HOW TO CREATE AN ONLINE STORE WITH EASYKHATA

Beginner's guide: sign up, verify, add products and share your store. Screenshots use a demo store, **Click Mart**.

Have ready: an active email address, your business name and details, a logo and banner image, clear photos of your CNIC (front and back), and product photos (JPG, PNG, WebP or GIF, each under 2 MB). The **first 30 days are free**; a paid subscription starts only after the trial, when you confirm and pay.

1 Create an account

1. Go to **https://www.easykhata.org** and click **Sign up**. Register with your email.
2. Click **Log in** and sign in.
3. Click the green **Sell on EasyKhata** link in the top menu.



Figure 1. EasyKhata home page.

1. **Sign up**
2. **Log in**
3. **Sell on EasyKhata**

2 Start your free store

On the seller page, click the green **Create My Free Store** button. The registration form opens.

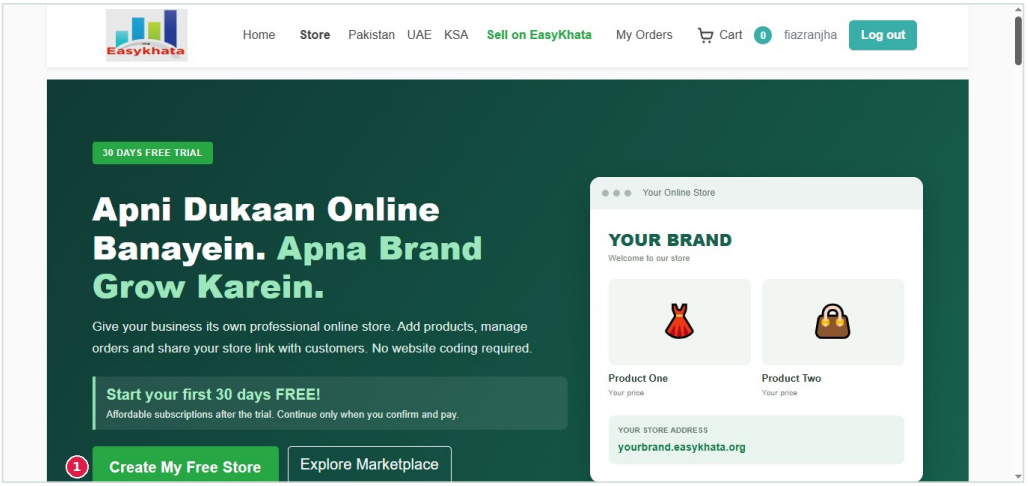


Figure 2. Seller page.

1 **Create My Free Store** - opens the registration form

3 Fill in the registration form

Field	What to do
Market	Choose Pakistan, UAE or KSA carefully. **It cannot be changed later.**
Store URL (slug)	Short, English letters and numbers only. **No hyphen (-).** Correct: **fiazshop**. Avoid: **fiaz-shop**.
Details, logo, banner	Enter accurate business details. Upload a clear logo and a good-quality banner.
User Management	Leave blank for now.

Check that the logo and banner finished uploading, then click **Submit**.

4 Verify your store

Open the Seller Dashboard. While you see **Pending Approval**, click **Complete Store Verification** and submit clear pictures of your **CNIC front and back** plus the required seller and store information.

