

## **Hannah's Closet Children's Consignment Sale 2020 Consignment System FAQs**

### **What system did Hannah's Closet use prior to 2019?**

My Sale Manager (MSM)

### **What system is Hannah's Closet using this year?**

My Consignment Sale (MCS)

### **Why the switch?**

The MCS system is as easy to use as the previous system. The biggest difference is that MCS is internet based. This means set up is simpler for the sale team and consignors get real time updates on their sales.

### **I'm a new consignor. What should I do?**

Go to <http://www.MyConsignmentSale.com/hannahwp> and click JOIN on the left side of the page. Enter your personal info and password. You will receive an email with your consignor number and directions to login. Be sure to check your junk/spam folder if you don't see the email in your inbox. It may take up to 2 hours to receive this email. Once you've created your account, you can add items to consign, drop them off at the designated times during the sale week and track your sales by logging in to your account. Also, check out the consignor fact sheet at <http://fumcwp.org/hannahscloset/> for tips on preparing your items for consignment.

### **I'm a returning consignor, but I have never used MCS. What should I do?**

Go to <http://www.MyConsignmentSale.com/hannahwp> and click JOIN on the left side of the page. Enter your personal info and password. You will receive an email with your new consignor number and directions to login. Be sure to check your junk/spam folder if you don't see the email in your inbox. It may take up to 2 hours to receive this email. Once you've created your account, you can add items to consign, drop them off at the designated times during the sale week and track your sales by logging in to your account. Also, check out the consignor fact sheet at <http://fumcwp.org/hannahscloset/> for tips on preparing your items for consignment.

### **I'm a returning consignor and I used MCS in 2019. What should I do?**

Go to <http://www.MyConsignmentSale.com/hannahwp> and login with your MCS consignor number and password. If you have forgotten this information, click *I forget* on the left side of the page and follow the prompts.

### **I'm a returning consignor. Can I use my existing MSM tags to consign items I've saved from previous Hannah's Closet sales? Or do I have to enter those items into the new system?**

Yes! MCS will accept tags with a barcode from MSM. No, you do not have to enter items with an existing MSM tag into the MCS system.

**I'm a returning consigner. Do I have to enter my MSM consigner number (from previous years) into the MCS system in order to use my existing MSM tags at Hannah's Closet this year?**

Yes! Login to MCS and go to **Consigner - Edit Account** and enter your MSM consigner number in the MSM ID field.

**I'm a returning consigner. Will the new MCS system recognize my MSM consigner number, email address and password from previous years?**

No, you will need to create a new account in the MCS system by going to <http://www.MyConsignmentSale.com/hannahwp> and clicking JOIN on the left side of the page. Enter your personal info and password. You will receive an email with your consigner number and directions to login. Be sure to check your junk/spam folder if you don't see the email in your inbox.

**I'm a returning consigner. Do I need to do anything to activate or use my existing MCS account for the current year's sale?**

Yes! Please do the following...

- Agree to the updated Terms of Service. Agreement is required annually. Please read thoroughly. Terms of Service are updated annually.
- Look through your existing inventory list and uncheck the "A" column (between "D" and "PC") for any items you are not selling this year. Doing this will update your inventory to include only the items you wish to sell. If the "A" column is checked, this item is Available to sell. Unchecking this box deletes the item from your inventory.

**If I use my existing MSM tags, what info about my items will Hannah's Closet have access to?**

We will have access to the Consigner ID, price and whether the item should be discounted or not.

**Can I consign items with existing MSM tags if I have not registered and created a new account with MCS and entered my MSM ID into my new account?**

No. We will have no way to pay you.

**Can I change the details of my existing MSM tags for the 2019 sale?**

No. In order to change the details of these tags (e.g. change the price or whether item is discounted) you will need to enter the item into the new MCS system and print a new tag.

**Should I use my existing MSM tags for my expensive or more valuable/valued items?**

We strongly recommend that you print new tags in the MCS System for these items. Because the sales team will no longer have access to all the MSM item data, we do not assume liability for any merchandise with an MSM tag.

**How do I access my list of items for pickup**

- Log in to your account

- Select Consignor on the left sidebar menu
- Scroll down to item information
- Click print item list if desired

**Am I taxed on my earnings as a consignor?**

All consignors who earn \$600 or more will be required to submit the IRS form W9 to FUMCWP in order to receive your check. The church will then send the appropriate IRS 1099 form to the consignor for the tax year during which the sale took place.

If consignors wish to lower their earnings to \$599.99 or below, they may request in writing an amount of their earnings to be donated to the church. The consignor will then receive a check for the remaining dollar amount. If the consignor amount is less than \$600, a W9 is not needed and the church would not submit tax forms on these earnings. The church can then send a donation receipt for the amount donated, which the consignor may include in their tax return.