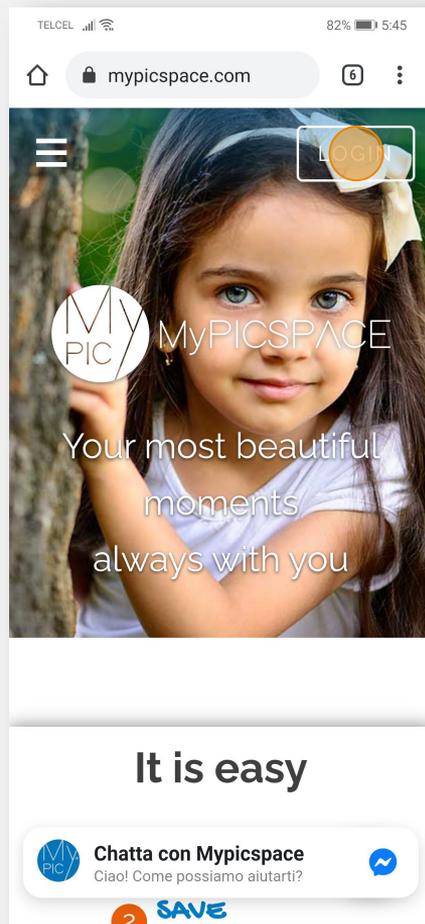
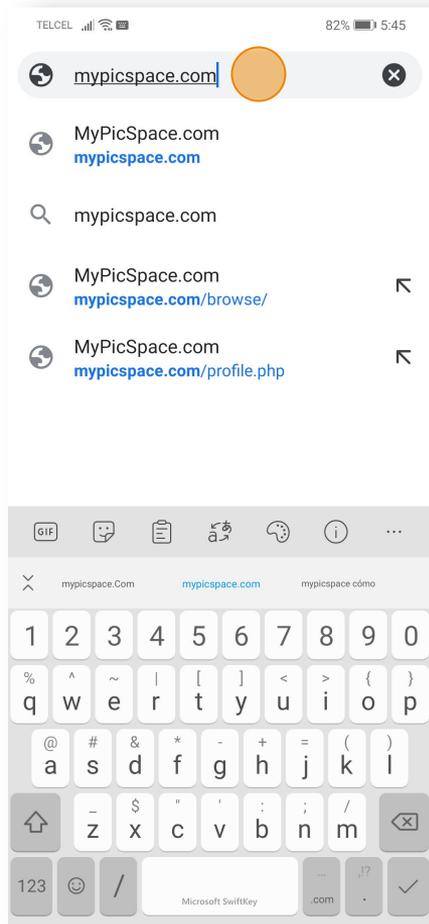


**LOGIN, VIEW AND
DOWNLOAD
PURCHASED PHOTOS**



Open your preferred browser and type the following address:
www.mypicspace.com



Locate and click on the "LOGIN" button.

Enter the access data provided*

“user”



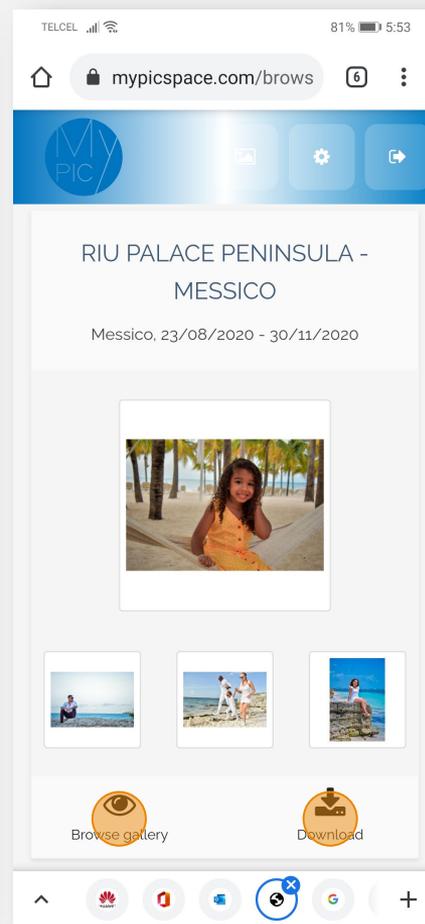
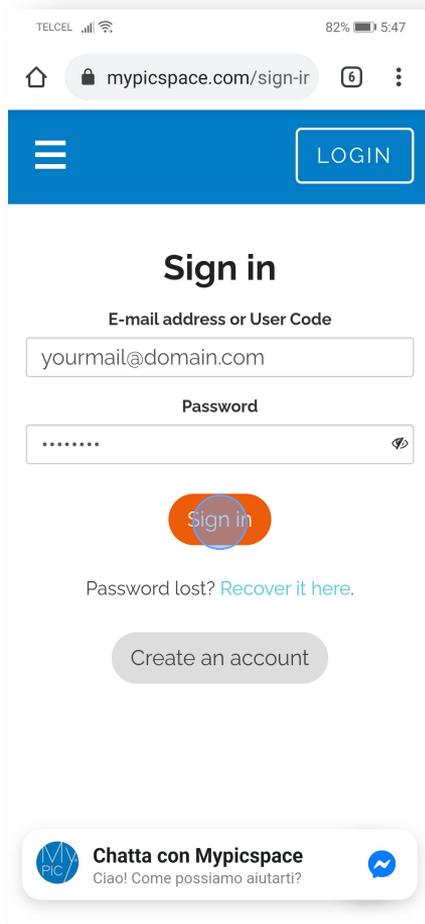
“password”



