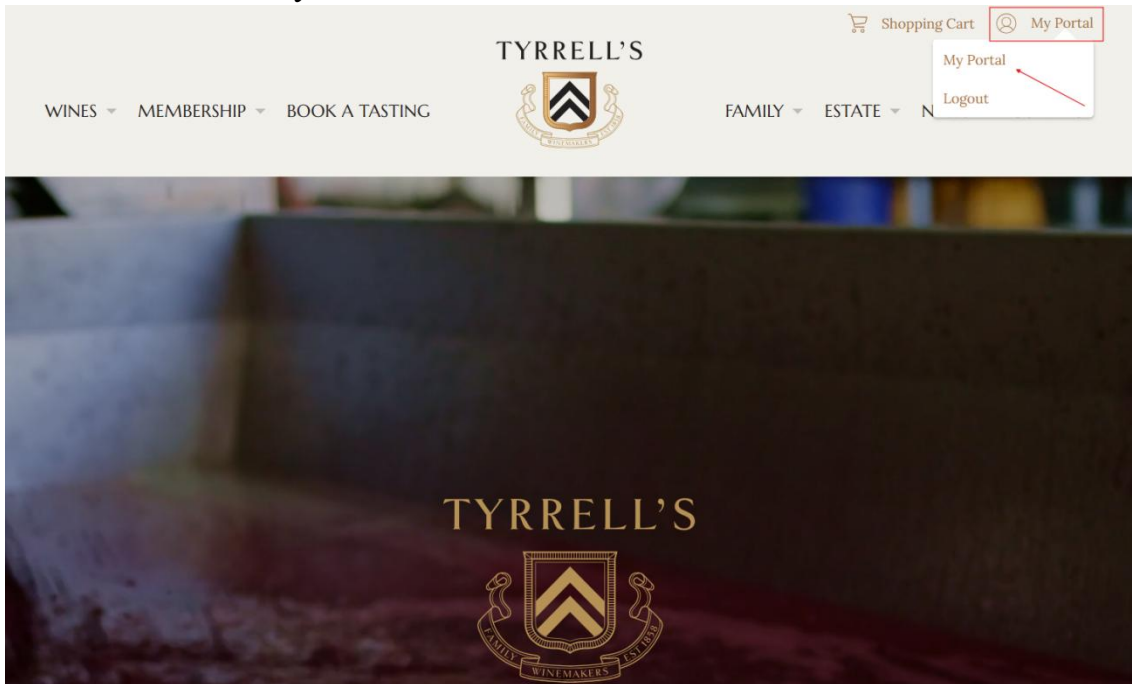


How to manage your Wine Club?

If you'd like to change your payment methods, shipping address or club settings.

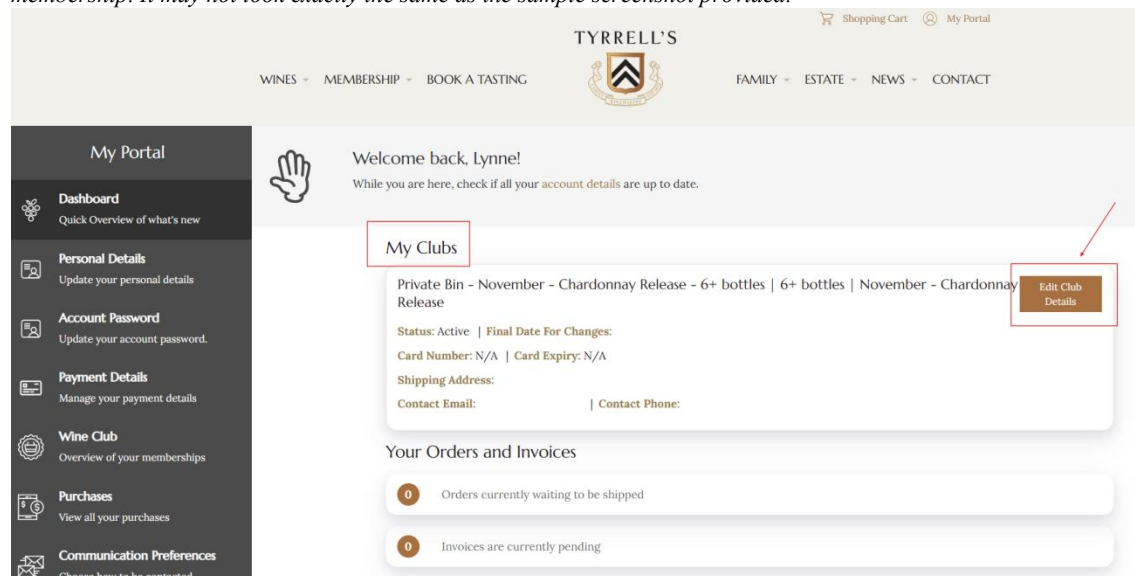
STEP 1 - Click 'My Portal'.



STEP 2 - On the main Dashboard, you will see 'My Clubs'

STEP 3 - Click 'Edit Club Details'.

Note: Please note that the page you see may vary depending on your active orders or Wine Club membership. It may not look exactly the same as the sample screenshot provided.







STEP 4 - There are different sections to update your a) Address b) Payment Method c) Adjust your products or switch clubs.

STEP 5 - Update each of the sections individually and then scroll to the bottom Click '**Save Changes**' on the **Green button**. If you can't see a green button, this means there will be a section that you've not completed all the questions. Scroll back up to find the missing data and complete it prior to saving.

Note: sample screenshot only.

Order Summary

Wine Club	Private Bin
<hr/>	
Delivery Frequency	November - Chardonnay Release
<hr/>	
Quantity	6+ bottles
<hr/>	
 3	Belford Chardonnay - PB \$150.00
<hr/>	
 3	Vat 1 Semillon - PB \$180.00
<hr/>	
 3	Vat 47 Chardonnay - PB \$180.00
<hr/>	
 3	Belford Semillon - PB \$96.00
<hr/>	
Subtotal	\$606.00
Shipping	\$0.00
<hr/>	
<input type="button" value="Change Order"/> <input type="button" value="Clear Order"/>	Total \$606.00
<input type="button" value="Cancel Order Changes"/>	