

How To Edit My Information On-Line

To update any of your account information, you will need to be logged into your on-line account. Once you are in the account, if the menu is on the left side of the page scroll down to the My Settings box.

If the menu is at the top- You will click on the link at the top menu "My Account" this will bring up another page with multiple links. In the middle of the page in the right hand column is the heading "My Settings".

All or your account settings can be modified from this screen provided you have owner access. Secondary log-ins may have restricted access. Each link will take you to a secure page and enable you to update or change the information indicated. Should you need any help with a specific page, contact your local broker, and they can walk you thru each change over the phone.

My Settings Links

My Settings	
1	Cell/PDA IDcode & PIN
2	Login Email and Password
3	Edit Email Opt-In
4	Edit Your Information
5	Edit Your Description
6	Edit What You Barter
7	Edit Your Credit Card
8	Edit Bank Information
9	Pay Via Credit Card
10	W9 TAX ID Information
11	Member Agreement

1. Allows you to set up or edit your PDA/ Cell to access your Barter Account.

2. Allows you to edit your log-in e-mail address or password.

3. Allows you to edit the settings for receiving the daily e-mail blast from the barter store. This is the automated system, not our own mailing program.

4. Allows you to edit your contact information such as your phone numbers and addresses for both mailing and physical business location.

5. Allows you to edit your description. The search function at the top right of every page, uses this description to find key words. It is also used in the member directory when other members look to see what you offer.

6. Allows you to choose which categories your business is listed under in the on-line system. There is no limit to the number of Categories you can choose. To select several, hold down the Control button while clicking on any category that applies.

7. Allows you to edit or update your credit card on file in the system.

8. Allows you to edit or update your bank information if you elected to be auto debited rather than use a credit card. (If your club allows this service)

9. Allows you to make a payment using the credit card or bank information on file.

10. Allows you to update the W-9 information on file. You must have a Social Security number or EIN number on file to run any transactions on your barter account.

11. Allows you to view the member agreement on-line.