

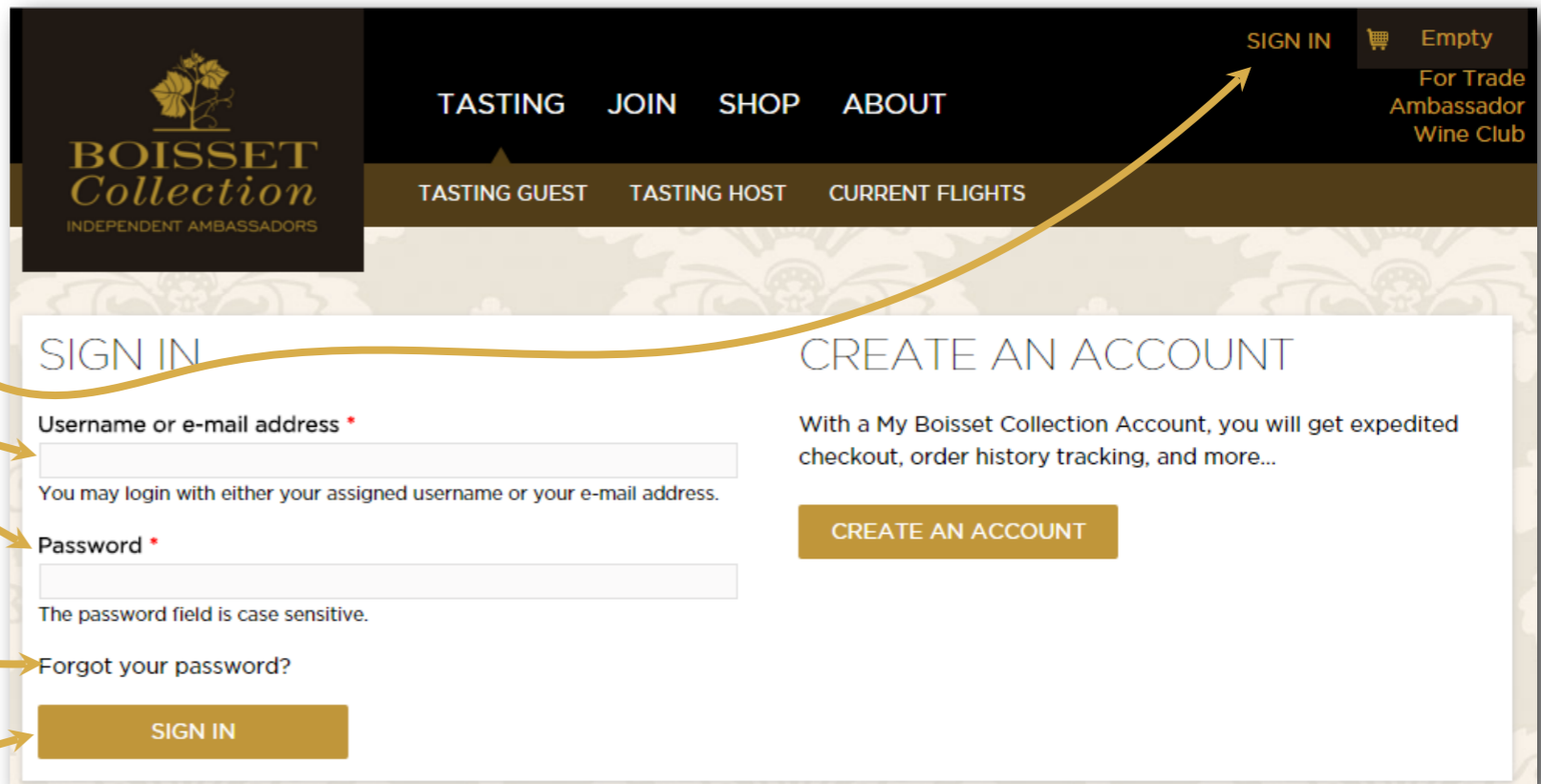
Steps

1.If you are not already signed into your account, start by clicking on the “Sign In” button at the top of any page.

2.Then you will just need to fill in your e-mail address and password on file.

- If you have forgotten your password, simply click on the “Forgot your password” link.

3.Then click on the “Sign In” button.



