

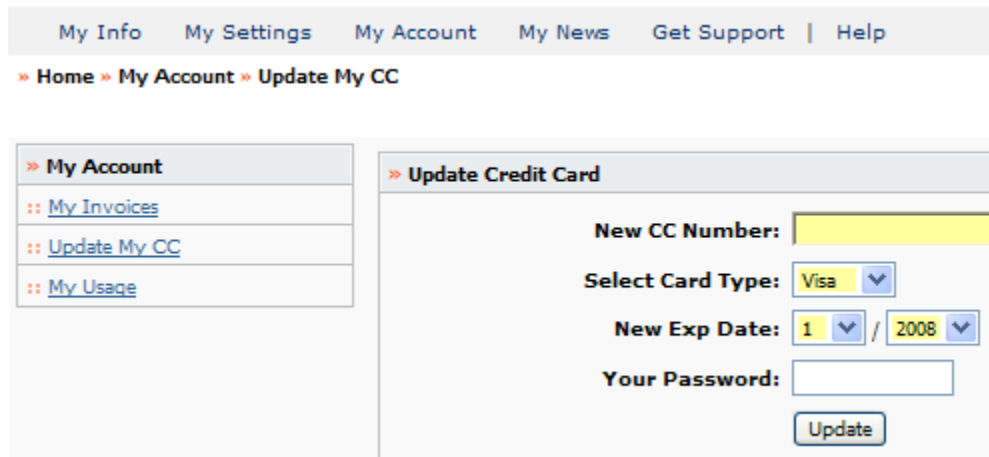
Updating your Credit Card (CC) details via the Virtual Headquarters Customer Portal

Login to your account (if you are unsure how to do this please refer to the one page *Manage Your Settings* guide that we may have sent you or can send you on request)

Upon Logging in to your account you will be presented with the Quick Stats screen, a snap shot of which appears below.



To update your credit card (CC) details, under My Account, select the Update My CC option which will take you to the following screen as shown below:



The screenshot shows the 'Update Credit Card' form in the Virtual Headquarters Customer Portal. The breadcrumb trail is: » Home » My Account » Update My CC. The form is divided into two main sections. On the left, there is a 'My Account' sidebar with three links: My Invoices, Update My CC, and My Usage. The 'Update My CC' link is highlighted. On the right, the 'Update Credit Card' form contains the following fields: 'New CC Number:' with a yellow text input field; 'Select Card Type:' with a dropdown menu showing 'Visa'; 'New Exp Date:' with two dropdown menus showing '1' and '2008'; and 'Your Password:' with a text input field. Below the password field is an 'Update' button.

Simply enter your Credit Card (CC) Number, Type, Expiry Date and Your Password (i.e. the password you use to log into the Virtual Headquarters portal) and click Update. That's it!