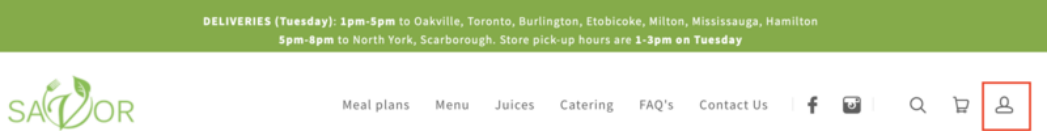


How to Manage My Account?

1. Select the Account Login icon at the top right corner of the homepage.



2. Login or Register as a New customer. (You should have received an invitation to create your account by email after your first purchase)

Log in

A screenshot of a login and registration form. It features two input fields: "Email" and "Password". Below the "Email" field is a red "LOGIN" button and a link that says "Forgot your password?". Below the "Password" field is a green "REGISTER" button. Underneath the registration button, there is a section titled "New customer?" with the text: "Sign up for an account to take advantage of order history as well as pre-filled forms during checkout on subsequent orders."

3. Once you are logged in you will see your Client Page

Jane Smith

[Manage Subscription](#)

427 Speers Road, 14


Oakville, ON

Canada L6K 3S8

[View addresses \(5\)](#)

Order	Payment	Fulfillment
#5991 - Sep 18, 2020	Paid	Unfulfilled
#5929 - Sep 11, 2020	Paid	Fulfilled

4. Review your subscription by selecting the **Manage Subscription** link.



[Click for more info](#)

Family plan subscription - #4888254
Next order's charge date (for delivery on following Tuesday) is September 25, 2020 [Change date](#)

Products
Family plan - Just the ba... x 1

Shipping information
Jane Smith
427 Speers rd
unit 14
Savor Living
Oakville Ontario, L6K 3S8
Canada


Payment information
XXXX XXXX XXXX

Order frequency
Every 1 week(s)

Subscription Status
Paused [RESUME SUBSCRIPTION](#)

Order quantities cannot be changed due to the type of subscription.

[View details](#)



[Click for more info](#)

Single plan subscription - #4888271
Next order's charge date (for delivery on following Tuesday) is September 25, 2020 [Change date](#)

Products
Single plan - Just the ba... x 1

Shipping information
Jane Smith
427 Speers Road
14
Oakville Ontario, L6K 3S8
Canada

Payment information
XXXX XXXX XXXX

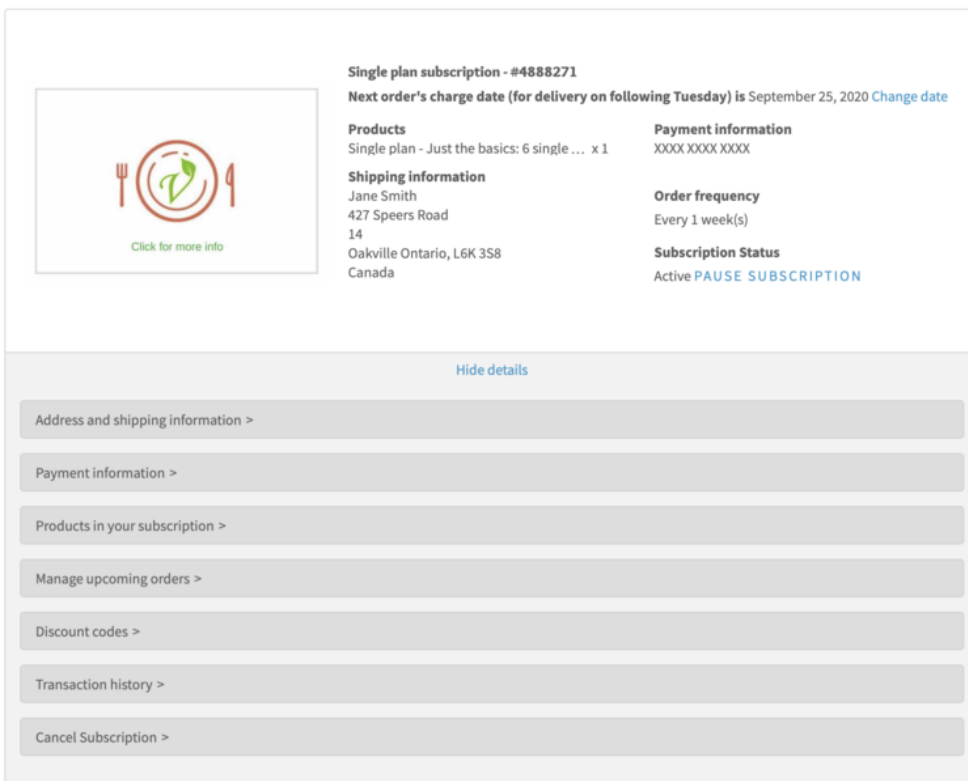
Order frequency
Every 1 week(s)

Subscription Status
Active [PAUSE SUBSCRIPTION](#)

[View details](#)

5. Manage your subscripton by expanding **View Details** and here you can; i)

Update your billing and shipping address. ii) Update payment details. iii) Swap products of equal value iv) Manage your upcoming order dates and Pause, Resume or Skip orders any time!



