations too often!**
5. The amount of illustrations that is left to be placed is possible to control after entering ILLUSTRATIONS MANAGEMENT.
6. In the PROFIL EDITION you may always update your personal data, essential to begin cooperation as soon as there is an order for you.