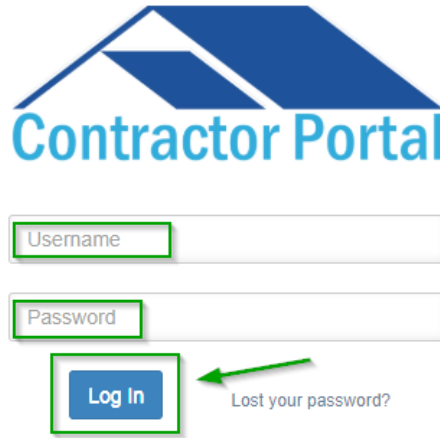


# Updating Payment Information

## Step #1:

Login to the contractor portal at <https://ywpportal.com>



The login form features a blue roof icon above the text 'Contractor Portal'. Below this are three input fields: 'Username', 'Password', and a blue 'Log In' button. A green box highlights the 'Log In' button, with a green arrow pointing to it from the text 'Lost your password?'.

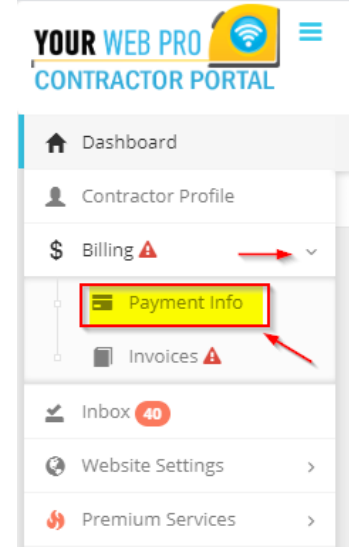
*If you are having issues logging in please see the "Resetting your Password" instructions or contact customer support at (866) 414-5775 ext. 400 for assistance.*

## Step #2:

Once logged into the contractor portal, from the left side menu:

Click 'Billing' to drop down the menu bar

Then Click 'Payment Info'

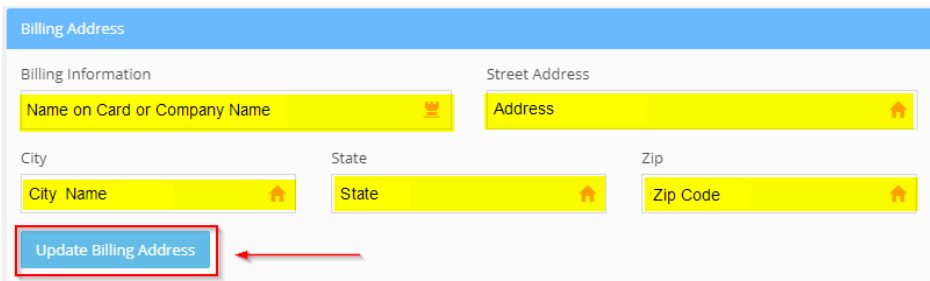


The dashboard menu shows 'YOUR WEB PRO CONTRACTOR PORTAL' at the top. The left sidebar contains several items: 'Dashboard', 'Contractor Profile', 'Billing' (with a red triangle icon and a dropdown arrow), 'Payment Info' (highlighted with a red box and a red arrow), 'Invoices' (with a red triangle icon), 'Inbox 40', 'Website Settings', and 'Premium Services'.

## Step #3:

Click into the Billing Information, Address, City, State and Zip fields to update.

Click 'Update Billing Address' when complete.

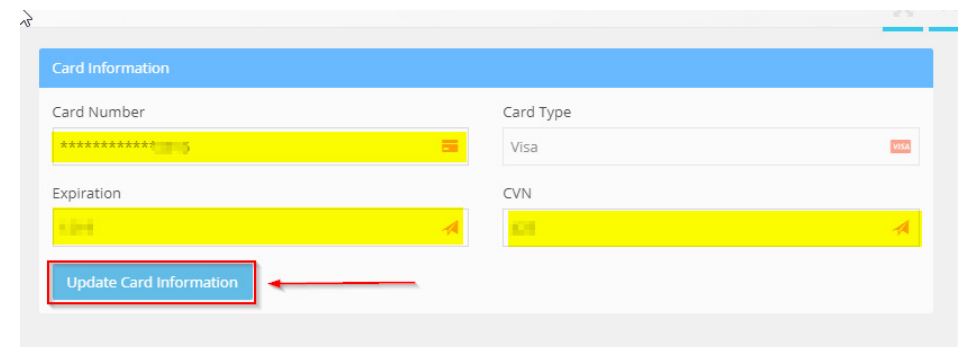


The 'Billing Address' form has a blue header. It contains two columns of fields: 'Billing Information' with 'Name on Card or Company Name' and 'Street Address' (labeled 'Address'), and 'City' with 'City Name', 'State', and 'Zip Code'. A red box highlights the 'Update Billing Address' button at the bottom left, with a red arrow pointing to it.

## Step #4:

Click into the update Card Number, Expiration Date and CVN fields to update. The Card Type will prefill automatically based on the card number input.

Click 'Update Card Information' when complete.



The 'Card Information' form has a blue header. It contains two columns of fields: 'Card Number' and 'Card Type' (pre-filled with 'Visa'), and 'Expiration' and 'CVN'. A red box highlights the 'Update Card Information' button at the bottom left, with a red arrow pointing to it.