

How to Enter Your Consignment Items at Home

1. Using the User ID and Password you selected when you opened your account(s), log in to the consignment manager at:
<https://www.myconsignmentmanager.com/economypto/>
(Save this as a favorite for next time.)
2. Click on “Enter Items”.
3. Enter the information for your first item, then click “Add Item(s). Only the following fields need to be filled in:
(Don't check off Discount or Donate. The shop doesn't utilize those.)
 - a. Price *(Select the price you'd like to sell your item for.)*
 - b. Category *(Do not select Tax Exempt. That is for store use only.)*
 - c. Size *(If applicable)*
 - d. Description/Brand Name *(Enter a description of the item. For example: Talbots Pink Blouse, Gap Navy Polo Shirt, Brown Coach Purse, etc.)*
 - e. Description *(Enter the color of the week and the disposal date. For example: Blue 11/2)*
4. Repeat the process to enter all your items. You may consign 8 items per account, per week.
5. Place a piece of masking tape on each item with the following information:
(We use this information in case your paper tag is lost so that we can credit you with the sale.)
 - a. Seller Number (Account Number)
 - b. Item Number
 - c. Price
 - d. Color or the week and disposal date
6. Bring your items into the shop at your prescheduled day/time and a volunteer will print off your tags. After you have attached them, you can put them throughout the shop in the appropriate areas.