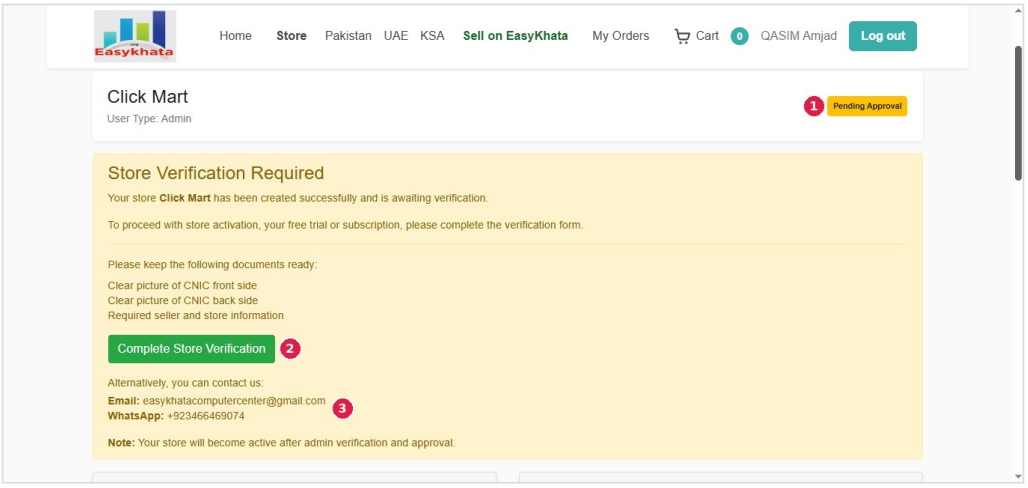


Figure 3. Store pending approval.

1. **Pending Approval** - until the admin approves
2. **Complete Store Verification** - opens the form
3. **Help** - easykhatacomputercenter@gmail.com or WhatsApp +923466469074

> **Activation:** Your store becomes active after admin approval, expected **within 24 hours**.

5 Open your dashboard and store

When the badge shows **Active**, manage everything from the Seller Dashboard (**Sell on EasyKhata**). Your store address is **https://yourbrand.easykhata.org**; use **Shop Settings** in its menu to change settings.

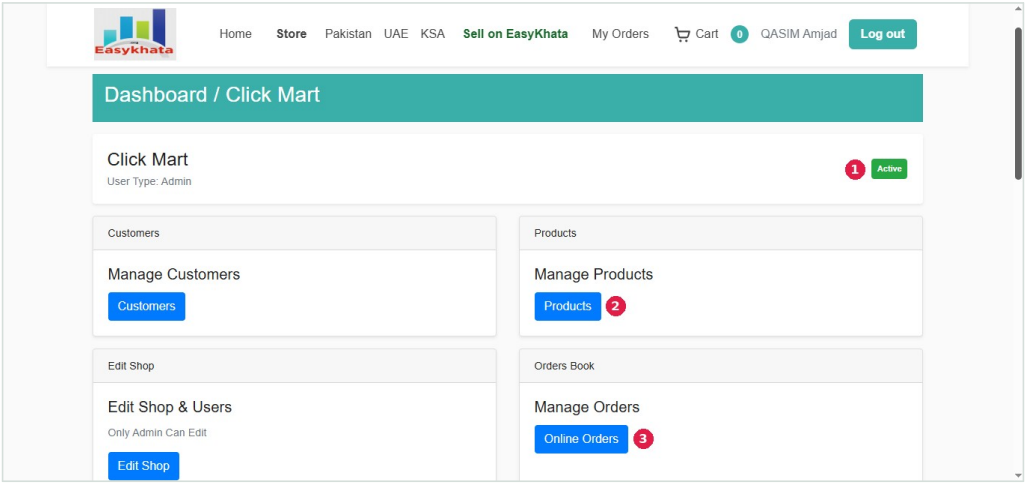


Figure 4. Seller Dashboard.

1. **Active** - store approved
2. **Products** - add and manage products
3. **Online Orders** - manage orders; **Customers** and **Edit Shop** (Admin only) are also here

6 Add your first product

1. In the dashboard, click **Products** and create a new product.
2. Fill in the product details.
3. Upload photos (see below), then click **Add Product**.

Uploading photos: choose a **Photo Position**, click **Choose File**, and wait for the green **Ready** badge. Repeat for each photo. Upload up to **5** photos, max **2 MB** each (JPG, PNG, WebP, GIF). Put your best photo in **Main Image**.

