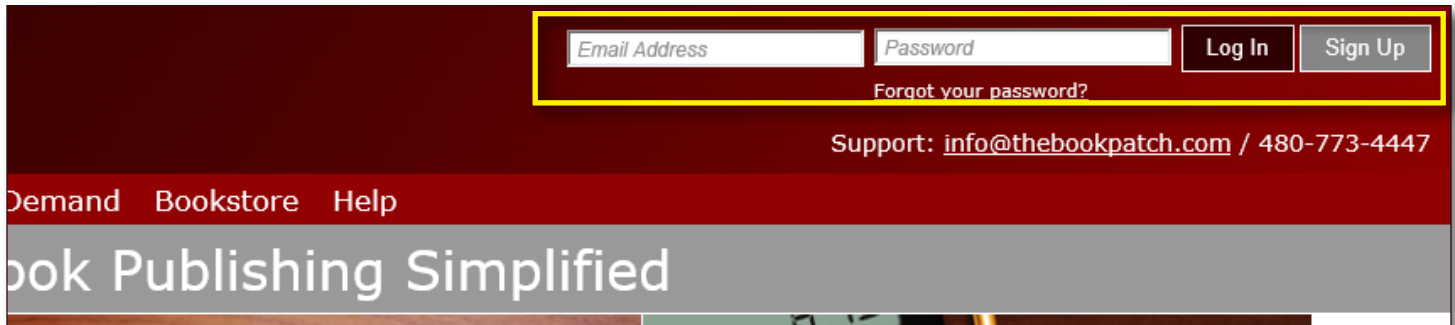


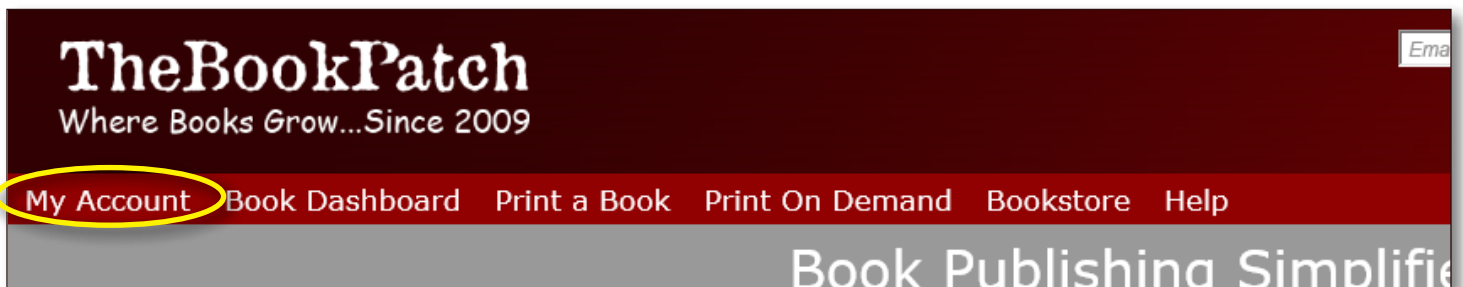
Update Email Address

These instructions will show you how to update your email address. This is done on the My Account page under the My Profile tab.

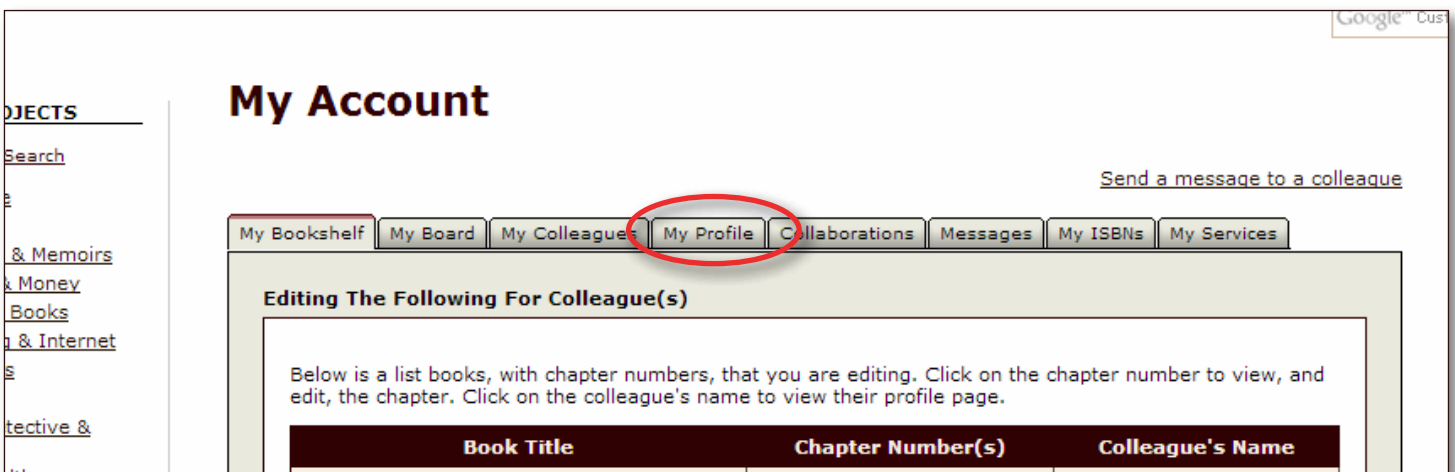
1. Login to TheBookPatch.com by entering your email address and password and clicking the **Log In** button at the top right.



2. Click the **My Account** link located below the logo.



3. Click the **My Profile** tab.



4. In the Basic Information section, update your email address.

The screenshot shows a user profile page with a navigation bar at the top containing: My Bookshelf, My Board, My Colleagues, My Profile, Collaborations, Messages, My ISBNs, and My Services. The main content area is divided into two columns. The left column is titled 'Basic Information' and includes a link 'Add/Edit Your Bio Page'. Below this, there is a text block: 'The **bold items** below will appear in your Public Profile. More information can be added on the MyBio page.' This is followed by form fields for First Name (Jake), Last Name (Puppy), Phone, Gender (Male selected, Female unselected), Year of Birth (Select Year dropdown), and Region (Phoenix, AZ). The 'Email' field, containing 'jake@splashpixel.net', is highlighted with a red border. Below the email field are two checkboxes: 'Please notify me via email regarding updates to books I'm involved in and collaboration and colleague requests. Show Public Profile' (unchecked) and 'I do not want my profile to be visible.' (unchecked). A 'Save Changes' button is at the bottom of this section. The right column is titled 'Where Do We Send Your Checks' and contains text explaining the payout policy: 'At TheBookPatch we offer the book industry's best payouts. You, the author, get to keep 100% of your sales profits, no fees, commissions or royalties. All earnings checks will be mailed out the 15th day of the following month, assuming your balance is \$40 or more (U.S.). If you do not have a \$40 balance, you will not receive your check until you reach \$40, and it will only be mailed the 15th day of the month; no exceptions will be made. Below please fill in the address that you would like your earnings checks mailed to. This address will only be used for the purpose of mailing earnings.' This is followed by form fields for Address 1, Address 2, City, State/Province, Zip/Postal Code, and Country. A 'Save' button is at the bottom of this section.

5. Click the **Save Changes** button after you updated the email address.

6. Your email address has been updated.