

Using the AuthorShelf Author Portal

How To Use The Author Portal



Author Edition · 2026

This manual contains general information about how to use the AuthorShelf Author Portal. Follow each step in order the first time you log in. After that, use the sidebar tabs to jump to Projects, Messages, Royalties, and more.

If you ever have a question regarding the Author Portal, your project(s), or your order(s), please do not hesitate to contact us at:

admin@authorsshelf.com

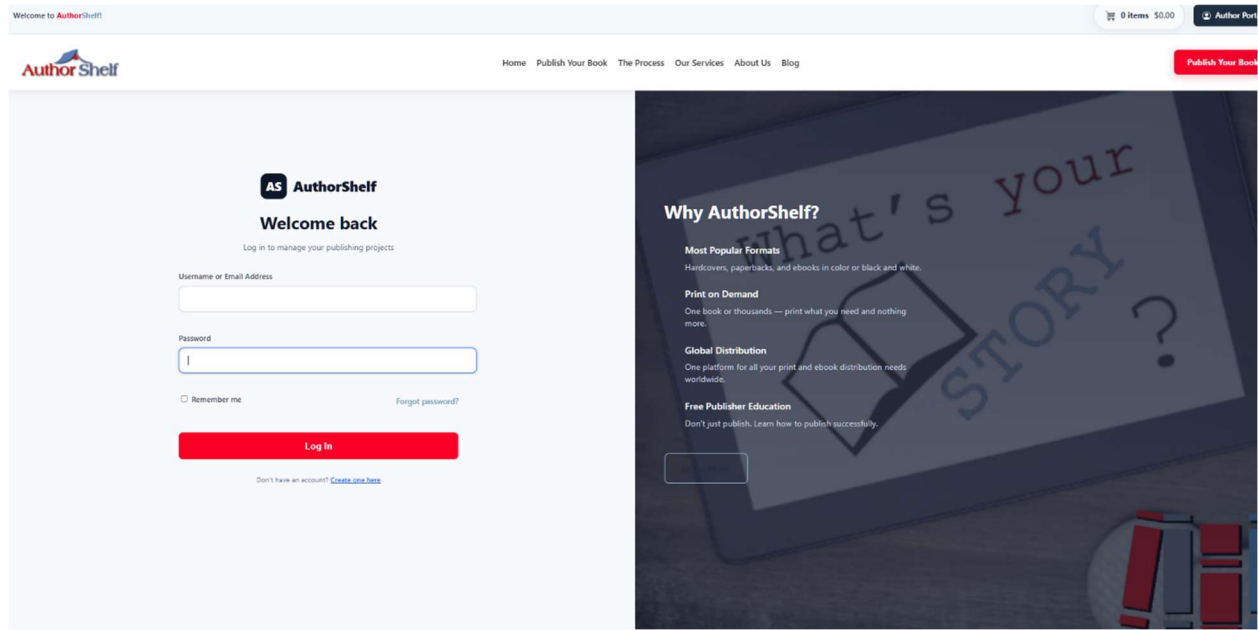
You can also send a message to your publishing team from the Messages tab inside the portal.

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1. Logging In To The Author Portal

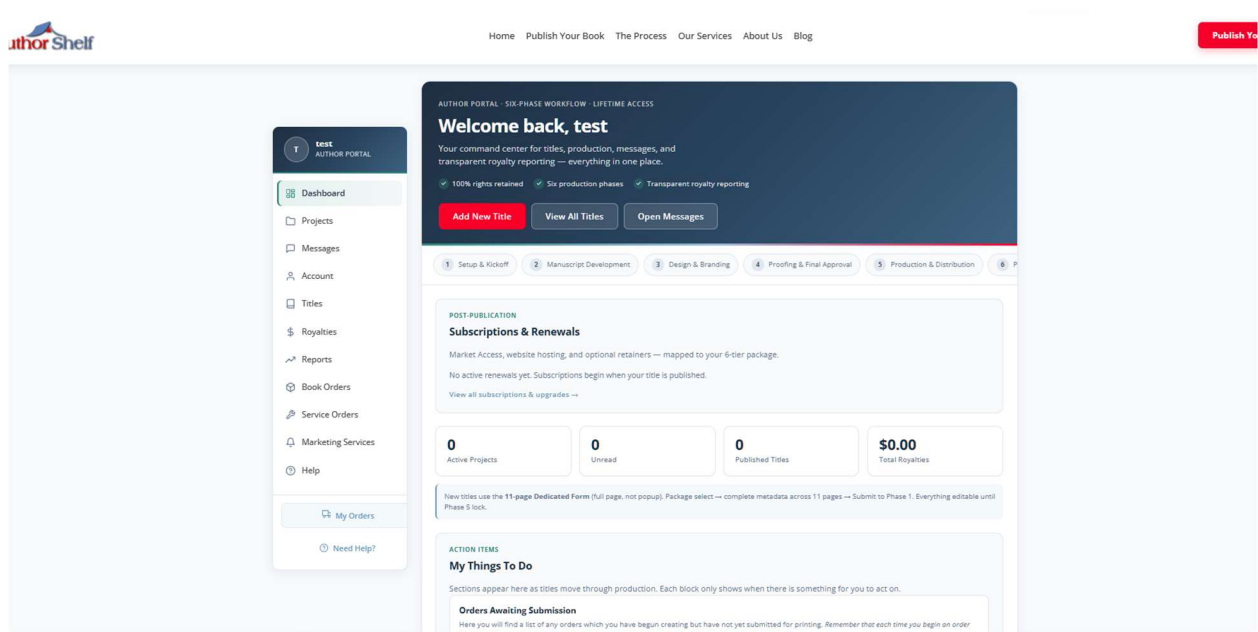
Go to the AuthorShelf website and click Log In. Enter your email and password, then open the Author Portal.

Login



After you log in, you will land on your Dashboard. This is your account home page.