The screenshot shows the Boisset Collection website's login interface. At the top, there is a navigation bar with the Boisset Collection logo on the left and links for TASTING, JOIN, SHOP, and ABOUT in the center. On the right of the navigation bar, there is a 'SIGN IN' link, a shopping cart icon labeled 'Empty', and a link for 'For Trade Ambassador Wine Club'. Below the navigation bar, there is a secondary bar with links for TASTING GUEST, TASTING HOST, and CURRENT FLIGHTS. The main content area is divided into two sections: 'SIGN IN' on the left and 'CREATE AN ACCOUNT' on the right. The 'SIGN IN' section contains a form with two input fields: 'Username or e-mail address' and 'Password'. Below the 'Password' field, there is a note 'The password field is case sensitive.' and a link 'Forgot your password?'. At the bottom of the 'SIGN IN' section is a 'SIGN IN' button. The 'CREATE AN ACCOUNT' section contains a paragraph of text and a 'CREATE AN ACCOUNT' button. Arrows from the text on the left point to the 'SIGN IN' link in the top navigation bar, the 'Username or e-mail address' field, the 'Password' field, the 'Forgot your password?' link, and the 'SIGN IN' button.

BOISSET
Collection
INDEPENDENT AMBASSADORS

TASTING JOIN SHOP ABOUT

TASTING GUEST TASTING HOST CURRENT FLIGHTS

SIGN IN

Username or e-mail address *

You may login with either your assigned username or your e-mail address.

Password *

The password field is case sensitive.


[Forgot your password?](#)

SIGN IN

CREATE AN ACCOUNT

With a My Boisset Collection Account, you will get expedited checkout, order history tracking, and more...

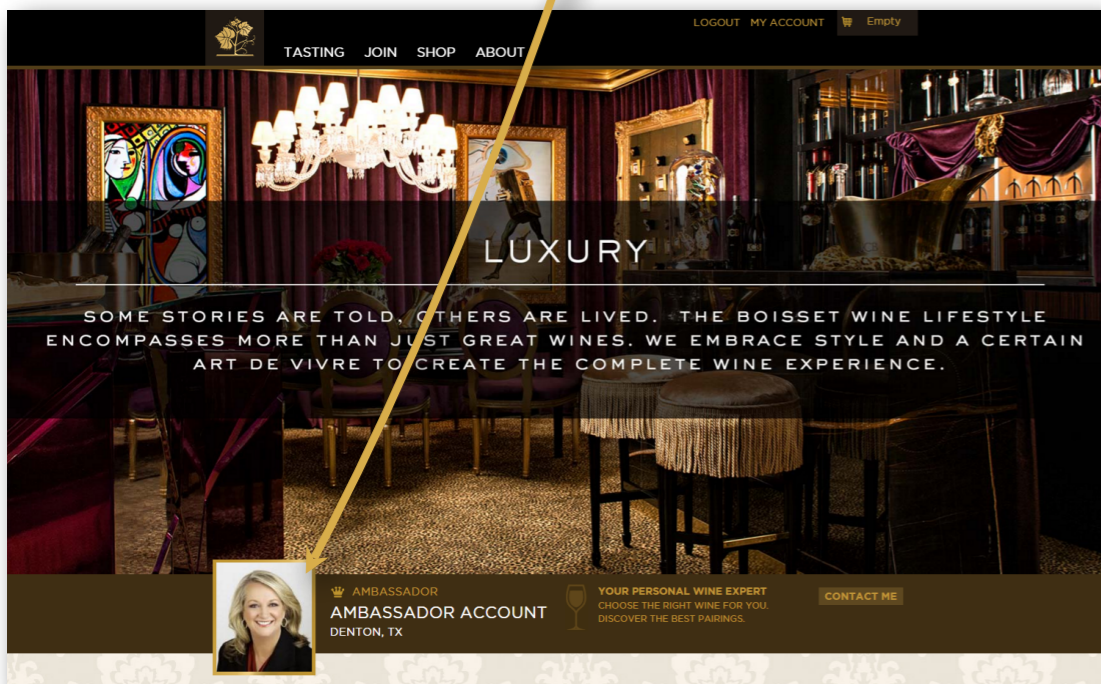
CREATE AN ACCOUNT

SIGN IN  Empty [For Trade Ambassador Wine Club](#)

Steps (Cont'd.)

