

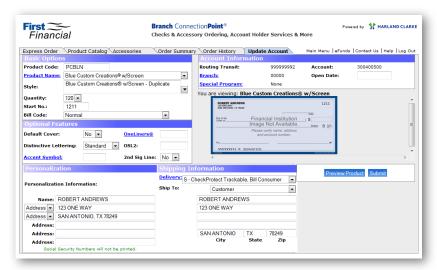
Branch ConnectionPoint® Update Account Info

Follow the steps in updating account holder information. If you need assistance, please contact Harland Clarke Technical Service for assistance at 1-800-643-5737. You may save a copy, print and add your personal notes. The Branch ConnectionPoint® Reference Guide is available in the Introduction module.

Update Account

Notoo:

- 1. You can update the account holder's information without placing another order.
- 2. After entering the account holder's information in the Account Information panel on the Main menu, the Express Order page will load.
- 3. Select the Update Account tab. Make changes to the Basic Options, Optional Features, Personalization, and Shipping Information panels.
- 4. Select the **Preview Product** button to update the product information.
- Select the Submit button to submit your updated information to Harland Clarke. A "Maintenance" record is added to the account holder's order history. The updated information will be brought forward on the next order.



| Notes. | | |
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