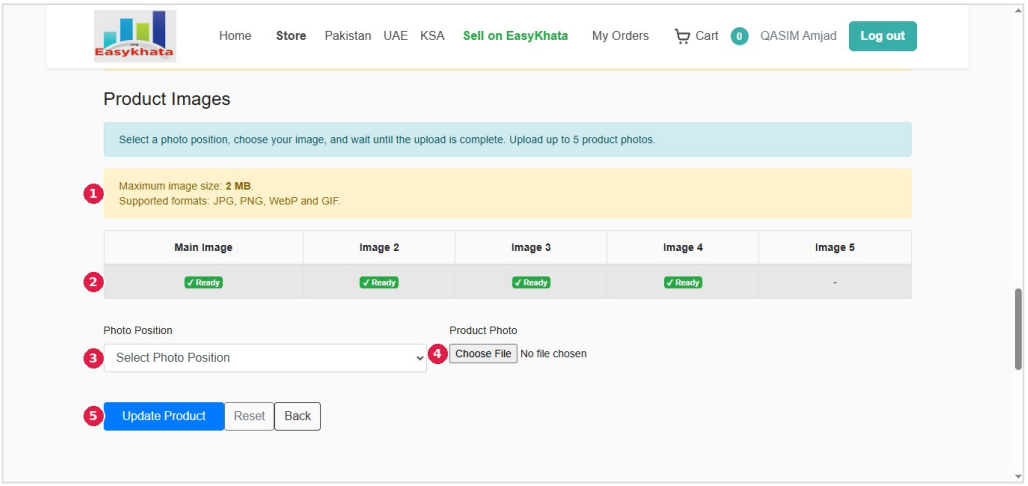


Figure 5. Product image upload.

1. **Limits** - 2 MB, JPG/PNG/WebP/GIF
2. **Ready** - upload finished (- means empty)
3. **Photo Position** - pick Main Image or Image 2-5
4. **Choose File** - select the photo
5. **Add Product** (new) or **Update Product** (editing, as shown)

7 Check your store home page

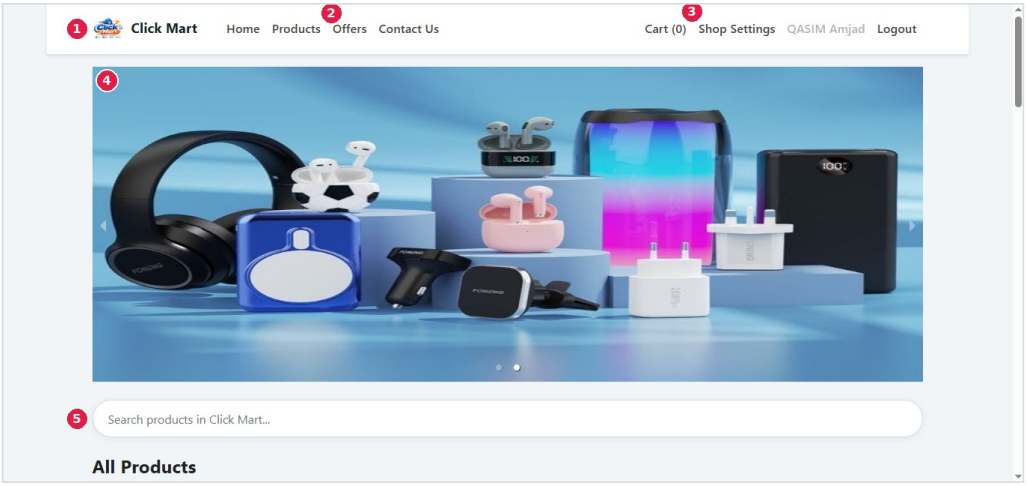


Figure 6. Brand store home page.