4. Now that you are logged into your account, click the “My Account” link on the upper right side of the site.

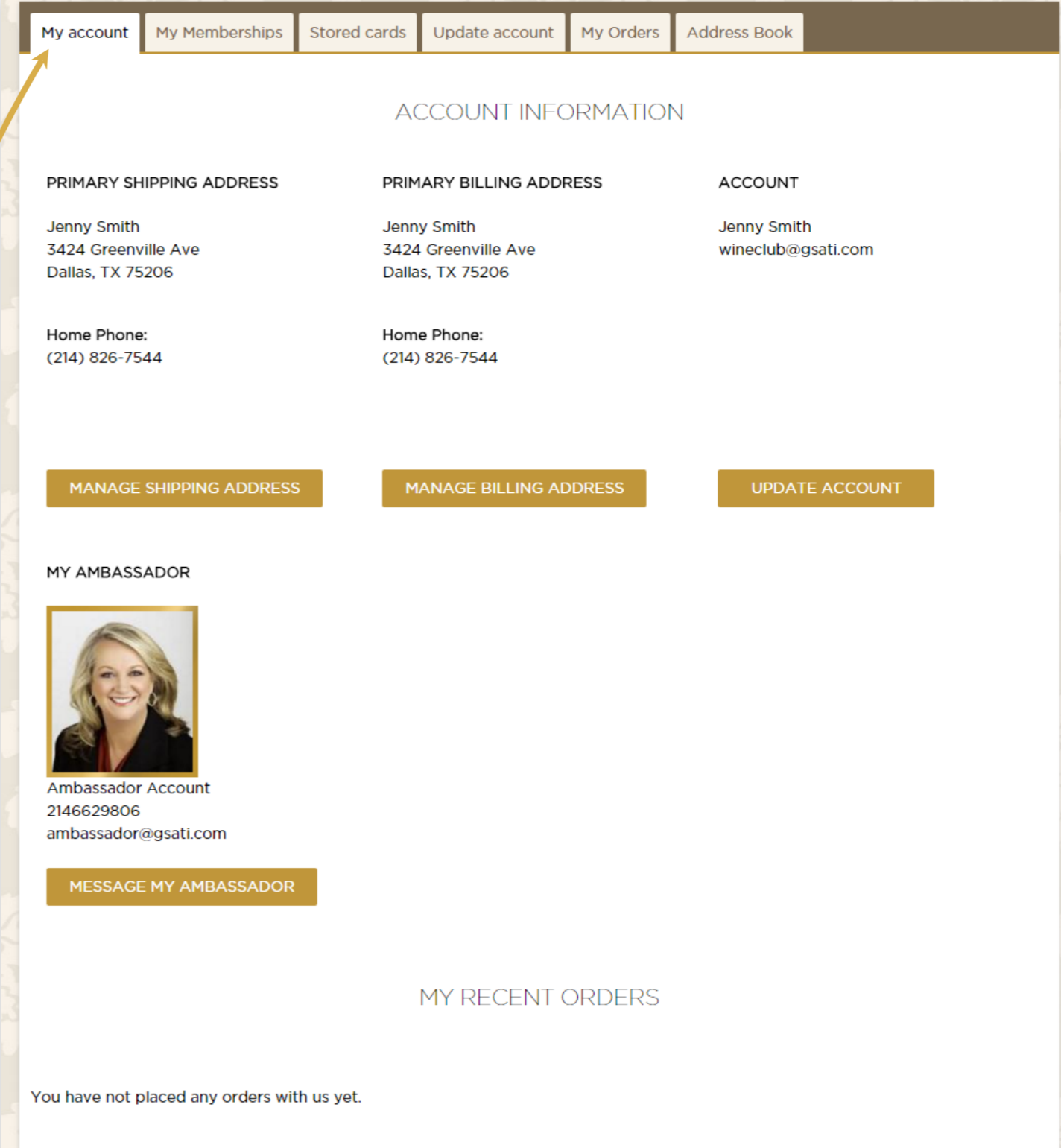
- If you have added items to your cart, they will be saved until you either complete the checkout or remove the item from the cart.
- Your contact information as an ambassador will always display on your personal website.




My Account Tab

Now that you are on the My Account page you can manage all of your information.

- The “My Account” tab gives you most of the primary information on the account.
- The “My Memberships” tab shows your current Wine Club Memberships (Page 4).
- The “Stored Cards” tab shows your credit cards on file and allows you to manage them (Page 5).
- The “Update Account” tab allows you to update your account information (Page 6).
- The “Ambassador Profile” tab of “Update Account” is where you can update information related to your wine business (Page 7)
- The “My Orders” tab displays all of your order history (Page 8).
- The “Address Book” tab allows you to manage all addresses that you've saved to your account (Page 9).