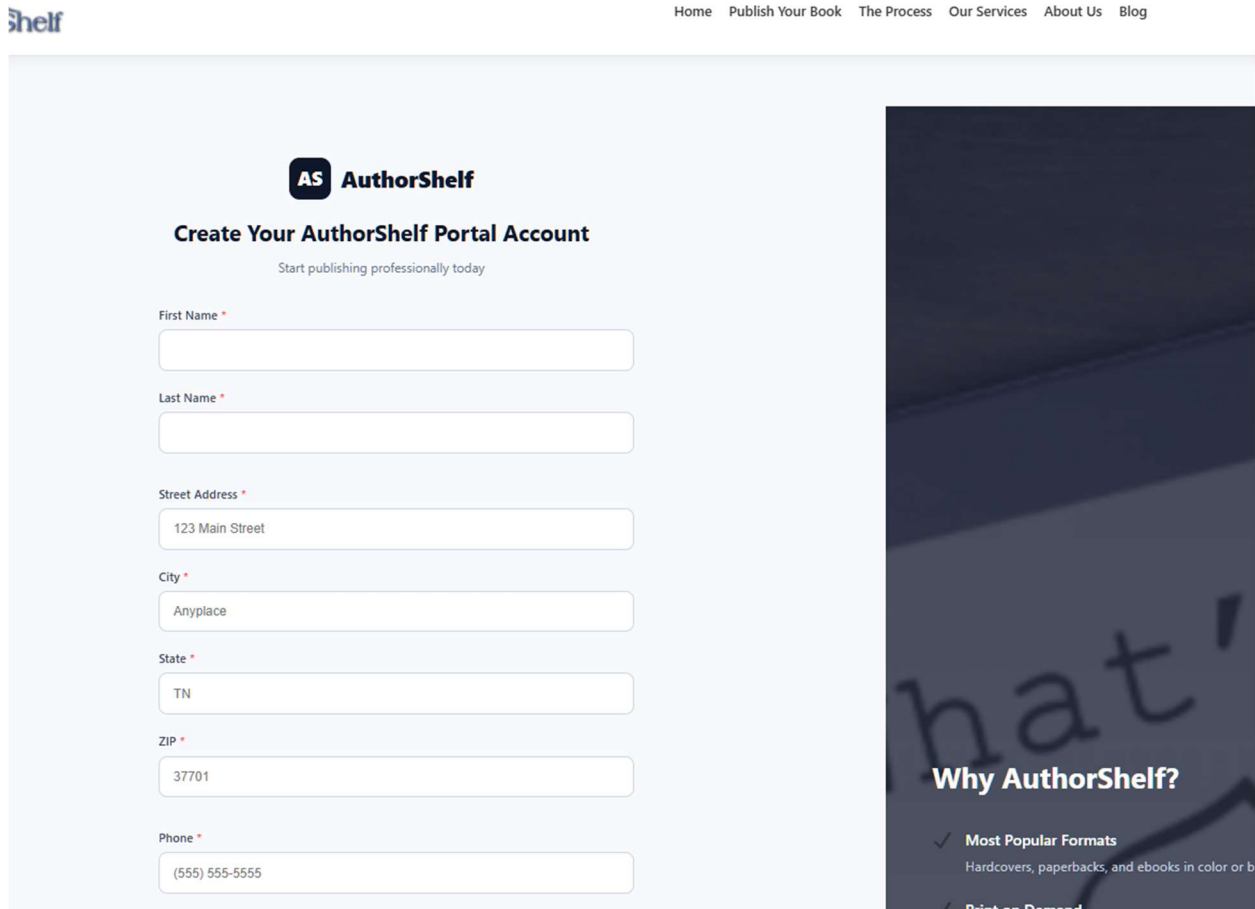
Dashboard



2. Creating Your Account (New Authors)

If you do not have an account yet, click Create Account on the website.

Create New Account



The screenshot shows the AuthorShelf website's account creation page. At the top, the AuthorShelf logo is displayed. Below it, the heading 'Create Your AuthorShelf Portal Account' is followed by the tagline 'Start publishing professionally today'. The form consists of several input fields, each with a red asterisk indicating a required field: First Name, Last Name, Street Address (pre-filled with '123 Main Street'), City (pre-filled with 'Anyplace'), State (pre-filled with 'TN'), ZIP (pre-filled with '37701'), and Phone (pre-filled with '(555) 555-5555'). To the right of the form, a dark sidebar titled 'Why AuthorShelf?' features two bullet points: '✓ Most Popular Formats' with the subtext 'Hardcovers, paperbacks, and ebooks in color or black and white', and '✓ Print on Demand'.

- Complete all fields to create your account. Read and agree to the agreements shown on the page.
- Then click Submit.
- Next, choose a publishing package and complete checkout.
- After payment, return to the Author Portal to start your title setup.

