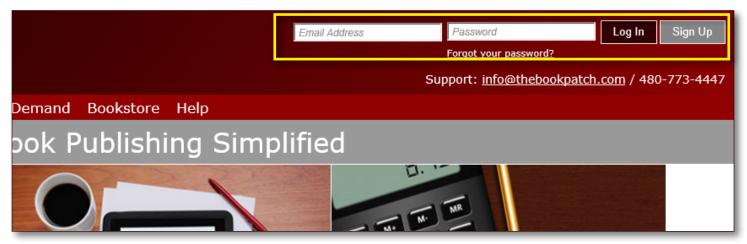
## **Update Profit Check Address**

These instructions will show you how to update your profit check address. The profit check address is where we will send your profit checks in the event that you meet the requirements to earn a check when listing your book in our bookstore. Each time we send you a check, we will send the check to this address no matter where we sent it before. The address is not correct, you may not receive your check in a timely manner and may have to wait an additional 90 days to get a new check sent out. *If it important that you update this as soon as possible when needed.* 

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.

DJECTS	My Account
Search & Memoirs & Money Books 1 & Internet	Send a message to a colleague My Bookshelf My Board My Colleague My Profile Cllaborations Messages My ISBNs My Services Editing The Following For Colleague(s)

- 4. In the Where Do We Send Your Checks section, enter / edit the information in the text boxes.
- 5. Click the **Save** button after you entered / updated your information.
- 6. Your information has been updated.

oks	Basic Information Add/Edit Your Bio Page	Where Do We Send Your Checks
<u>. Internet</u> <u>:tive &amp;</u>	The <b>bold items</b> below will appear in your Public Profile. More information can be added on the <u>MyBio</u> page. First Name	At TheBookPatch we offer the book industry's best payouts. You, the author, get to keep 100% of your sales profits, no fees, comissions or royalties. All earnings checks will be mailed out the 15th day
	Jake	of the following month, assuming your balance is
<u>nt</u>	Last Name Puppy	\$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.
rature	Phone	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.
<u>in</u>	Gender Male  Female	Address 1
	Year of Birth	Address 2
5	Select Year	
<u>s</u> time ts	Region Phoenix, AZ	City
	Email	State/Province
rrent	jake@splashpixel.net	
iture	<ul> <li>Please notify me via email regarding updates to books I'm involved in and collaboration and colleague requests.</li> <li>Show Public Profile</li> <li>I do not want my profile to be visible.</li> </ul>	Zip/Postal Code
on on &	Save Changes	Save
tracet		