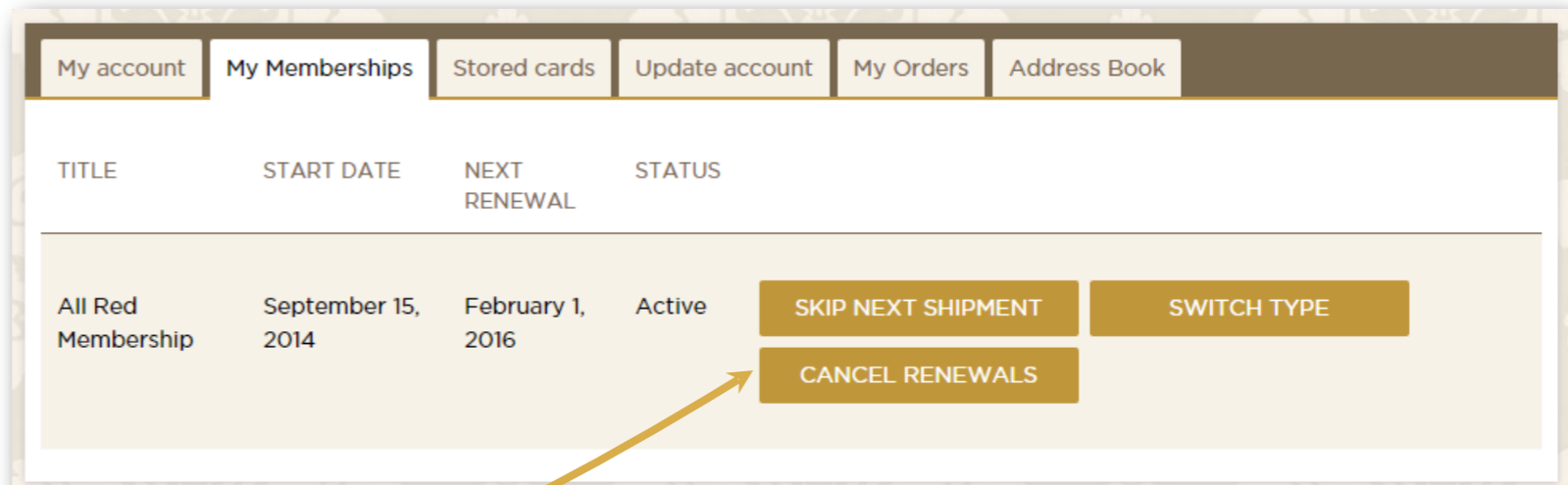
The screenshot shows the 'My account' tab selected in a navigation bar. The page is titled 'ACCOUNT INFORMATION' and displays details for Jenny Smith. It includes sections for Primary Shipping Address, Primary Billing Address, and Account information. Below these are buttons to 'MANAGE SHIPPING ADDRESS', 'MANAGE BILLING ADDRESS', and 'UPDATE ACCOUNT'. There is also a section for 'MY AMBASSADOR' featuring a profile picture, name, account number, and email, with a 'MESSAGE MY AMBASSADOR' button. At the bottom, there is a section for 'MY RECENT ORDERS' which states 'You have not placed any orders with us yet.'

My account	My Memberships	Stored cards	Update account	My Orders	Address Book
ACCOUNT INFORMATION					
PRIMARY SHIPPING ADDRESS Jenny Smith 3424 Greenville Ave Dallas, TX 75206 Home Phone: (214) 826-7544		PRIMARY BILLING ADDRESS Jenny Smith 3424 Greenville Ave Dallas, TX 75206 Home Phone: (214) 826-7544		ACCOUNT Jenny Smith wineclub@gsati.com	
MANAGE SHIPPING ADDRESS		MANAGE BILLING ADDRESS		UPDATE ACCOUNT	
MY AMBASSADOR					
 Ambassador Account 2146629806 ambassador@gsati.com					
MESSAGE MY AMBASSADOR					
MY RECENT ORDERS					
You have not placed any orders with us yet.					

My Memberships Tab

This tab allows you to view your current and/or past wine club memberships.

- Past Memberships will show a “Canceled” status.
- Current Memberships will show an “Active” status.
- You can choose to skip your next shipment, change your wine club type, or cancel your membership if needed.
- If you cancel a wine club membership accidentally, please contact Customer Care and we will reinstate the membership.