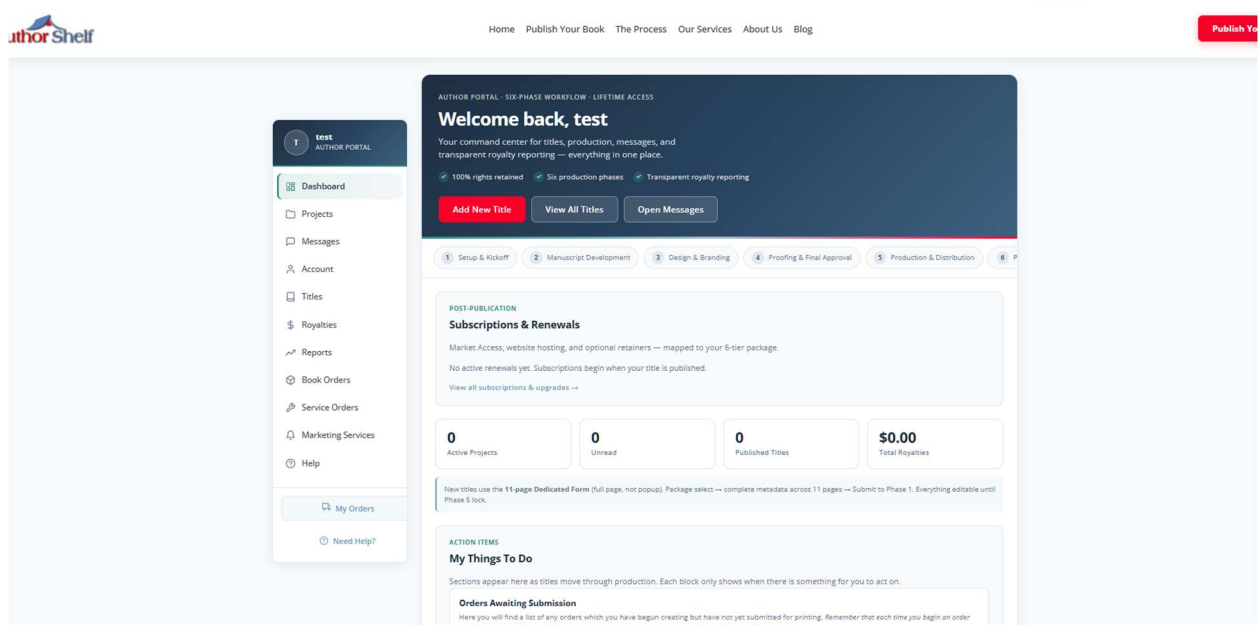
3. Your Dashboard

This is your account home page. The Dashboard shows:

- How many active projects you have
- Unread messages from your team
- Published titles and total royalties
- My Things To Do — action items that need your attention

Use the sidebar on the left to open any section of the portal.

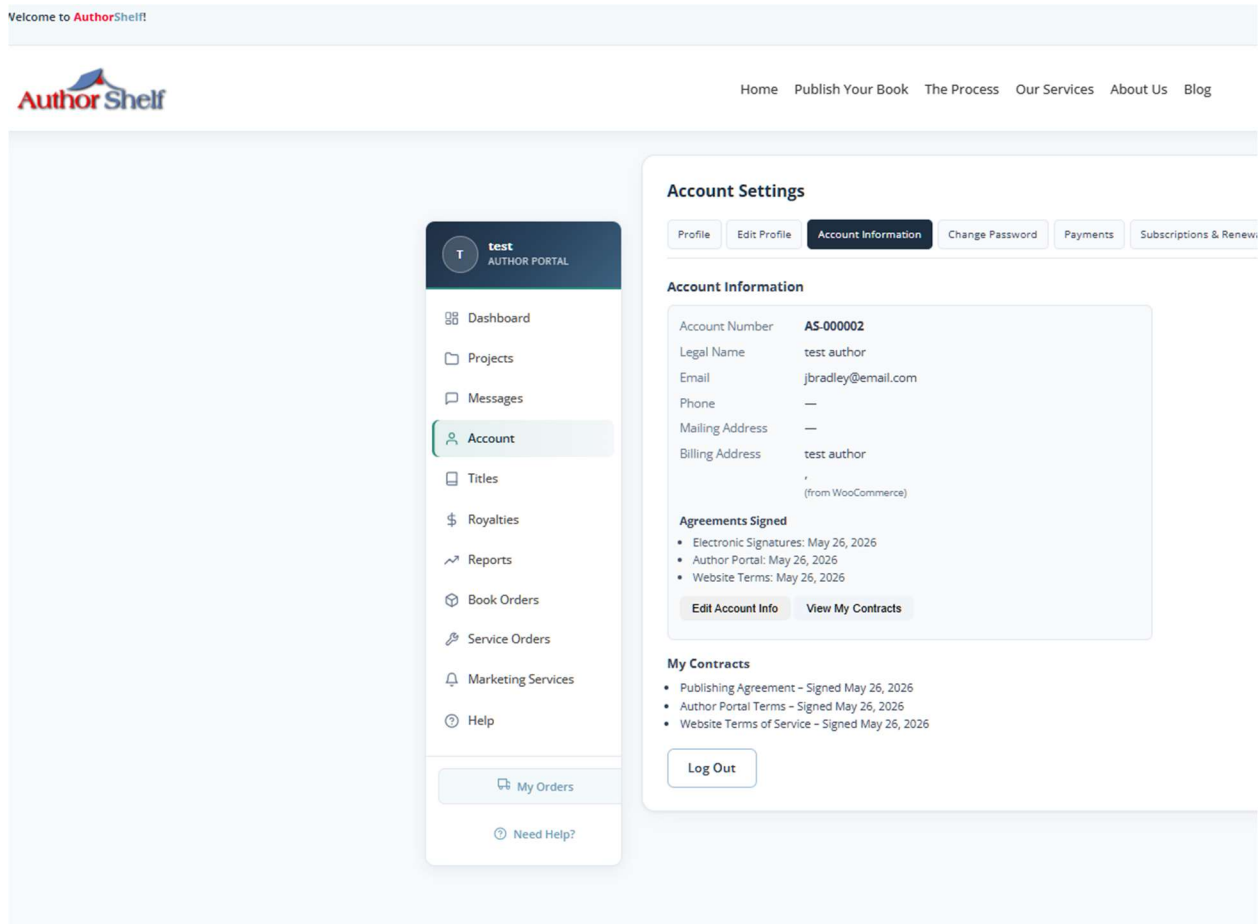
Dashboard



4. My Account

Click on "Account" in the sidebar to view your Account page.

