# Updating your marketplace account details

#### Before you do anything else...

- When you change any details entered into Amazon Seller Central or other online marketplaces, Amazon
  or the marketplace may request further information or documentation as part of their seller verification
  process, which can vary depending on which country / region you are based in.
- You can request proof of bank account ownership from WorldFirst before you change any details.
- Before you enter the WorldFirst account details into your Amazon or marketplace seller account, please check that the company and contact information you have registered with the marketplace is the same as that held by WorldFirst. If not, please contact your account manager at WorldFirst for assistance before changing the account details on Amazon Seller Central or any other online marketplaces.
- We also recommend that you notify Amazon Seller Support (or your dedicated account manager at Amazon, if you have one) that you intend to change the details of the bank account linked to your Amazon storefront.
- If you are unsure of the process or have any questions regarding the above, please feel free to drop us
  a line at <u>worldaccountsea@worldfirst.com</u> and we will be happy to walk you through it.

#### What to do next

You should have received an email confirming that your new WorldFirst currency account is open. You can access these account details by logging in online here and you will need to enter these on Amazon Seller Central or your marketplace seller account. Wherever possible, the country / region of the marketplace should correspond with the bank location country / region of the currency account, to ensure you incur no additional costs.

## For Amazon sellers, follow these 8 easy steps

1	<b>1</b> Click on 'Account Info'			
	www.amazon.com	English - O	Messages   Help   Settings	
			Logout	
			Account info	
			Notification Preferences	
2	Select 'Deposit methods' under Payment Info	rmation		

	Deposit Methods	С	Charge Methods						
3	Click on 'Replace depo	sit method'							
						Manage De	oosit Methods		
BAN/ endi	a ACCOUNT NUMBER ng in XXX Replace deposit method	BANK LOCATION COUNTR USA ACCOUNT HOLDER NAME XXXXXX	RΥ		ASSIGNED MARKETPLAC	ES			
4 Click on 'Add new deposit method'									
Bank	Account								
i Se	elect a deposit method that you want to replace	with				Add new depos	it method		
5	Select 'Bank Location'								
Bank Account									
Add new deposit method				Select existing deposit method					
Bank Uni	Bank Location         United States         i         Disbursement may be subject to fees charged by your bank								
6	Enter bank account de	tails							
Bank	Account								
Add n	ew deposit method				s	elect existing de	oosit method		
Bank Unit	Location ed States		\$	<i>i</i> Disbursement may be s	subject to fees charged b	y your bank			
Accou Nam 9-Digi 9 dig Bank Re-ty	Int Holder's Name e as on bank documents t Routing Number its Account Number be Bank Account Number								

# Identify your bank account To prevent misuse of your bank account, you need to verify your account details ending in XXX and provide the complete account number. Bank Account Number

8 Click 'Set Deposit Method' to confirm

Set Deposit Method

### One more thing...

Once you've added the WorldFirst account details to your Amazon seller account, you may be asked by Amazon to provide a supporting document for the WorldFirst account. Please get in touch using the contact details below and we shall have that sent to you within one working day to provide to Amazon.

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#### WORLDFIRST

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