

# ScaleBay Commerce

POWERED BY AI

## CLIENT ONBOARDING GUIDE

Everything you need to get your eBay store live and running

Version 1.0 | ScaleBay Commerce | [scalebaycommerce.com](https://scalebaycommerce.com)

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**eBay Account Setup**

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Welcome to ScaleBay Commerce. This guide walks you through the three essential setup steps required to get your automated eBay store fully operational. Please follow each step carefully and in order. If you have any questions at any point, reach out to our support team at [scalebaycommerce.com](https://scalebaycommerce.com).

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## SECTION 01

# eBay Account Setup

How to create, build trust, and convert to a seller account

## OVERVIEW

Before you can sell on eBay, you need to build credibility as a buyer first. eBay's algorithm trusts accounts with purchase history and positive feedback. This two-phase approach ensures your seller account starts with a strong foundation and avoids early restrictions.

## PHASE 1 — Build Your Buyer Reputation

### 1 Go to eBay.com and Create Your Account

- Visit [www.ebay.com](http://www.ebay.com) and click Register in the top left corner.
- Select Personal Account (not Business at this stage).
- Enter your first name, last name, email address, and create a strong password.
- Click Create Account — eBay will send a verification email.
- Open the email and click the verification link to activate your account.

### 2 Complete Your Profile

- Add your full address and phone number in Account Settings.
- Add a payment method (credit or debit card) — this is required to make purchases.
- Add PayPal or link your bank account for future payouts as a seller.
- Upload a profile photo — accounts with photos appear more trustworthy to sellers.

### 3 Make 3 to 4 Purchases

- Search for low-cost items — digital products, eBooks, small accessories, or anything under \$5.
- Digital products are ideal: instant delivery, no shipping wait, easy to leave feedback.
- Complete 3 to 4 separate purchases from different sellers.
- Pay promptly for each order — this signals you are a reliable buyer.
- After receiving each item (or digital delivery), leave positive feedback for the seller.
- Good feedback examples: Great seller, fast delivery, exactly as described — highly recommend.

- Do this for all 3 to 4 purchases before moving to Phase 2.

**PRO TIP:** Digital products like eBooks, printables, or software keys are perfect for this. Search 'digital download' or 'pdf guide' on eBay and pick anything under \$2. You get instant delivery and can leave feedback the same day.

**■ DO NOT CONVERT TO A SELLER ACCOUNT IMMEDIATELY ■**

**DO NOT** switch to a seller account right after signing up.

**DO NOT** list any products before completing all purchases and feedback.

**Skipping this step will flag your account as suspicious.**

**Wait until all 3–4 purchases are complete and feedback has been left.**

**Then wait an additional 3 to 4 days before converting.**

**This is critical. Do not rush this step.**

## PHASE 2 — Convert to a Seller Account

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After completing 3 to 4 purchases, leaving positive feedback on all of them, and waiting 3 to 4 days — you are now ready to convert your account to a seller account.

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### Wait 3 to 4 Days After Your Last Purchase

- Do not skip this waiting period — it allows eBay's system to register your buyer activity.
- You can continue browsing eBay normally during this time.
- Check that all feedback you left has been confirmed by the sellers.

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### Convert to a Seller Account

- Log into your eBay account and go to My eBay in the top right corner.
- Click Account Settings from the dropdown menu.
- Navigate to Selling in the left sidebar and click Start Selling.
- Alternatively go directly to: [ebay.com/sl/sell](https://www.ebay.com/sl/sell)
- eBay will prompt you to upgrade your account to include selling features.
- Click Get Started and follow the on-screen prompts.

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### Set Up Your Seller Payment Method

- eBay now uses eBay Managed Payments — all payouts go directly to your bank account.
- Go to Payments in Account Settings.
- Enter your bank account details (routing number and account number).
- Verify your identity — eBay may ask for your SSN last 4 digits or a government ID.
- Once verified your account is fully set up and ready for ScaleBay to load your products.

**NOTE:** Once your seller account is confirmed, send ScaleBay Commerce your eBay username and we will begin loading your 100 AI-selected products within 48 hours.

## SECTION 02

# VPS Setup via Weibary

How to get and secure your Virtual Private Server

## OVERVIEW

A VPS (Virtual Private Server) is a dedicated remote computer that runs your AutoDS automation 24 hours a day, 7 days a week — even when your personal computer is off. We recommend Weibary's 4GB plan as it provides the ideal balance of performance and cost for running your eBay store automation reliably.

## WHY YOU NEED A VPS

<b>Runs 24/7</b>	Your automation never stops, even when your device is off or asleep.
<b>Dedicated Resources</b>	No slowdowns from other programs running on your personal computer.
<b>Stable IP Address</b>	eBay and AutoDS perform better with a consistent, fixed IP address.
<b>Security</b>	Keeps your store operations separate from your personal computer.

## STEP-BY-STEP WEIBARY SETUP

1

### Go to Weibary and Select the 4GB Plan

- Visit [www.weibary.com](http://www.weibary.com) in your browser.
- Navigate to the VPS Hosting section from the main menu.
- Select the 4GB RAM plan — this is the recommended plan for AutoDS automation.
- Choose Windows Server as your operating system (required for AutoDS).
- Select a server location closest to the United States for best eBay performance.
- Click Order Now or Get Started.