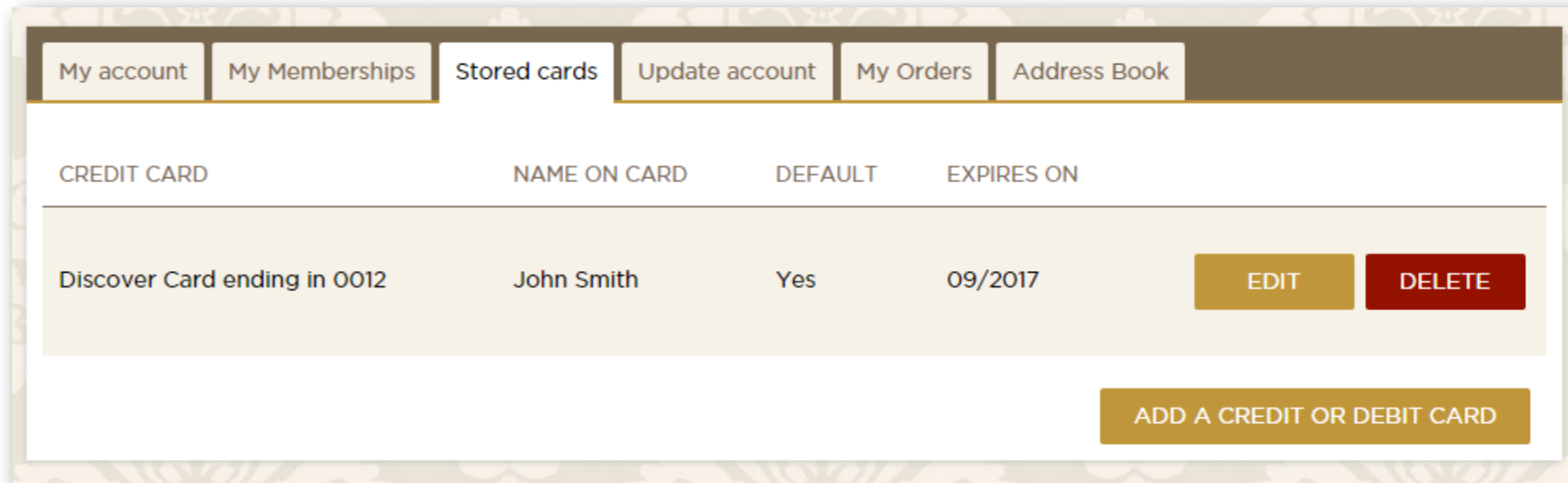


TITLE	START DATE	NEXT RENEWAL	STATUS	
All Red Membership	September 15, 2014	February 1, 2016	Active	<div>SKIP NEXT SHIPMENT</div> <div>CANCEL RENEWALS</div> <div>SWITCH TYPE</div>

Stored Cards Tab

From this tab you can update credit cards stored on your account.

- Click Edit if you would like to change the information for an existing card.
- Click Delete if you want to remove a card from the account.
- You can also add a new card by clicking 'Add a Credit or Debit Card' below.



The screenshot shows the 'Stored cards' tab selected in a navigation bar. Below the navigation bar, there is a table with columns: CREDIT CARD, NAME ON CARD, DEFAULT, EXPIRES ON, and two action buttons: EDIT and DELETE. A single card is listed: Discover Card ending in 0012, John Smith, Yes, 09/2017. Below the table, there is a button labeled 'ADD A CREDIT OR DEBIT CARD'.

CREDIT CARD	NAME ON CARD	DEFAULT	EXPIRES ON		
Discover Card ending in 0012	John Smith	Yes	09/2017	EDIT	DELETE