The image shows a subscription management interface. On the left is a logo with a green leaf and a fork and knife, with the text "Click for more info" below it. To the right, the following information is displayed:

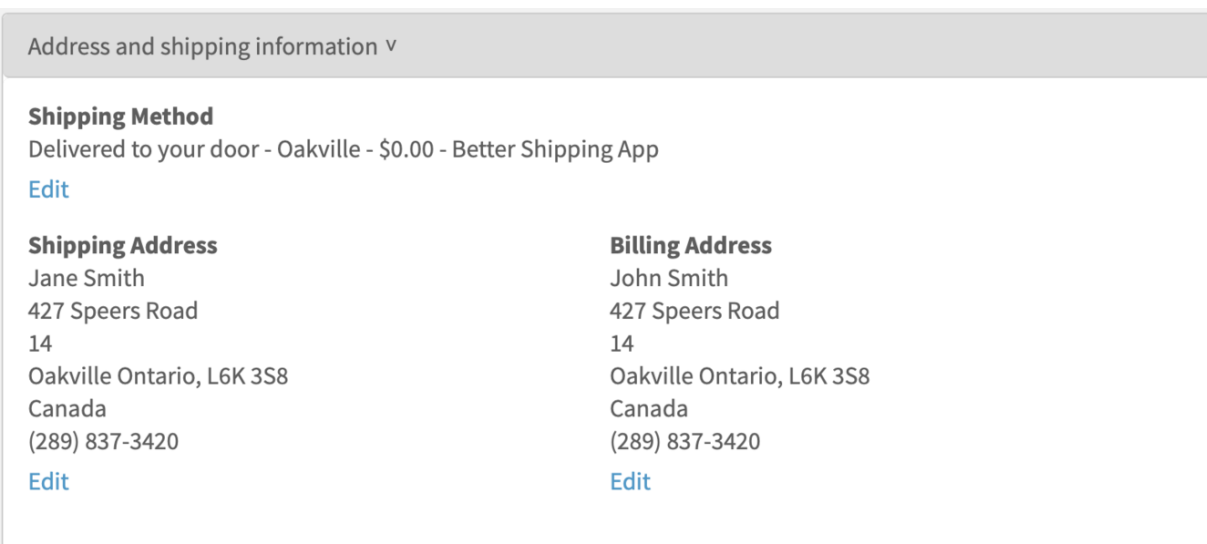
Single plan subscription - #4888271
Next order's charge date (for delivery on following Tuesday) is September 25, 2020 [Change date](#)

Products Single plan - Just the basics: 6 single ... x 1	Payment information XXXX XXXX XXXX
Shipping information Jane Smith 427 Speers Road 14 Oakville Ontario, L6K 3S8 Canada	Order frequency Every 1 week(s) Subscription Status Active PAUSE SUBSCRIPTION

Below this information is a "Hide details" link and a list of menu items:

- Address and shipping information >
- Payment information >
- Products in your subscription >
- Manage upcoming orders >
- Discount codes >
- Transaction history >
- Cancel Subscription >

i) Update your billing and shipping address, as well as, delivery method



The image shows a "Shipping and shipping information" dropdown menu. The selected option is "Shipping Method", which is expanded to show:

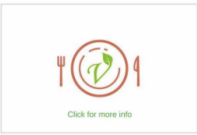
Shipping Method
Delivered to your door - Oakville - \$0.00 - Better Shipping App
[Edit](#)

Shipping Address Jane Smith 427 Speers Road 14 Oakville Ontario, L6K 3S8 Canada (289) 837-3420 Edit	Billing Address John Smith 427 Speers Road 14 Oakville Ontario, L6K 3S8 Canada (289) 837-3420 Edit
---	--

ii) Update payment details and credit card information including expiration. *(This must always be done by the customer online)*



Payment information ▾	Edit
Card Number XXXX XXXX XXXX	
Expiry Date	

iii) Swap products in your subscription plan. (If another product is available of equal value).

Products in your subscription ▾	Edit quantity
 <p>Click for more info</p>	<p>Single plan - Just the basics: 6 single size entrees</p> <p>\$81.00</p> <p>Quantity: 1</p> <p>SWAP PRODUCT</p>

iv) Manage your upcoming orders!
Here you can **Pause, Resume** or **Skip Orders** dates for your subscription plan.

An IMPORTANT Note on Skipping Orders:
It is ideal to plan ahead to Skip a week of delivery! Your **Order charge date** is the date that your subscription plan is charged onto your credit card. It pays for that coming Tuesdays meal delivery. Therefore, it is preferable to login and skip any weeks of delivery before your credit card is charged.

 <p>Click for more info</p>	<p>Order charge date (for delivery on following Tuesday) September 25, 2020</p> <p>Products Single plan - Just the basics: 6 single size entrees x 1 - \$81.00</p>	<p>EDIT QUANTITY SKIP ORDER</p>
 <p>Click for more info</p>	<p>Order charge date (for delivery on following Tuesday) October 2, 2020</p> <p>Products Single plan - Just the basics: 6 single size entrees x 1 - \$81.00</p>	<p>EDIT QUANTITY RESUME ORDER</p>

