

# How to Access Your Online Proofs

## A Step by Step Guide

1.

In 7-10 business days after your session, you will be able to access your proofs online. To do so, open your web browser and go to [www.seniorphoto.ripchostudio.com](http://www.seniorphoto.ripchostudio.com)

2.

In **Email Address** field, enter your email address. This address will be used for **online ordering, email receipts, order tracking, and gallery reminders.**

3.

In **Event Code** field, enter the password that was provided to you after your photo shoot. If you lost or forgot your password, it is your first name, last name and graduation year. **Example:** If your name is John Smith and you're graduating in 2017, your event code would be: **johnsmith17** If your event code is not working, call 216-631-0664 ext. 2 or email [seniors@ripchostudio.com](mailto:seniors@ripchostudio.com)

4.

If this is the first time accessing your proofs, you can continue with the tour or click "Turn Tour Off" at the bottom of the screen. After entering your account, click on any image to see it larger.

- Once enlarged, you can change the color effects and size by using the **buttons** on the right.
- Drag up to four different images to the **bottom right boxes** to quickly compare them back and forth.
- Hit **start slideshow** to see a basic slideshow of all your images.
- Click **Send to Friend** to send an image through email.
- Click **Add to Favorites** to keep your favorite images all in one place!