Your Account



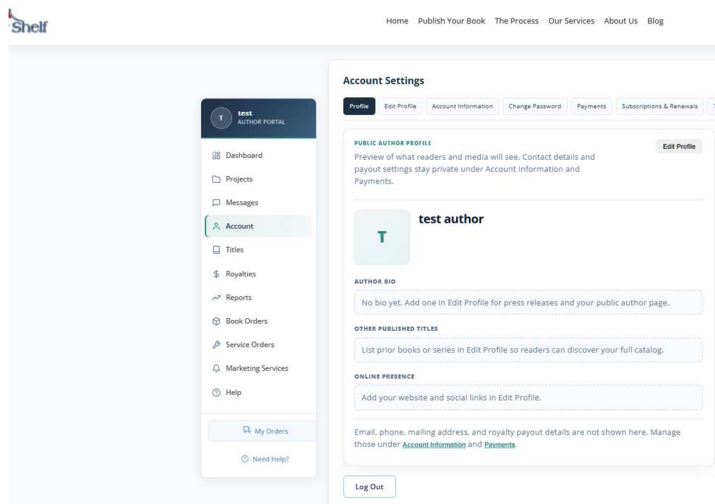
From here you can:

- View and edit your author profile
- See payment and installment information
- Upload tax documents
- Review signed agreements

5. Your Author Profile

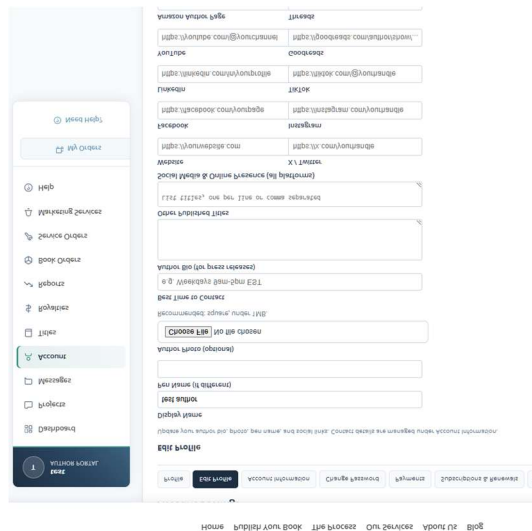
On the Account tab, open "Profile" to view how your public author page will look.

Author Profile



Click "Edit Profile" to add or change your information.

Edit Profile



Add an image, bio, and more. When you are finished, click Save.

Your updated profile will appear on your public author page after you save.

6. Starting A New Book (Title Setup)

After you purchase a package, the Dashboard will show a banner: Payment received — start your title setup.

Click "Start Title Setup" to begin.

Start Title Setup

Home Publish Your Book The Process Our Services About Us Blog

T Test
AUTHOR PORTAL

Dashboard

Projects

Messages

Account

Titles

Royalties

Reports

Book Orders

Service Orders

Marketing Services

Help

My Orders

YOUR NEXT STEP

Payment received — start your title setup

Your **Pro Publishing Package** is active. Complete the **11-page Title Setup wizard** (Phase 1) so our team can begin production. You will enter your book title, trim size, manuscript details, and upload files.

Start Title Setup

View project

AUTHOR PORTAL - SIX-PHASE WORKFLOW - LIFETIME ACCESS

Welcome back, Test

Your command center for titles, production, messages, and transparent royalty reporting — everything in one place.

✓ 100% rights retained

✓ Six production phases

✓ Transparent royalty reporting

Current focus: **Manuscript Development**

Add New Title

View All Titles

Open Messages

1 Setup & Kickoff

2 Manuscript Development

3 Design & Branding

4 Proofing & Final Approval

5 Production & Distribution

6

POST-PUBLICATION

Subscriptions & Renewals

Market Access, website hosting, and optional retainers — mapped to your 6-tier package.

SERVICE	TITLE / PROJECT	STATUS	AMOUNT	NEXT RENEWAL	
Market Access & Global Distribution	Treasure Island	active	\$15.00/year	Jul 2, 2027	Add to Cart

Page 8

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You will complete the 11-step New Title form. This is a full-page wizard (not a popup). Enter your book title, trim size, manuscript details, pricing, and upload starter files.

New Title Setup

The screenshot shows the 'New Title Setup' form, Page 1 of 11: Title Information. The form is part of a guided 11-step process. The left sidebar lists the steps: 1. Package & Title, 2. About the Book (current step), 3. Contributors, 4. Categories & Subjects, 5. Print Specifications, 6. Pricing, 7. Markets & Strategy, 8. Content & Files, 9. Review & Finalize, and 10. Submit. The main content area contains the following fields:

- Title *** (text input) and **Subtitle** (text input)
- Series Name** (text input) and **Series #** (text input)
- Short Description (listings)** (text area)
- Full Description (detail page)** (text area)

Navigation buttons include 'Previous' (←) and 'Next' (→) at the top right, and a 'Publish' button in the top right corner of the page.

You can save progress and return later. Not every field is required on the first visit — your team can help you finish anything you leave blank.

The screenshot shows the 'New Title Setup' form, Page 2 of 11: Authors and Contributors (add as many as needed). The left sidebar lists the steps: 1. Package & Title, 2. About the Book, 3. Contributors (current step), 4. Categories & Subjects, 5. Print Specifications, 6. Pricing, 7. Markets & Strategy, and 8. Content & Files. The main content area contains the following fields for Contributor 1:

- Last Name*** (text input), **First** (text input), and **Middle** (text input)
- Author** (dropdown menu) and **Location (city/state/country)** (text input)
- Prior Work** (text input)
- Affiliations** (text input)
- Biography / notes** (text area)