Click on “Sign in”



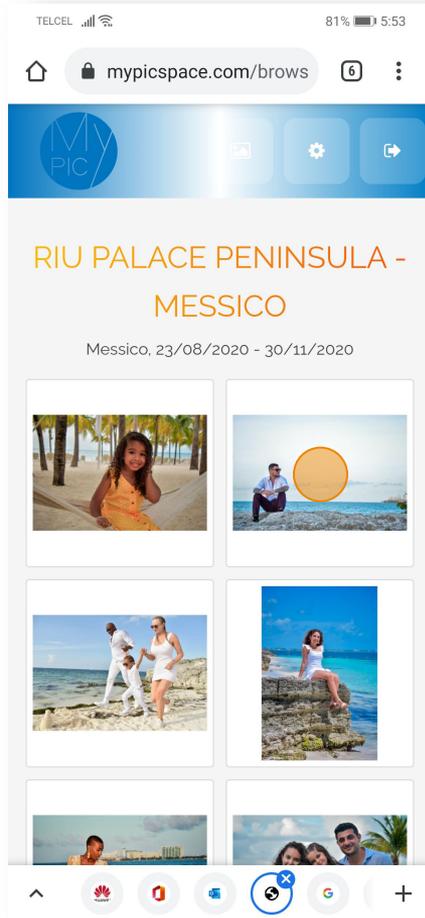
*Access data is automatically generated and shared via email to the email address you provided at the time of registration.



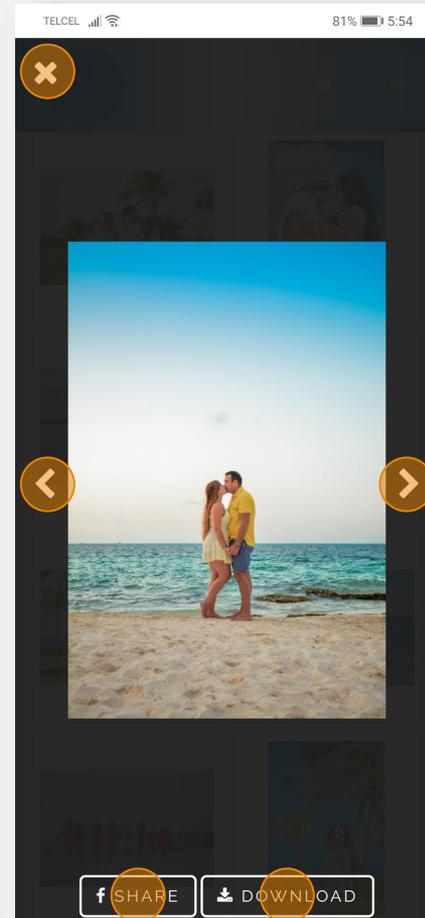
Click the “Browse gallery” button to open the gallery or click “Download” button to download all the photos in the gallery.

*Downloading the photos in this step will generate they automatically compress in a ZIP file. Since they are high resolution files and they have a considerable weight. We suggest you doing it from a computer, since your cell phone requires an app to unzip them.

Click on a photo to
enlarge and preview.



*The preview will activate the
buttons to share that photo on
facebook or download it in
high resolution and without
compression.



Click on the **X** to
close the preview.

