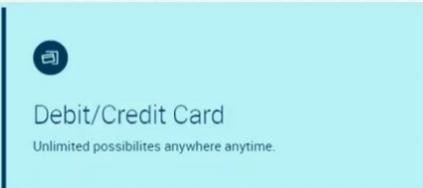


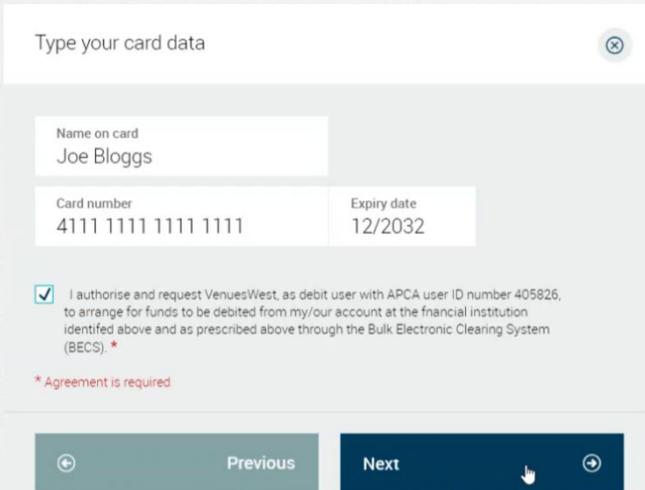


Accounts

# Changing Payment Details

1. Click the  button at the top menu.
2. Click the  button.
3. Click the  button.

4. Click the  button and click next.
5. Enter your new card details, tick the authorise box and click next.

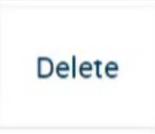


The screenshot shows a form titled "Type your card data" with a close button. It contains the following fields:

- Name on card: Joe Bloggs
- Card number: 4111 1111 1111 1111
- Expiry date: 12/2032

Below the fields is a checkbox with the text: "I authorise and request VenuesWest, as debit user with APCA user ID number 405826, to arrange for funds to be debited from my/our account at the financial institution identified above and as prescribed above through the Bulk Electronic Clearing System (BECS). \*"

At the bottom, there are two buttons: "Previous" and "Next". A mouse cursor is pointing at the "Next" button.

6. You're all set!
7. **Remove** your previous saved payment method by clicking the  button in Payment settings.