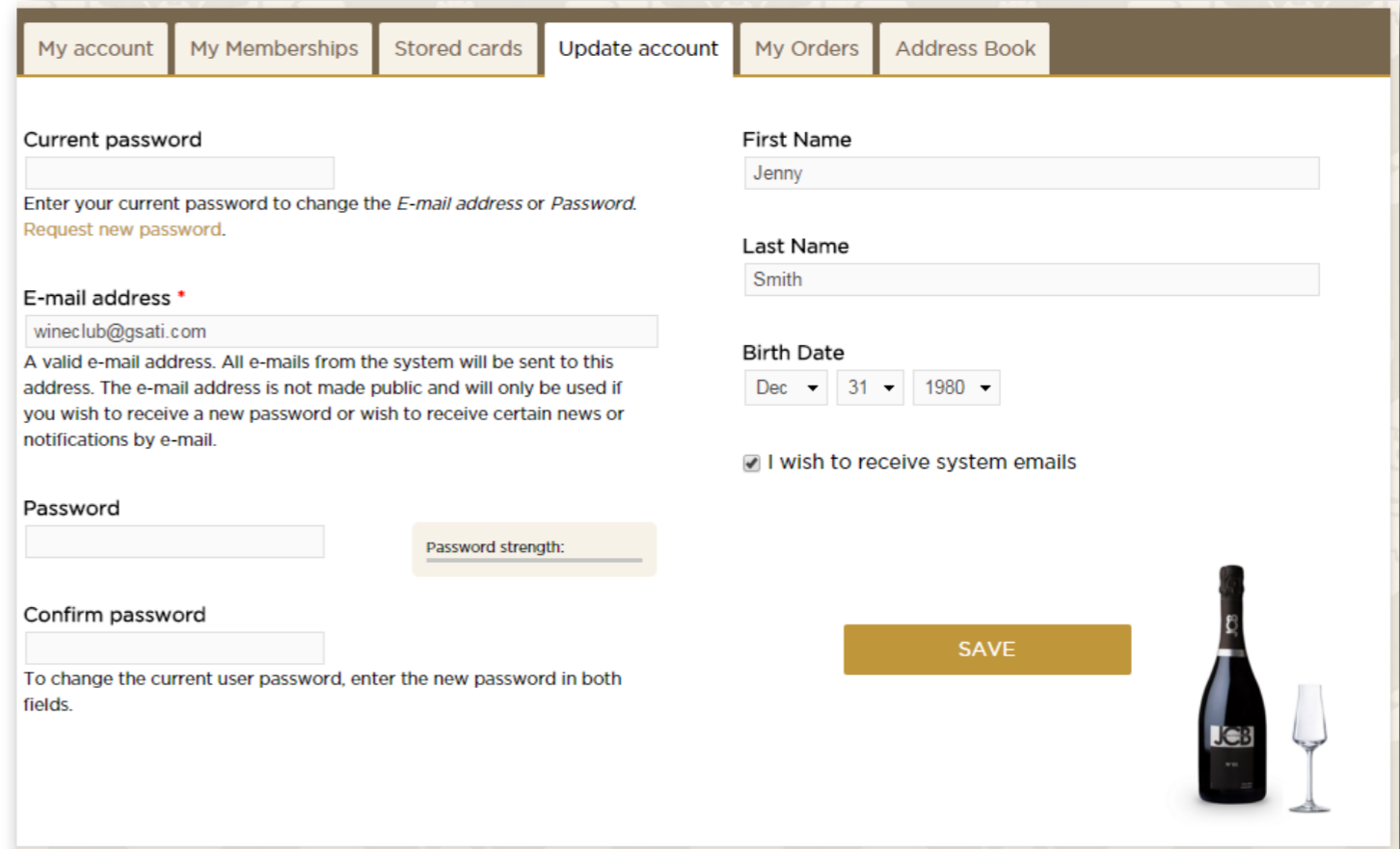
ADD A CREDIT OR DEBIT CARD

Update Account Tab

From this tab, you can update the main login information on your account.

From here you can:

- Update your email address.
- Update your password.
- Change the name on your account.
- Update your date of birth.
- Change whether you would like to receive system emails.
- Any information that you change will be saved after clicking the “Save” button.
- Note that you will have to type in your current password in the top left field to change the email address or set a new password.