2

### Create Your Weibary Account and Complete Payment

- Enter your name, email address, and create a secure password.
- Enter your billing information and complete the payment.

- You will receive a confirmation email with your VPS login credentials.
- The email will contain your VPS IP address, username, and password — save these safely.

3

### Connect to Your VPS via Remote Desktop

- On Windows: Press Windows Key + R, type mstsc, and press Enter to open Remote Desktop.
- On Mac: Download Microsoft Remote Desktop from the App Store (it is free).
- Enter the IP address from your Weibary confirmation email.
- Click Connect — enter the username and password from your confirmation email.
- You are now inside your VPS — it looks like a regular Windows computer.

4

### Secure Your VPS

- Immediately change the default password: go to Settings > Accounts > Sign-in Options.
- Set a strong new password with uppercase, lowercase, numbers, and a symbol.
- Go to Windows Firewall and ensure it is turned ON.
- Do not install any unnecessary software on the VPS — keep it clean for AutoDS only.
- Enable automatic Windows updates to keep the server secure.

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### Keep Your VPS Running

- Your VPS runs 24/7 automatically — you do not need to leave it open on your screen.
- You can disconnect from the Remote Desktop session and your VPS will keep running.
- Simply reconnect anytime you need to check on things.
- Weibary handles server maintenance and uptime — this is all managed for you.

**PRO TIP:** Once your VPS is set up and running, all AutoDS activity in Section 3 should be done **INSIDE** the VPS via Remote Desktop — not on your personal computer. This keeps everything stable and running around the clock.

## SECTION 03

# AutoDS Account Setup

How to create your account and connect it to your eBay store

## OVERVIEW

AutoDS is the automation engine that powers your eBay store. It automatically processes orders, adjusts pricing, monitors inventory, and handles fulfillment — so you never have to manage these tasks manually. All AutoDS activity should be done inside your VPS that you set up in Section 2.

## WHAT AUTODS DOES FOR YOUR STORE

<b>Auto Order Processing</b>	When a customer buys from your eBay store, AutoDS automatically places the order with the supplier.
<b>Price Monitoring</b>	AutoDS tracks supplier prices and updates your eBay listings automatically to protect your profit margins.
<b>Inventory Sync</b>	If a supplier runs out of stock, AutoDS removes or hides that listing from your eBay store.
<b>Tracking Updates</b>	AutoDS sends tracking numbers to your eBay buyers automatically once the supplier ships the order.

## STEP-BY-STEP AUTODS SETUP

**NOTE:** Complete all steps below from inside your VPS via Remote Desktop. Open your VPS first using the steps in Section 2 before continuing.

1

### Create Your AutoDS Account

- Inside your VPS open the browser and go to [www.autods.com](http://www.autods.com).
- Click Get Started or Sign Up Free in the top right corner.
- Enter your email address and create a strong password.
- Verify your email address by clicking the link in the confirmation email.
- Log back into AutoDS — you will be taken to the onboarding dashboard.

2

### Select Your AutoDS Plan

- AutoDS offers several plans — the Starter plan works to begin.
- As your store grows you can upgrade to a higher plan for more products.
- Enter your payment details and complete the subscription.
- You will now have full access to the AutoDS dashboard.

### 3 **Connect AutoDS to Your eBay Store**

- Inside AutoDS click Add Store or Connect a Store from the dashboard.
- Select eBay from the list of platforms.
- Click Authorize — this will open an eBay login window.
- Log into your eBay seller account and click Agree to grant AutoDS permission.
- You will be redirected back to AutoDS — your eBay store is now connected.
- You should see your eBay store name appear in the AutoDS dashboard.

### 4 **Set Up Auto Order Settings**

- Go to Settings inside AutoDS and click Auto Orders.
- Enable Auto Orders by toggling it ON.
- Add a buyer account for your main supplier (ScaleBay will guide you on which supplier to use).
- Enter the supplier login credentials — AutoDS will use this account to place orders automatically.
- Set your maximum order limit per day if needed.

### 5 **Configure Pricing Rules**

- Go to Settings and click Pricing Rules.
- Set your profit margin — we recommend starting at 15% to 25% above supplier cost.
- Enable automatic repricing so AutoDS adjusts your prices if the supplier price changes.
- This protects your margins without any manual work on your end.

### 6 **Confirm Everything Is Working**

- Go back to your AutoDS dashboard — your eBay store should show as Connected.
- Check that Auto Orders shows as Active.
- Screenshot your connected store dashboard and send it to ScaleBay Commerce.
- We will then begin uploading your 100 AI-selected products to your store.
- Once products are uploaded you will start seeing them live on your eBay store within 24–48 hours.

**PRO TIP:** Keep your VPS running at all times and keep AutoDS open inside it. The more consistently AutoDS runs, the smoother your order processing and inventory management will be. Never log out of AutoDS inside the VPS.

## YOU ARE ALL SET

Once you have completed all 3 sections — eBay account converted, VPS running, and AutoDS connected — send ScaleBay Commerce confirmation and we will take it from there. Your 100 AI-selected products will be uploaded and your store will be live within 48 hours.

[scalebaycommerce.com](https://scalebaycommerce.com)