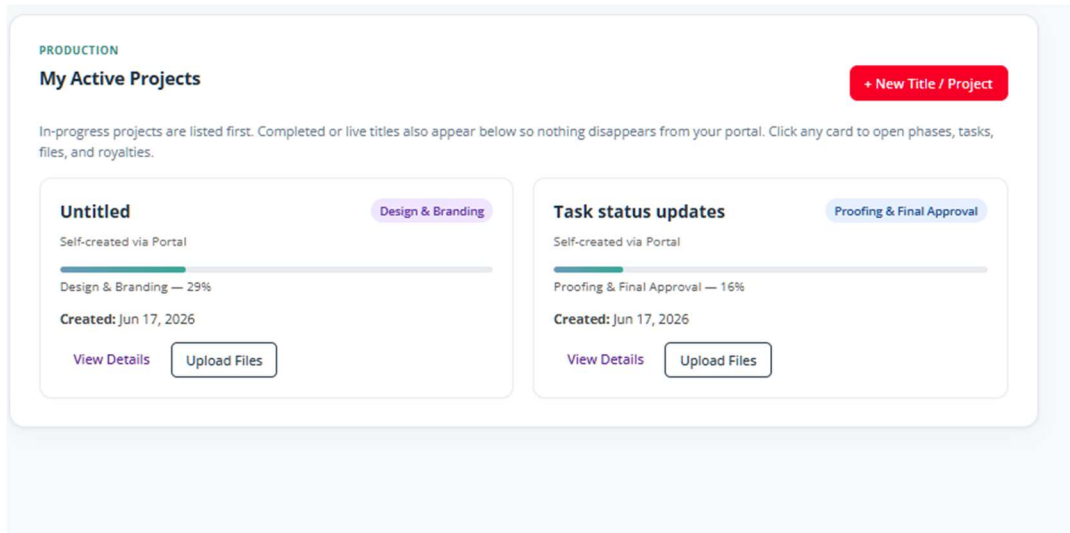
Navigation buttons include 'Previous' (←) and 'Next' (→) at the top right. A button labeled '+ Add Another Contributor / Author' is located below the contributor fields. A note at the bottom states: 'Includes author, illustrator, editor, etc. Location, Prior Work, and Affiliations help with publicity.'

When you finish the wizard, click Submit. Your project moves into Phase 1: Setup & Kickoff.

7. My Projects

Click "Projects" in the sidebar to see all books currently in production.

Projects



From here

you can view:

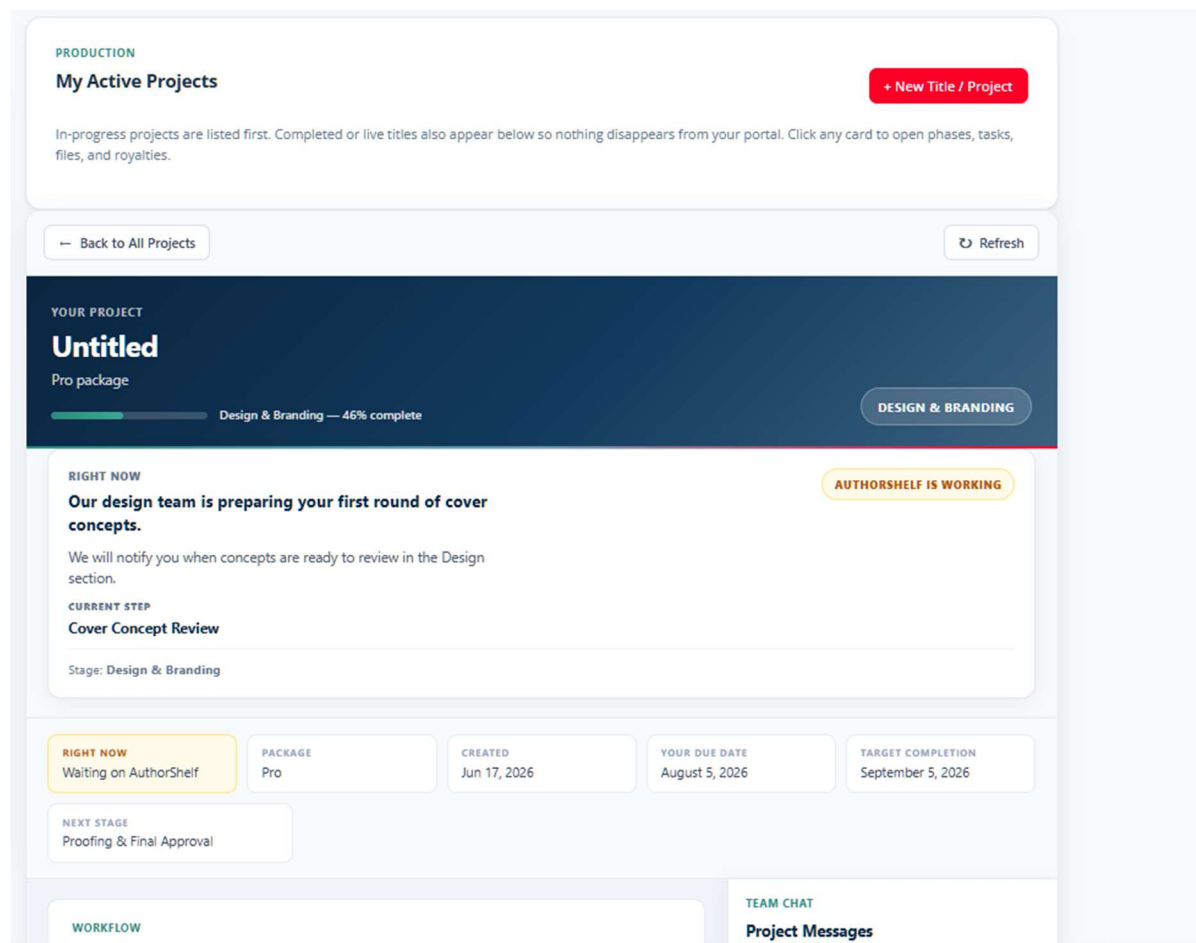
- The current phase of each project
- The status of your project
- Quick links to open project details

Click "**View Details**" on any project to open the full project page.

8. Project Details Page

Here is the Project Details page. You will find all the details about your book on this page.

Project Details



The information on this page is updated as your book moves through the publishing process.