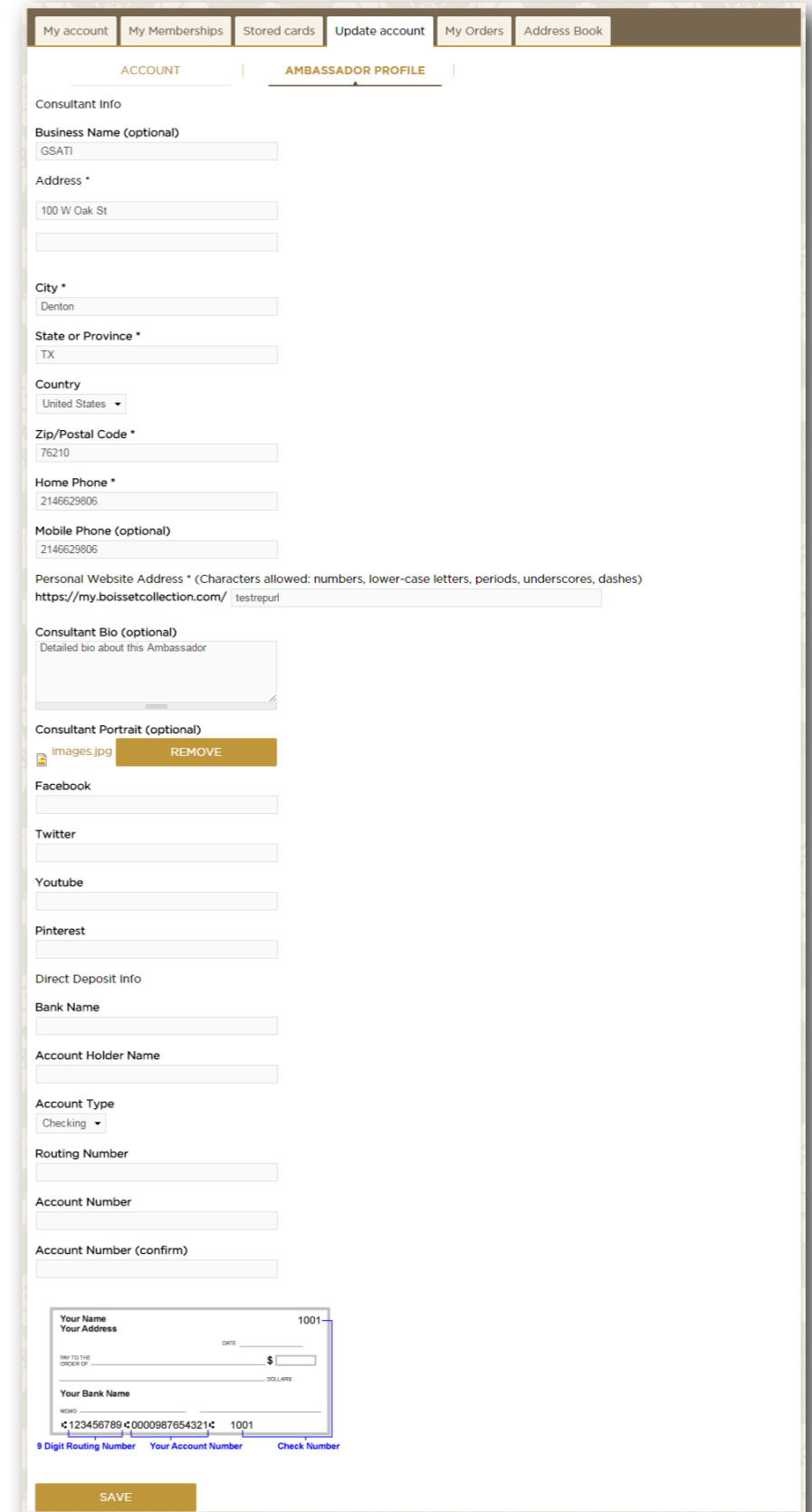
The screenshot shows the 'Update account' tab selected in a navigation bar. The form contains the following fields and options:

- Current password:** A text input field with a placeholder for the current password.
- First Name:** A text input field containing 'Jenny'.
- Last Name:** A text input field containing 'Smith'.
- E-mail address:** A text input field containing 'wineclub@gsati.com'. Below it, a note states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- Birth Date:** Three dropdown menus showing 'Dec', '31', and '1980'.
- Checkbox:** A checked checkbox labeled 'I wish to receive system emails'.
- Password:** A text input field.
- Password strength:** A progress bar indicator.
- Confirm password:** A text input field.
- Save button:** A large orange button labeled 'SAVE'.
- Image:** A small image of a wine bottle and a glass in the bottom right corner.

Update Account – Ambassador Profile

From this tab, you can update information related to your wine business. You can:

- Update your business name.
- Update your business address.
- Change the URL for your personal website.
- Update your bio text that customers can see.
- Upload/update your picture.
- Add URLs for social media channels.
- Update your Direct Deposit information
 - If you don't add your banking information here you will be mailed a check and charged a **\$10 check fee**.
- Click "Save" to keep any changes you made.