1. **Logo and name**
2. **Menu** - Home, Products, Offers, Contact Us
3. **Cart** and **Shop Settings** (owner)
4. **Banner** - the image you uploaded
5. **Search** - find products

8 Check your products listing

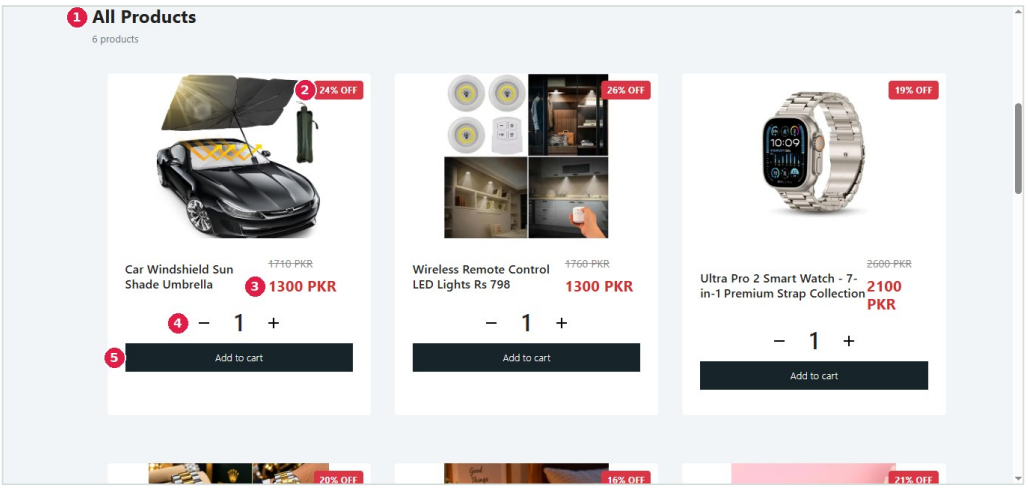


Figure 7. Products listing.

1. **All Products** - total count
2. **Discount badge**
3. **Price** - old crossed out, new in red
4. **Quantity** selector
5. **Add to cart**

9 Share a product on Facebook

Click a product to open its page and check the photos, price, delivery charge and stock.

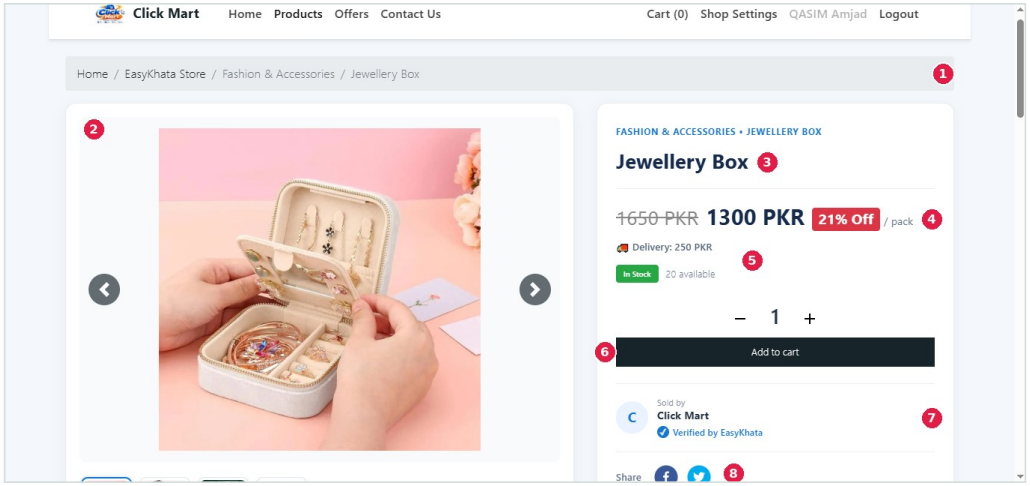


Figure 8. Product page.

1. **Path** to go back
2. **Photo gallery**
3. **Name**
4. **Price** and discount
5. **Delivery** and stock
6. **Add to cart**
7. **Sold by** - Verified by EasyKhata
8. **Share** - Facebook and Twitter buttons

1. Open the product page you want to promote.
2. Scroll to **Share** and click the **Facebook** button.
3. Complete Facebook's sharing window and post.

You can also copy the link from the address bar, or share your store address **https://yourbrand.easykhata.org**.

Need help? Email easykhatacomputercenter@gmail.com or WhatsApp +923466469074.