On this page you will see:

- Right Now — whose turn it is (you or AuthorShelf)
- The six-phase workflow stepper
- Tasks — uploads, approvals, and eProof review
- Title Info and Print Info tabs
- Messages with your production team

If any information is incorrect or needs to be changed, message your team from the Messages tab or email admin@authorshelf.com.

Workflow & Tasks

3 Design & Branding

4 Proofing & Final Approval

5 Production & Distribution Setup

6 Publication & Launch

ACTION ITEMS

Tasks for Design & Branding

☒ Tell Us Your Cover Idea

☒ Cover Reference Images

☐ Cover Concept Review

Design in Progress

☐ Tell Us Your Interior Idea

☐ Interior Review

Design in Progress

TITLE RECORD

Title & Print Details

Title Info

Print Info

Approved Manuscript

Title Information

Edit

TITLE

Title of The Book

BOOK SUBTITLE

—

LANGUAGE

English

PRINT ISBN

—

SERIES NAME

(blank)

SERIES NO.

(blank)

What this means: You can now upload your complete manuscript and provide any final onboarding details. Please log in to your Author Portal to see the updated workflow, any new action items, and due dates. — The AuthorShelf Team

Jun 27, 2026 3:15 am

okay so... just need to upload my manuscript???

Jun 27, 2026 3:15 am

done baby

Jun 27, 2026 3:17 am

check it

Jun 27, 2026 3:56 am

Great news! Your project "Untitled" has automatically advanced from Manuscript Development to Design & Branding. What this means: The team will begin cover design and interior formatting/typesetting. Please log in to your Author Portal to see the updated workflow, any new action items, and due dates. — The AuthorShelf Team

Jun 27, 2026 5:06 am

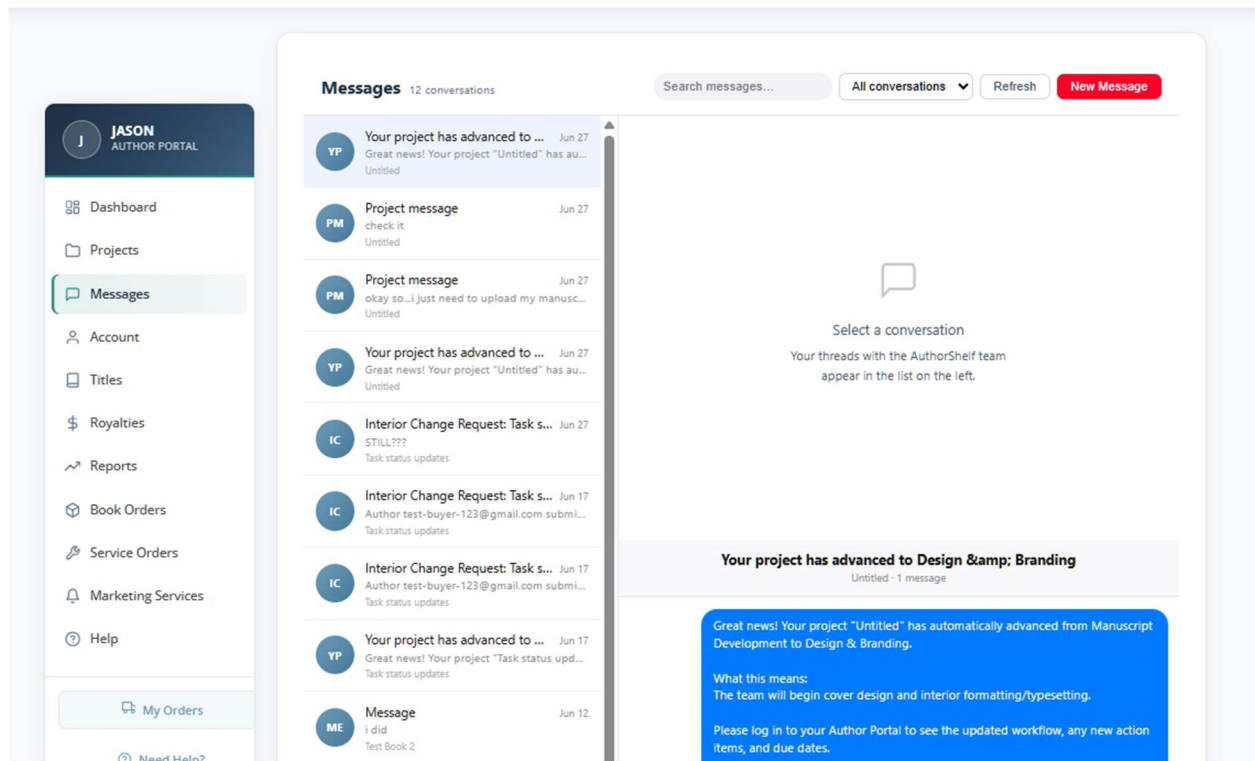
+ Message your team...

↑

9. Messages

Click "Messages" in the sidebar to open your inbox.

Messages Inbox

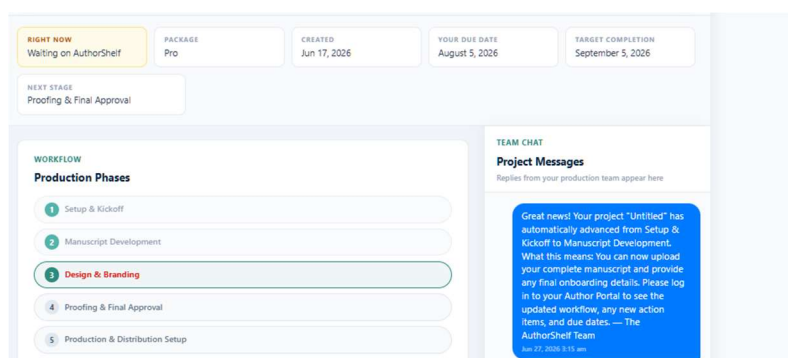


The number next to Messages shows how many conversations have unread replies from your team.

