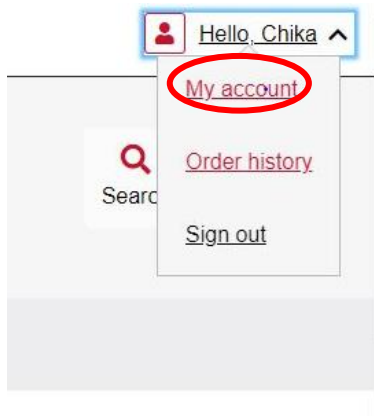


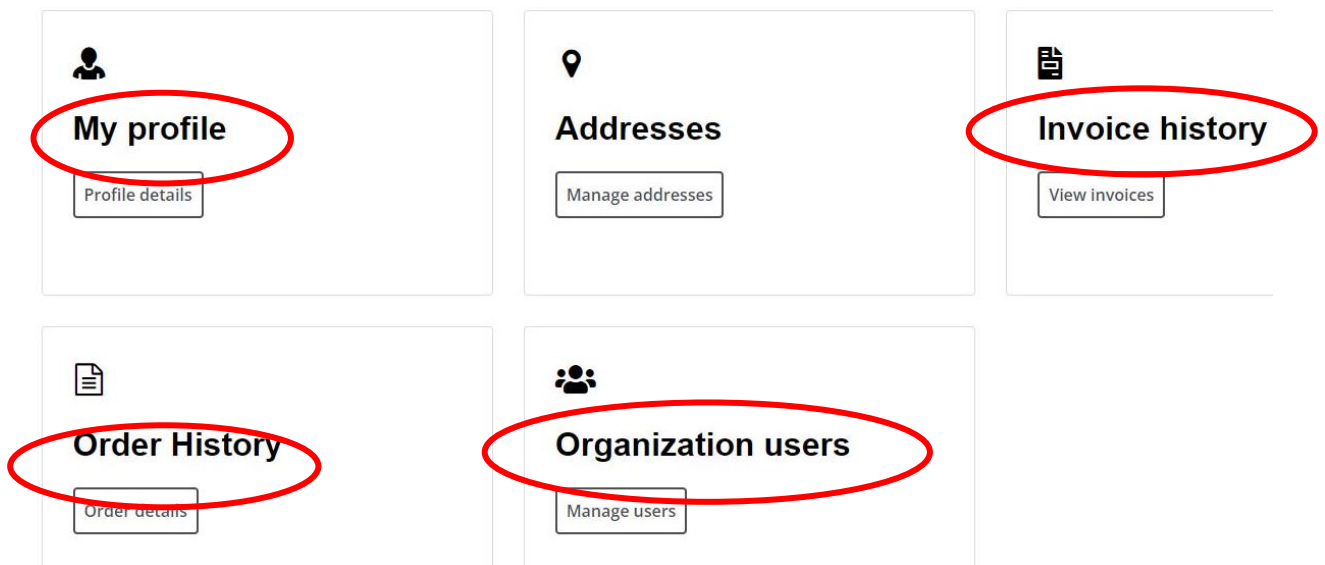
Welcome to the New COL., as a Company Administration Manager here is a guide on how to use the new system

1. Once you are signed into the New COL, go to the right top corner of the homepage and select My Account



2. On My Account page, you will be able to access the following
 - i. My Profile – to edit/update profile name and email
 - ii. My Address – to edit/update addresses
 - iii. Invoice History – To view monthly invoices, please note that this is only applicable to Online Subscribers.
 - iv. Order History – To view order history
 - v. Organization User – To vie, add or remove Users to Company profile

Your account



3. On Order History, you will be able to find transaction date, Order # no of items and amount. You can also select view more to load more

Your Order History

| | | |
|---|--|---|
| 2022-03-17 Order # 5CRRNEVYWIFS 1 item \$13.00 | 2022-03-11 Order # E5JFDYMLLRPG 3 items \$69.00 | 2022-03-11 Order # G4VDHR5ML2VD 1 item \$23.00 |
| 2022-03-09 Order # 23RGHIKZDTZW 1 item \$52.00 | | |

View more

4. On Invoice History, you can view invoice history and select Load more for more items.

February 2022

| | | |
|---|--|---|
| February 4, 2022 Invoice# COC-000078 \$468 | February 4, 2022 Invoice# COC-000079 \$65 | February 4, 2022 Invoice# COC-000079 \$312 |
| February 9, 2022 Invoice# COC-000114 \$52 | February 9, 2022 Invoice# COC-000115 \$52 | February 9, 2022 Invoice# COC-000115 \$52 |
| February 9, 2022 Invoice# COC-000120 \$52 | February 9, 2022 Invoice# COC-000121 \$28 | |

Load more

5. The Organization User section would allow you view, add or remove users from the Organization.

Heading

User name ↓

Email

Status

6. Lastly, this page will allow to make add a User to the Organization List. Provide the required information and hit save.

Add user Close ×

i All fields are required to add a user

First name (required)

Last name (required)

Email address (required)