

### How to:

Change your credit card details on cornishfoodmarket.co.uk.

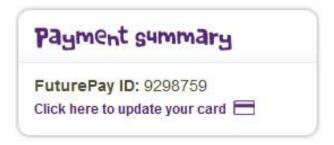
### Step1.

Login to your cornishfoodmarket.co.uk and click the 'My Account' tab on the right hand side of the page.



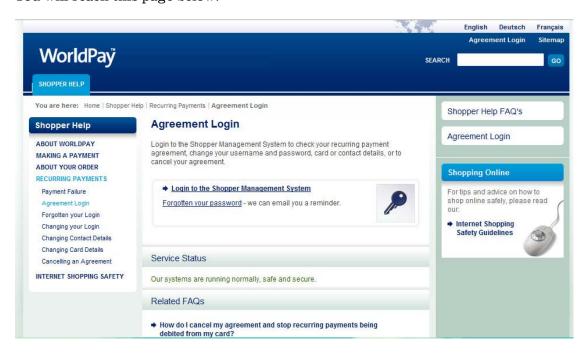
### Step 2.

Click the link reading 'Click here to update your card'. This link appears in a box entitled Payment Summary on the right hand side of the page.



Step 3.

You will reach this page below.





Click the link entitled 'login to the 'Shopper Management System'

# Agreement Login Login to the Shopper Management System to check your recurring payment agreement, change your username and password, card or contact details, or to cancel your agreement. Login to the Shopper Management System Forgotten your password - we can email you a reminder.

Step 4.

Login by typing your username and password into the boxes shown as below. Note: the username and password is different to your cornishfoodmarket.co.uk login details. The username and password would have been sent to you when you first created your account with Futurepay.



If you have forgotten your username and password, click the 'forgotten your password' link and you will be directed to this screen:



From the drop down box select the option 'Agreement ID'.



Enter your Agreement ID which can be found here (Your Agreement ID is also known as your FuturePayID):



Type your FuturePayID into the Agreement ID box and type your email address into the box below. Click 'send reminder' and you will receive two emails from RBS Worldpay. One email will have your username and one will have your password.

Return to the login page and enter your username and password.

### Step 5.

Once you have logged in you will see a screen which looks like this:



Click 'on the Agreement ID which is underlined as a number. Clicking this number will take you to a page which looks like this:

## FuturePay Agreement Details

View Payments Change Contact Deta	ils Change Payment Details View Agreement Audits Go to home page	
49.55	10.57 W.L.	
Limited FuturePay Agreement Details		
Agreement ID	9298759	
Merchant Reference	13	
Merchant Name	Westcountry Fruit Sales Ltd trading as cornishfoodmarket.co.uk	
Description		
Payment Currency	GBP	
Payments from credit/debit card r	4659*******0000	
Credit/debit card expiry date	02-14	
Time created	13 October 2010 14:11:22 GMT	
Individual payment amount limit	No Limit	
Payment number limit	No Limit	
Minimum interval between payme	nts No Limit	
Agreement cancellation possible	Any time	



### Step 6.

Click on the box named 'Change Payment details' and you will be directed to a screen which looks like this:

# **Change Card Details**

Go back to agreement	Go to home page	
Change Payment Details		
Enter your card details. You must fill in the fields marked with *.		
Card number*		
Valid from	• (month/year) Only enter if printed on your card	
Expiry date*	01 v 2006 v (month/year)	
Issue number	Only enter if printed on your card	
Cardholder's name*		
	Submit	

Enter your new card details and click submit. Your new credit card details are now updated.

If you have any further issues, please call on 01326 371 951 or email <a href="mailto:hello@cornishfoodmarket.co.uk">hello@cornishfoodmarket.co.uk</a>.