Select a conversation to read it and reply. Click New Message to contact your publishing team.

Also, messages specific to each project are in the project view

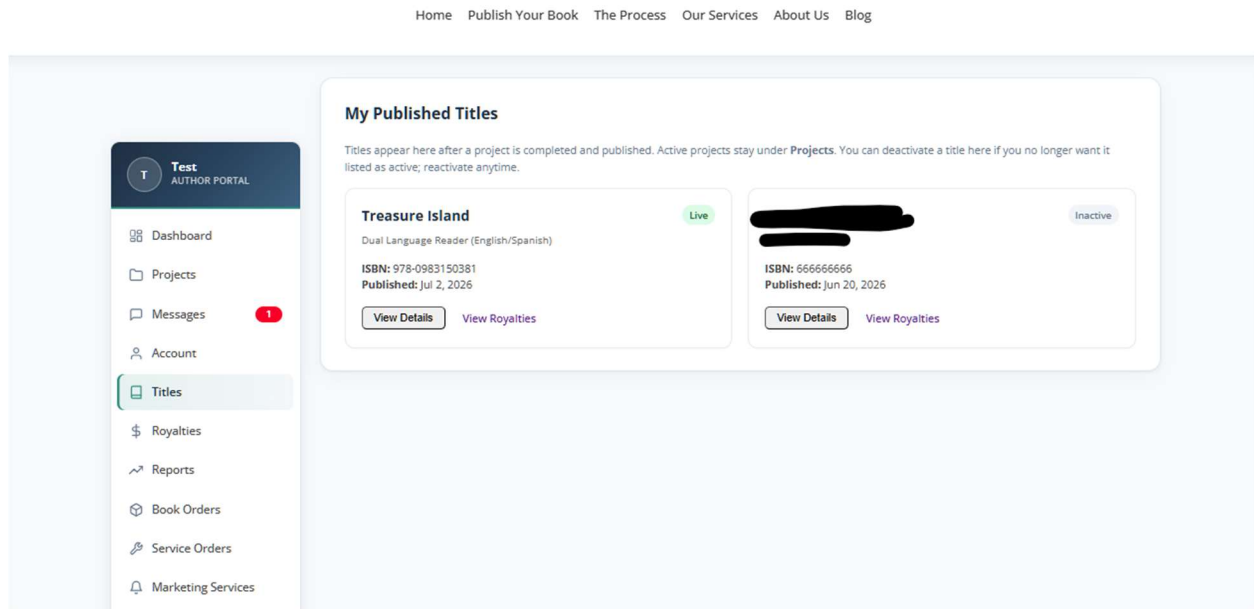
Project View Messages



10. Published Titles

When production is complete, your book appears under "Titles" (Published Titles) — not under Projects.

Published Titles List



Published Titles are your live books. From here you can view title details, request changes, and jump to royalties. Click “View Details” to view Title Details page

Title Details

Titles appear here after a project is completed and published. Active projects stay under **Projects**. You can deactivate a title here if you no longer want it listed as active; reactivate anytime.

[← Back to Published Titles](#) [Refresh](#)

PUBLISHED TITLE

Treasure Island
ISBN 978-0983150381 · Published Jul 2, 2026 [TITLE LIVE](#)

RIGHT NOW
Your title is live and available for sale and distribution. [TITLE LIVE](#)
Track royalties and sales anytime from Title Live & Royalties or Published Titles.
Stage: Published

ISBN: 978-0983150381 PUBLISHED: Jul 2, 2026 STATUS: Live

[Request Changes](#) [Pricing Changes](#) [Deactivate Title](#)

TITLE RECORD
Title & Print Details
[Title Info](#) [Print Info](#)

Title Information

	TITLE Treasure Island	BOOK SUBTITLE Dual Language Reader (English/Spanish)
LANGUAGE English	PRINT ISBN 978-0983150381	

TEAM CHAT
Project Messages
Replies from your production team appear here

No messages yet. Send a note to your project team.

11. Royalties

Click "Royalties" to see sales and royalty amounts by title.

Royalties

Royalties [Refresh](#)

Earnings for your published Titles. In-progress projects do not appear here until a live Title is linked.

Payout date: Payments are sent via your selected payment method, 100 days from the end of the month in which the sales are reported.

Treasure Island
ISBN: 978-0983150381

Units	Net to You
10	\$65.13

Updated
Jul 2, 2026

[View Details](#)

Test
AUTHOR PORTAL

- Dashboard
- Projects
- Messages 1
- Account
- Titles**
- Royalties**
- Reports
- Book Orders
- Service Orders
- Marketing Services

Royalties are calculated from your Print Info compensation multiplied by units sold. Payout dates appear in the portal after sales reports are imported.

The screenshot shows the AuthorShelf Author Portal interface. On the left is a sidebar with navigation links: Dashboard, Projects, Messages (with a red notification badge), Account, Titles, **Royalties** (highlighted), and Reports. The main content area displays the 'Treasure Island' project details. At the top, it shows 'All Titles' and the project title 'Treasure Island' with ISBN: 978-0983150381 and Project #20938. Below this are three summary boxes: 'TOTAL UNITS' (10), 'NET TO YOU' (\$65.13), and 'LAST UPDATED' (Jul 2, 2026). There are 'Refresh' and 'Export CSV' buttons. A table shows the reporting period from 2026-06-02 to 2026-07-02, with 10 units and a net to you of \$65.13, with a payout date of Nov 8, 2026. A note at the bottom states: 'Last synced: [redacted] 26. Payout dates are estimated [redacted] days after the end of the reporting month.'

12. Help & Support

Click "Help" in the sidebar for FAQs, browser requirements, and support options.