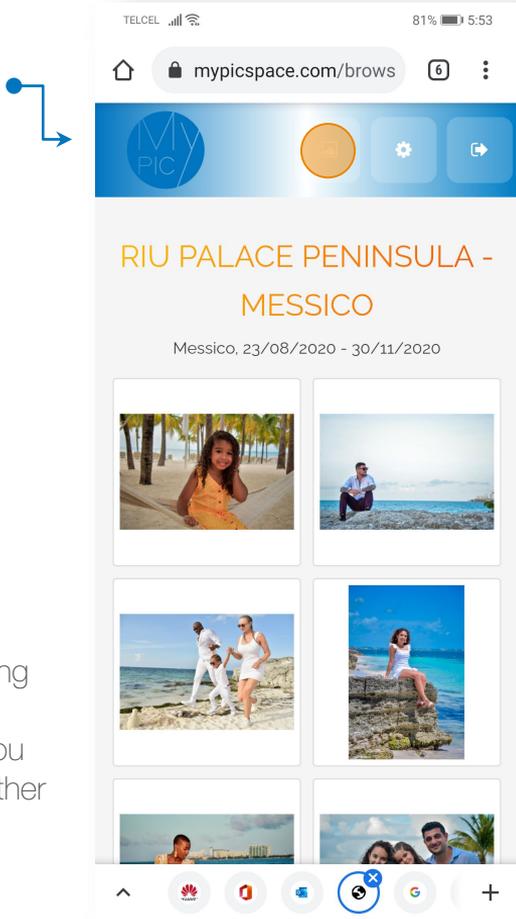


*Use the **arrows** to
navigate between photos.



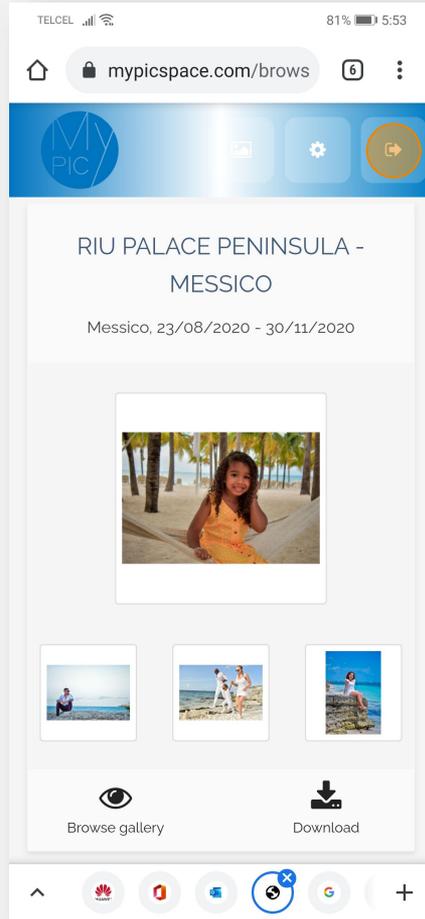
Share on facebook
the previewed photo by
clicking the **"SHARE"**
button or download it
in high resolution to your
cell phone and
uncompressed by clicking
"DOWNLOAD" button.

Click on the button with the photo icon to go back and see all the galleries.*



* You will be able to view several galleries depending if there were any photos pending purchase or if you hired our services at another hotel in a period of less than 90 days.

Click on the top right button to log out and exit.



ACCESS DATA

WHERE CAN I FIND MY ACCESS INFORMATION?

* You were registered in our system at the time of purchase, you should have received an automatic email from the address info@mypicspace.com with your username (which corresponds to the email address you provided) and a temporary password.

IMPORTANT!

If you can't find the email, remember to look for it on your spam tray

If you manage more than one email account, remember to verify that it is the email account you provided to the store at the time of your purchase.

In case of not finding the email with the access data, you must follow the following steps:

1. - Enter the website www.mypicspace.com
2. - Click on "Log in" or "Start"
3. - Enter the email account that you registered at the time of your purchase and select the "recover password" option. You will receive an email with a temporary password to enter.

If you don't remember the email you provided to be registered in our system, you must send an email to the account info@photopro.mx providing the following information:

Name
Email
Hotel
Date
Room number
Purchase ticket
Payment method
Purchased package (products included).

ACCESS

*When you log in for the first time, our system will automatically ask you to assign a new password created by you. We suggest that you keep this password in a safe place.

The password must follow the following requirements:

- Contain at least 8 characters
- At least 1 capital letter
- At least 1 number
- At least 1 special character: ej. !, @, #, \$, %, *, -, +

Why should I change the password?

This step guarantees our compliance with the privacy policy and strengthen your security when accessing.

Should I change my password every time I log in? No.

PROFILE

If it's your first time shopping with us, you will be asked to complete your profile information.

IT IS VERY IMPORTANT to remind you that your purchased photos will be stored on our MYPICSPACE platform for a limited period of 90 DAYS FROM THE PURCHASE DATE, after that period of time THEY WILL BE DELETED FROM THE PLATFORM AND CANNOT BE RECOVERED, so we suggest you download them and save them on a computer or a storage device.

