



# PROFIT SOURCERY

Managing Your ProfitSourcery Account

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ProfitSourcery allows you to manage your account via two pages on the user dashboard, 'profile settings' and 'payment settings'.

In this guide we'll quickly run through how you can update your profile and manage your payment details. We'll also show you how to upgrade, downgrade or even cancel your account.

*For more information on using the product dashboard, see our 'Your Dashboard Explained' guide.*

## Profile Settings

If you want to tailor your account details, you can do so through the 'profile settings' tab on the dashboard (see below).

The screenshot shows the 'Profile Settings' page for a user named Ben Miles. The page is divided into several sections:

- 1 Change your avatar:** A section on the left with six circular avatars and an option to 'Upload your own' with a dashed box for dragging a file.
- Contact details:** A section with two input fields: '2 Full name' (with the value 'Ben Miles') and '3 Email' (with the value 'ben\_miles92@live.co.uk'). There is a 'Change' button next to the email field.
- 4 Change password:** A section with two input fields: 'New password' and 'Confirm new password'. There is a 'Change' button next to the confirm field.

The top navigation bar includes 'Dashboard', 'Resources', 'Account', 'Profile', and 'Log Out', along with a user profile icon for 'Ben Miles'. A help icon is visible in the bottom right corner.

### Your Profile Avatar (1)

On the left of the profile settings page you can select your avatar. You can select from our selection of avatars or alternatively you can upload your own image. It's completely up to you what avatar you decide to use, you'll be able to see the image you've selected next to your name in the top right corner of the dashboard.

### Full Name (2)

In the profile you'll need to provide your full name. This will have been done when you first signed up (so shouldn't need changing). It shouldn't need any explanation but please use your actual name as it will be used on the monthly invoices we send you.

### Email (3)

The email address you provide will be used by us to send you relevant email notifications and subscription invoices. With this in mind please keep your email details up to date so you don't miss out on any important updates from us.

### Change Password (4)

When you initially signed up to ProfitSourcery you would have provided a password as part of your log in details. If you want to change your password you can enter your new one via the 'New password' tab, you'll then need to enter the same password with the 'Confirm new password' tab. Once you've finished this press the 'Change' button to confirm your new password.

### Help Desk (5)

At the bottom of your screen (at all times when you're logged in), you'll be able to see a '?' notification button. This is the 'help desk', here you'll be able to ask questions and get help using our product (if necessary).

## Payment Settings

There are three main features on the account page, where you can see your payment settings (see below). Here you can change your payment details, upgrade your subscription (or cancel it) and see your payment history.

### Payment Settings

- #### 1 Change payment details

Please note that updating your card details will not take effect until the next payment cycle

Card number

CVC

Expiration Month    Expiration Year

[Change](#)

[Change your subscription](#)

All of our products come with 30-75%+ markup and full access to our training guides

#### 2 Launch - £25 per month

Beginner/ novice Amazon sellers

Sales Rank: Top 2-6%

5 new products per day

51% average markup

£7.66 average actual markup

[Change](#)
- #### 3 Cancel your subscription

Cancelling your subscription will not delete your account but it will remove any opportunities from your dashboard. Are you sure you want to cancel?

[Cancel subscription](#)
- #### 4 Introduce a friend to ProfitSourcery


If you know someone who would benefit from ProfitSourcery, send them your referral link. If your friends sign-up then they will each get a 10% subscription discount. While they're with ProfitSourcery, we'll also give you a 10% discount as a thank you for referring your friends. Go ahead - Share your code and grab your discount.

Copy

`https://app.profitsourcery.com/signup?referral=A1lAyaCv`

Share

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- #### 5 Payment history



### Change Payment Details (1)

When you sign up with ProfitSourcery you'll be required to provide payment details. If your payment details change it's vital you update this information via the payment settings page. If we cannot take payment you won't be able to use our service. If

you've made any changes, just hit the 'Change' button to save your updated information.

### Upgrading Subscription (2)

Depending on the subscription you paid for when signing up to ProfitSourcery, you'll have the option to upgrade or downgrade your account. Above the upgrade button you can see the plan you'll be upgrading to.

When you upgrade or downgrade your account, the changes to your subscription is immediate. New opportunities will then take a few hours to enter your upgraded account.

If you choose to upgrade your subscription part way through your billing period, you will pay the additional cost for the higher tier based on the number of days you will be using it for the current period. This additional cost is a percentage of the higher tier fee minus the amount already paid for the lower tier. This amount will be charged on your next normal billing date along with the fee for the next month's subscription.

### Cancel Subscription (3)

We really hope that you love using ProfitSourcery, however if you want to cancel your subscription you can do so via the 'Cancel Subscription' button at the base of the payment settings page.

When you cancel you'll still be given access to the site up until the end of your subscription.

### Referral Code (4)

If you love ProfitSourcery you can share it with your friends! If you copy the link provided and share it with your friends you will receive a 10% discount as long as that friend stays with us. Your friend gets 10% off too!

### Payment History (5)

On the payment settings you can see your entire payment settings. You'll be able to see four key pieces of information.

- The amount you've paid (for subscription)
- Your payment status (should read 'complete')
- Date paid (payment date)

- Renewal date (when you will be charged again)

If you have absolutely any issues with your payment history, then please get in touch with us.