

Step 1: Go to <u>https://school.melissacoppel.com/</u> (not <u>melissacoppel.com</u>; this is Melissa's chocolate shop and your school credentials won't work there).

HOW CAN I CHANGE MY PAYMENT METHOD?



Step 2: In the top right corner of the page, click "Login/Register."





CHOCOLATE AND CONFECTIONERY SCHOOL

Step 3: Enter your email address or username and password.

About	Courses Gi	uest Chefs	Support	Contact us				Our Shop
			Ме	IISSA (Coppel			
	L	ogin			R	egis	ter	
	Username or e	email address *			First name *		Last name *	
	abc@hotmail.com	m						
	Password *				Email address *			
	•••••		۲					
	Remember m Login Lost your pa	ne ssword?			A link to set a new p address. ☑ Subscribe to our n	assword will newsletter	l be sent to your ema	il

Step 4: Once logged in, you will be redirected to the school's main page. You will find two options on the top bar: "**My Courses**" and "**Profile**."

		My Course	es Profile	L Q
Support	Contact us			Our Shop
Ме	COLATE AND CONFECTIONERY SCHOOL			

Step 6: Click on "**Profile**." This will take you to your account settings, payment methods, personal information, and more.





CHOCOLATE AND CONFECTIONERY SCHOOL

Step 6: Click on "Subscriptions."

					My Account	
About	Courses	Guest Chefs	Support	Contact us		Our Sho
			N	Aelissa Coppel CHOCOLATE AND CONFECTIONERY SCHOOL		
Hello Fe	derico Daza (not Federico Daza	? <u>Log out</u>)		Dashboard	
From you addresse	r account das <u>s</u> , and <u>edit y</u>	hboard you can vi our password and a	ew your <u>recent</u> account detail	<u>t orders</u> , manage your <u>shipping and billin</u> <u>Ls</u> .	19 Orders	
					Subscriptions	
					Subscriptions Addresses	
					Subscriptions Addresses Payment methods	
				/	Addresses Payment methods Account details	
					Addresses Payment methods Account details Log out	

Step 7: Find the subscription for which you wish to modify the payment method. Click **"View"** to access all your subscription information.

About Course	s Guest Ch	efs Support	Contact us		Our Shop
		N	Aclissa Coppe CHOCOLATE AND CONFECTIONERY SCHOOL	1	
Subscription	Status	Next payment	Total	Dashboard	£
<u>#22933</u>	Active	May 8, 2024	\$39 (USD) / month	View @ Orders	⇔
#18823	Cancelled	-	\$0 (USD)	Subscriptions	g
				Addresses	4
				Payment methods	
				Account details	<u>.</u>
				Log out	

Melissa Coppel

CHOCOLATE AND CONFECTIONERY SCHOOL

Step 8: Click **"Change Payment"** to update your subscription's payment details.

					My Account	<u>f</u> ø	Q
About Courses	Guest Chefs	Support	Contact us			0ur	Shop
		N	Telissa CHOCOLATE AND CONFE	Coppel CTIONERY SCHOOL			
Status		Active			Dashboard		Ø
Start date		12 mins ago			Orders		
Last order date		14 mins ago			Subscriptions		ø
Next payment date		May 8, 2024			Addresses		~
Payment		Via Credit (card / debit card		Payment methods		
Actions		Cancel	Change payment		Account details		<u>.</u>
				K	Log out		0
		Subscription	n totals	· \	Store credit		6

Step 9: Enter your new credit/debit card information. Don't forget to tick the box **"1. Use this payment method for all of my current subscriptions"** to have all your subscriptions available. Finish by clicking **"2. Change Payment Method."**

Melissa Coppel CHOCOLATE AND CONFECTIONERY SCHOOL

ubscription Basic - Montlhy 1 \$39 (USD) / month ubtotal: ax: ax: s9 (USD) ayment method: otal: Credit card / debit card 39 (USD) / month Credit card / debit card 39 (USD) / month Credit card / debit card S9 (USD) / month Credit card / debit card Credit card / debi	roduct	Quantity	Totals		
ubtotal: \$39 (USD) ayment method: \$9 (USD) otal: \$9 (USD) otal: \$39 (USD) / month Credit card / debit card Credit card Credit card / debit card Credit card Cre	ubscription Basic - Montlhy	1	\$39 (USD) /	month	
ax: S8 (USD) ayment method: Via Credit card / debit card otal: S39 (USD) / month Credit card / debit card Credit card Credit card / debit card Credit card	ubtotal:		\$39 (USD)		
ayment method: otal: Credit card / debit card Credit card / debit card Visa ending in Use a new payment method Card number Expiration Cvc 1234 1234 1234 1234 Type United States Visa ending in Use a new payment method Covc 1234 1234 1234 1234 Covc Cvc Cvc Cvc Cvc Cvc Cvc Cvc C	ax:		\$0 (USD)		
o Credit card / debit card \$39 (USD) / month o Visa ending in	ayment method:		Via Credit o	card / debit card	
Credit card / debit card	otal:		\$39 (USD) /	month	
Credit card / debit card					
Visa ending in Use a new payment method Card number Expiration CVC 1234 1234 1234 1234 1234 1234 21P Country ZIP United States 21P					
Use a new payment method Card number Expiration 1234 1234 1234 1234 VISA Ountry CVC United States 12345	Credit card / debit card				VISA
Card number Expiration CVC 1234 1234 1234 VISA MM / YY CVC Country ZIP United States 12345	Credit card / debit card				VISA Sec
1234 1234 1234 VISA WISA MM / YY CVC Image: CVC <	Credit card / debit card Visa ending in Use a new payment method				VISA E
Country ZIP United States v 12345	Credit card / debit card Visa ending in Use a new payment method Card number	Expirati	on	CVC	VNA T
United States	Credit card / debit card Visa ending in Use a new payment method Card number 1224 1234 1234 1234	Expiration MM,	on Y Y Y	cvc	
	Credit card / debit card Visa ending in Use a new payment method Card number 1234 1234 1234 1234 Country	VISA R MM. ZIP	on YYY	cvc cvc	-0
KV provining volir card information, voli allow Malicca Longel Longelage and vactor school to charge volir card for future navments in accordance with these terms	Credit card / debit card Visa ending in Use a new payment method Card number 1234 1234 1234 1234 Country United States	VISA R R R R R R R R R R R R R R R R R R R	on YYY 5	cvc CVC	
	Credit card / debit card Visa ending in Use a new payment method Card number 1234 1234 1234 1234 Country United States By providing your card information, you allow Melissa Copp	VISA REPORT VISA R	on YY 5 for future payments in accord	CVC CVC	