



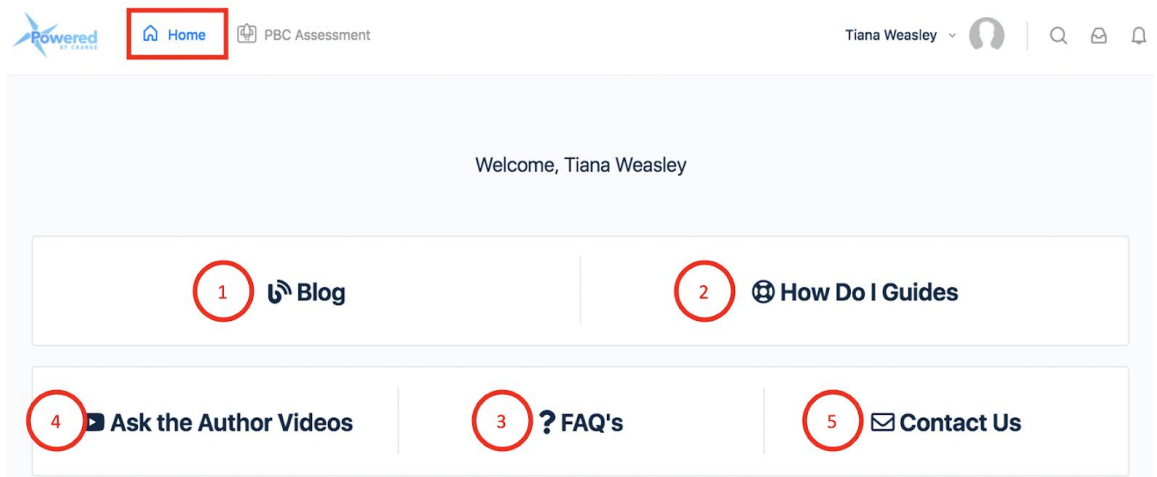
HOW DO I NAVIGATE THE PBC WEBSITE?

Section Links

- Your Home page
- Key menus in the PBC website?
- The Top Menu
- Left Hand Side Menu
- Left Hand Side Menu - PBC Membership
- What's in the Membership Account page?

Your Home page

- When you login to PBC website you will land in your Home page, which is accessible at anytime from the 'Home' option in the top menu

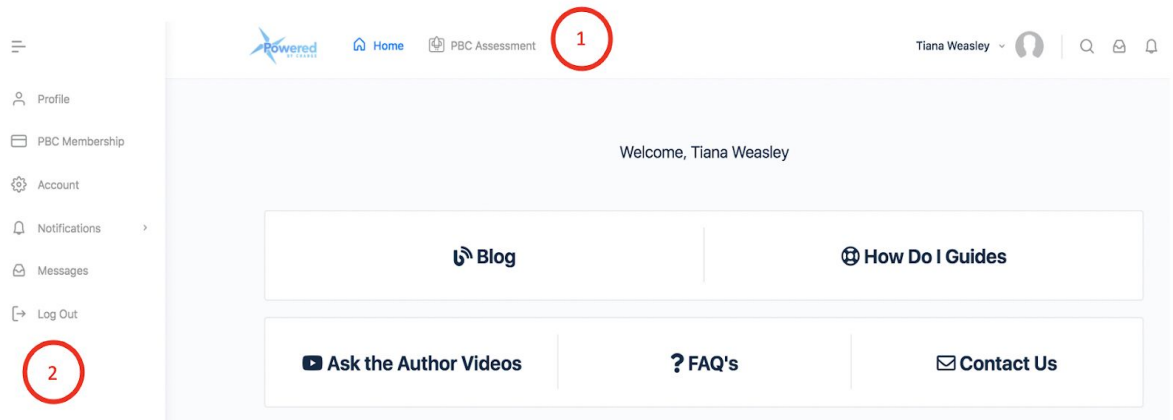


- This has a number of resources for you, including:
 1. The PBC Blog, where we post articles every couple of weeks
 2. How Do I Guides, which contains guides on how to do everything, including accessing the PBC Assessment, completing the PBC Assessment and making changes to your membership
 3. There's an FAQs section, with answers to common questions
 4. The Ask the Author videos are short 1-minute videos where the author answers questions regarding the Windmill Theory in Powered By Change
 5. There's a contact form which you can use to contact us with questions and feedback

How Do I Navigate the PBC Website Guide

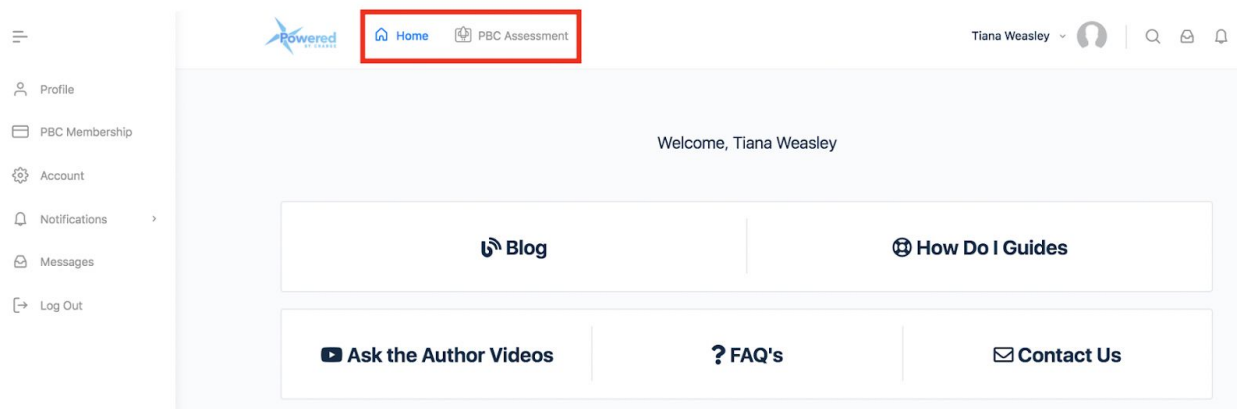
Key menus in the PBC website?