Help & Support

The screenshot shows the AuthorShelf Author Portal Help Center page. The header includes the AuthorShelf logo and navigation links: Home, Publish Your Book, The Process, Our Services, About Us, and Blog. The main heading is 'Author Portal Help Center' with a sub-header 'AUTHOR PORTAL - SIX-PHASE WORKFLOW - LIFETIME ACCESS'. Below this is a paragraph explaining the portal's purpose. A search bar is present with the text 'Search this page: royalties, eProof, Title Live...' and a 'Search' button. Below the search bar are three checkmarks indicating features: 'Projects vs. Published Titles explained', 'Right Now & Title Live status', and 'Royalties: Print Info x units sold'. A table below lists key metrics: 6 Production phases per project, 2 Views: Projects & Published Titles, 100% Royalties retained by you, and ∞ Lifetime portal on every package. A 'JUMP TO SECTION' bar includes links: 1. Quick Start, 2. Portal Guide, 3. Six Phases, 4. Deep Dive, and 5. Article Library. The main content area is titled 'NEW AUTHOR! START HERE' and 'Your Publishing Path in Five Steps', with a sub-header 'PART 1'. It includes a paragraph about the publishing process and a list of steps: 1. Create your account, 2. Choose a package.

Help & Support (cont'd)

PART 4

STEP-BY-STEP

Portal Deep Dive

Expand any topic below for detailed walkthroughs that match what you see in the live portal.

View Details — what you see inside a project

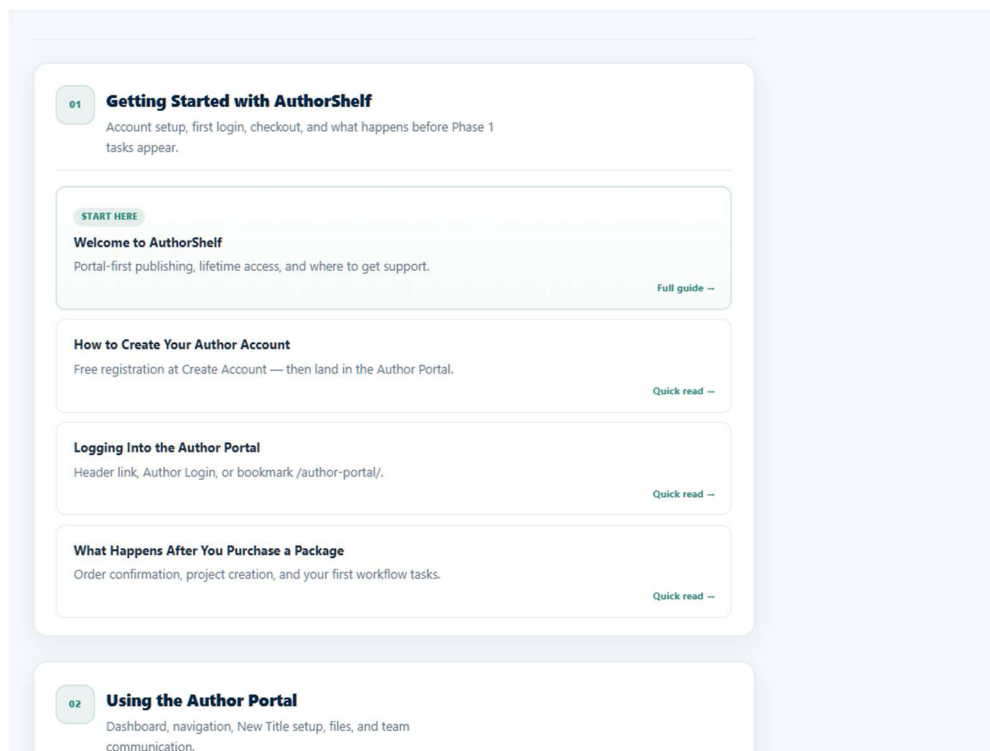
Click **View Details** on any project card to open the full production workspace:

- **Hero bar** — Book title, current phase label, and progress percentage.
- **Right Now** — Status badge (Your turn, AuthorShelf is working, On track, or Title Live) plus plain-language explanation.
- **Meta pills** — Trim size, page count, package tier, ISBN when assigned.
- **Production Phases** — Click any phase in the stepper to see its tasks.
- **Action items** — Open tasks with upload fields, approve/disapprove buttons, and instructions.
- **Title Info / Print Info** — Read-only metadata and per-market compensation from your saved pricing.
- **Project Messages** — Chat with your team without leaving the project.

Tip: Use **Refresh** after uploading files or completing a task so Right Now updates immediately.

New Title wizard — all 11 steps

Help & Support (cont'd)



You can also visit the Help Center on the website for longer guides on phases, approvals, and packages.

Appendix A — The Six Phases

Every book follows the same six phases:

1. Phase 1 — Setup & Kickoff: New Title wizard and agreements
2. Phase 2 — Manuscript Development: uploads and editorial review
3. Phase 3 — Design & Branding: cover and interior layout
4. Phase 4 — Proofing & Final Approval: eProof and physical proof
5. Phase 5 — Production & Distribution: metadata lock and retailer upload
6. Phase 6 — Publication & Launch: Title Live and royalties

Appendix B — Status Badges

Badge	What it means
Your turn	A task needs your action — upload a file, approve a proof, or complete a step.
AuthorShelf is working	Our team is preparing the next deliverable. No action needed from you yet.
On track	Production is moving forward with no open tasks for you.
Title Live	Your book is published and selling. Royalties appear in the Royalties tab.

Appendix C — Projects vs. Published Titles

These are two different lists:

- **Projects** — books still in production (Phase 1 through Phase 6)
- **Published Titles** — books that are live and selling

If you are looking for royalty data on a live book, use Published Titles or Royalties — not Projects.

Questions?

We are here to help.

Email: admin@authorsshelf.com

or

Portal: Messages tab → New Message

Thank you for publishing with AuthorShelf!