



How to Set Up an IngramSpark Account (IngramSpark)

What you need before you start

- A working email address and phone number
- Your legal name and address (or your publishing company details)
- Payment method (credit/debit card) for setup/revision fees (if applicable)
- Bank account details for royalty payments (where available)
- Tax information (varies by country)
- Your publisher info (imprint name, website, and basic business details)

Step-by-step setup

- 1) Go to ingramspark.com and choose Create Account (or Sign Up).
- 2) Enter your email and create a password.
- 3) Confirm your email address if prompted (check spam/junk folders).
- 4) Log in and start completing your Account or Profile setup.
- 5) Complete your account setup (do these in order)
- 6) Choose your account type

Select whether you're publishing as an Individual/Self-Publisher or a Publisher/Company. (You are an individual/self-publisher)

- 1) Use your legal name if you're publishing personally, or your business name if you're set up as a company.
- 2) Add your publisher profile
- 3) Publisher/imprint name (what shows in distribution listings)
- 4) Contact name, email, and phone
- 5) Mailing address (important for tax + payments)

Website (optional but recommended)

- Set up payment method (for fees)
- Add a credit/debit card to cover:
 - Title setup fees
 - Revision fees
 - Optional services (proofs, file revisions, etc.)
- Set up how you get paid (compensation/royalties)

Look for the section related to Payments, Compensation, or Banking.

- Add your bank details if required/available for your region.
- Confirm the payee name matches your legal/business name.
- Complete tax forms
- Find the Tax section and follow the prompts.
- Enter the required tax details for your country.
- Submit and confirm the tax step shows as completed.

Quick checks before you upload a book

- 1) Your email is verified and your profile is complete
- 2) A payment method is saved (so you can publish when ready)
- 3) Tax info is submitted (or marked complete)
- 4) Your publisher name/imprint is exactly how you want it displayed
- 5) Common hiccups (and easy fixes)
- 6) Email verification not arriving: check spam/junk, then resend verification.

Name mismatch issues: use the same legal/business name across tax + banking.

It may ask when you plan to publish select next six months unless you already have a date set up with Solander Press