- There are 2 menus in the PBC website that enable you to navigate the website
- These are:
 1. The top menu
 2. The left hand side menu



The Top Menu

- The top menu contains links to the:
 1. Home page
 2. PBC Assessment

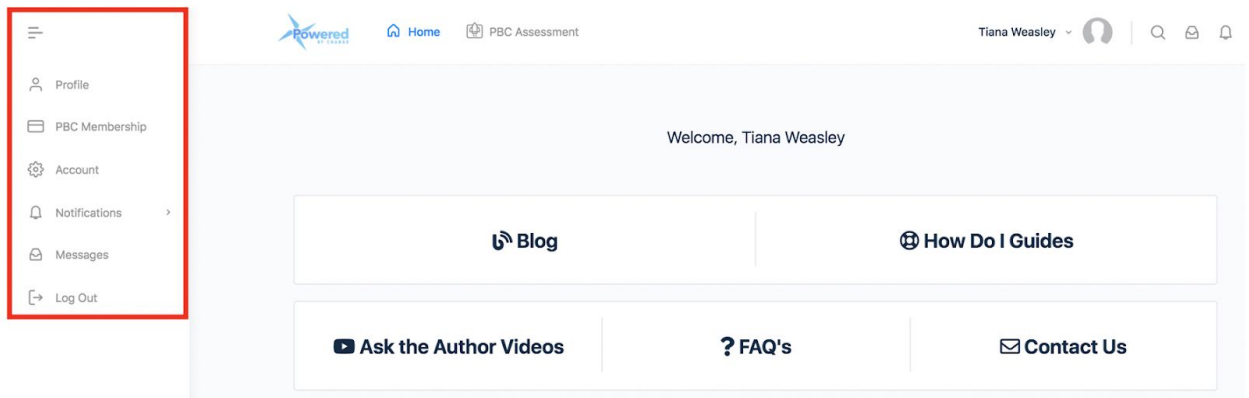



- Use the top menu to navigate to any of these three areas in the PBC website

How Do I Navigate the PBC Website Guide

Left Hand Side Menu

- The left hand side menu, enables you to make changes to your membership and account as well as to logout
- The key item in this menu is the:
 1. PBC Membership
- This is covered fully in the next section

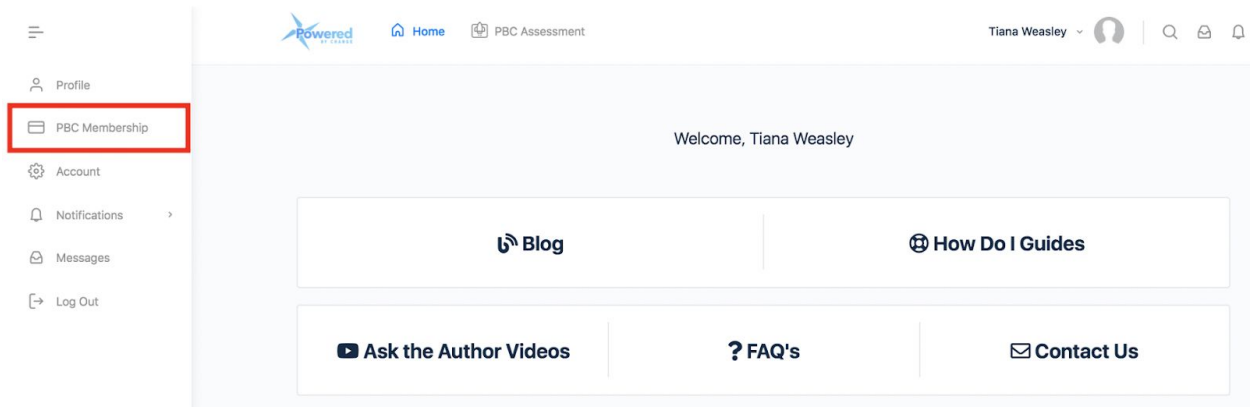


- You can expand and contract this menu by clicking on the  at the top of it

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Left Hand Side Menu - PBC Membership

- To access your PBC Membership information, click on the 'PBC Membership' option in the menu to go to the 'Membership Account' page



- This opens up the 'Membership Account' page
- From this menu you can edit your profile and update your password or email address for your membership

What's in the Membership Account page?

- This page contains the following sections:
 1. My Memberships
 2. My Account
 3. Past Invoices
- **1. My Memberships**
 - The 'My Memberships' section contains links to:
 - Cancel your membership

Membership Account

My Memberships

LEVEL	BILLING	EXPIRATION
Client		---
Cancel Membership		

How Do I Navigate the PBC Website Guide

2. **My Account**

- The '[My Account](#)' section contains links to:
 - Editing your profile
 - Changing your password for your PBC membership, this is also where you can update your email address (which is your username)

My Account

TIANA WEASLEY
Username: Tiana@Techsquid.co.nz
Email: Tiana@Techsquid.co.nz
Edit Profile
Change Password

3. **Past Invoices**

- The '[Past Invoices](#)' section contains links to all of your invoices
 - It shows the date (of payment), the amount and the status
 - At the end there is a link to view all invoices

Past Invoices

DATE	LEVEL	AMOUNT	STATUS
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