The screenshot shows the 'Update account' tab selected in the top navigation bar. The page is divided into two main sections: 'ACCOUNT' and 'AMBASSADOR PROFILE'. The 'AMBASSADOR PROFILE' section is active and contains the following fields:

- Consultant Info**
 - Business Name (optional)**: GSAI
 - Address ***: 100 W Oak St
 - City ***: Denton
 - State or Province ***: TX
 - Country**: United States (dropdown)
 - Zip/Postal Code ***: 76210
 - Home Phone ***: 2146629806
 - Mobile Phone (optional)**: 2146629806
 - Personal Website Address *** (Characters allowed: numbers, lower-case letters, periods, underscores, dashes): https://my.boissetcollection.com/testrepurl
 - Consultant Bio (optional)**: Detailed bio about this Ambassador
 - Consultant Portrait (optional)**: images.jpg (with a REMOVE button)
 - Facebook**
 - Twitter**
 - Youtube**
 - Pinterest**
- Direct Deposit Info**
 - Bank Name**
 - Account Holder Name**
 - Account Type**: Checking (dropdown)
 - Routing Number**
 - Account Number**
 - Account Number (confirm)**

At the bottom of the form, there is a preview of a check with the following details:

- Your Name**: [Name]
- Your Address**: [Address]
- DATE**: [Date]
- Pay to the order of**: [Name]
- \$**: [Amount]
- DOLLARS**: [Amount]
- Your Bank Name**: [Bank Name]
- MEMO**: [Memo]
- 9 Digit Routing Number**: 123456789
- Your Account Number**: 0000987654321
- Check Number**: 1001

A large **SAVE** button is located at the bottom right of the form.

My Orders Tab

From this tab, you can see all of your order history and get details on each order.

- To view order details, just click on the “View Order” button.
- Orders will show the date of the order, the order number, status of the order, and the total from this page.

My account

My Memberships

Stored cards

Update account

My Orders

Address Book

CREATED▼

ORDER NUMBER

ORDER STATUS

TOTAL

Feb 23, 2016

156355

Pending

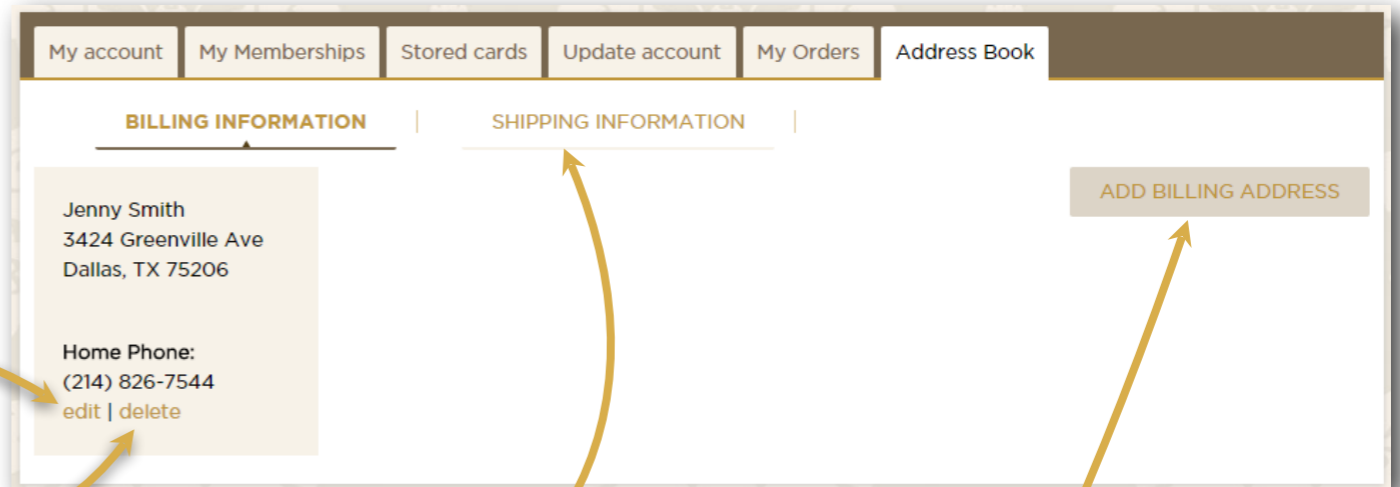
\$189.13

VIEW ORDER

Address Book Tab

From this tab, you can view/edit/delete any address that has been saved on your account.

- Click on the “Edit” Link to edit the address that needs to be changed.
- Click on the “Delete” link to remove the address from the address book.
- Use the tabs at the top for choosing if you would like to view Billing Addresses or Shipping Addresses.
- Click 'Add Billing Address' or 'Add Shipping Address' in either tab to add a new address.



My account | My Memberships | Stored cards | Update account | My Orders | Address Book

BILLING INFORMATION | SHIPPING INFORMATION

Jenny Smith
3424 Greenville Ave
Dallas, TX 75206

Home Phone:
(214) 826-7544
[edit](#) | [delete](#)

[ADD BILLING ADDRESS](#)