



Portal manual

How to login via one-time password:

1.- Login to <http://my.skinnytabs.com>. Enter the email associated with your account

The screenshot shows the top of the Skinnytabs portal with the logo and the text "Manage Your Subscriptions". Below this, the instruction "Enter your email address to login" is displayed. A white input field contains the placeholder text "Email address". At the bottom of the form is a dark green button labeled "Continue →".

2.- Click on login via one-time password

The screenshot shows the next step in the login process. The top header remains the same. Below the email field, there is a small person icon and a partially filled email address ending in "@gmail.com". The instruction "Enter the password for your account" is shown above a password input field filled with dots. Below the password field is a link "Forgot password?". The link "Login via one time password →" is circled in yellow. At the bottom is a dark green button labeled "Login →".



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3.- Enter the one-time password and click on login

The screenshot shows the 'skinnytabs' logo and the text 'Manage Your Subscriptions' at the top. Below this is a user profile icon and a partially obscured email address ending in '@gmail.com'. The main instruction reads 'Enter the one time password sent to your email to continue'. A text input field for the password is highlighted with a yellow oval. Below the input field are two links: 'Resend the one time password' and 'Enter password instead →'. At the bottom, a dark green 'Login →' button is also highlighted with a yellow oval.



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How to login entering the password you have created:

1.- Login to <http://my.skinnytabs.com>. Enter the email associated with your account

The screenshot shows the top of the login page with the Skinnytabs logo and the text "Manage Your Subscriptions". Below this, the instruction "Enter your email address to login" is displayed. A white input field contains the placeholder text "Email address". At the bottom of the form is a dark green button with the text "Continue →".

2.- Enter the password for your account

This screenshot shows the next step in the login process. The email field is now populated with a masked email address ending in "@gmail.com". Below the email field, the instruction "Enter the password for your account" is shown. A password input field, highlighted with a yellow oval, contains masked characters and a toggle icon. Below the password field are links for "Forgot password?" and "Login via one time password →". At the bottom, a dark green "Login →" button is also highlighted with a yellow oval.



Portal manual

How to cancel:

1.- Login to <http://my.skinnytabs.com>

skinnytabs®
Manage Your Subscriptions

Enter your email address to login

Email address

Continue →

2.- Click on the subscription

skinnytabs®
My Account

Detox
\$54.95 Billed every month >

Account Information

Billing & Shipping Addresses

Payment Methods

Billing History

Questions? Our Support Team would be glad to help. Visit skinny.me/contact to contact us.



Portal manual

3.- Click on Cancel Subscription

← Subscription Details

Detox
\$54.95 Billed every month

Shipping >

[Edit Subscription](#)
[Cancel Subscription](#)

4.- Click on Confirm Cancellation

← Cancel Subscription

Your subscription will be cancelled immediately

Reason for cancellation

[Confirm Cancellation](#)



Portal manual

How to edit subscription:

1.- Login to <http://my.skinnytabs.com>

The screenshot shows the 'Manage Your Subscriptions' page. At the top, there is the Skinnytabs logo and the text 'Manage Your Subscriptions'. Below this, a prompt reads 'Enter your email address to login'. A text input field contains the placeholder text 'Email address'. At the bottom of the page, there is a dark green button with the text 'Continue →'.

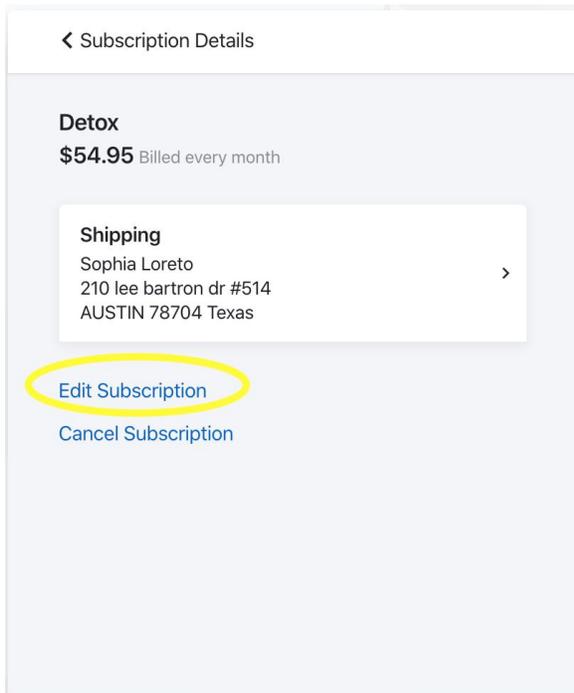
2.- Click on the subscription

The screenshot shows the 'My Account' page. At the top, there is the Skinnytabs logo and the text 'My Account'. Below this, there is a list of account settings. The first item is 'Detox' with a price of '\$54.95 Billed every month' and a right-pointing chevron icon. This entire row is circled in yellow. Below this are four menu items: 'Account Information', 'Billing & Shipping Addresses', 'Payment Methods', and 'Billing History'. At the bottom, there is a footer text: 'Questions? Our Support Team would be glad to help. Visit sknny.me/contact to contact us.'

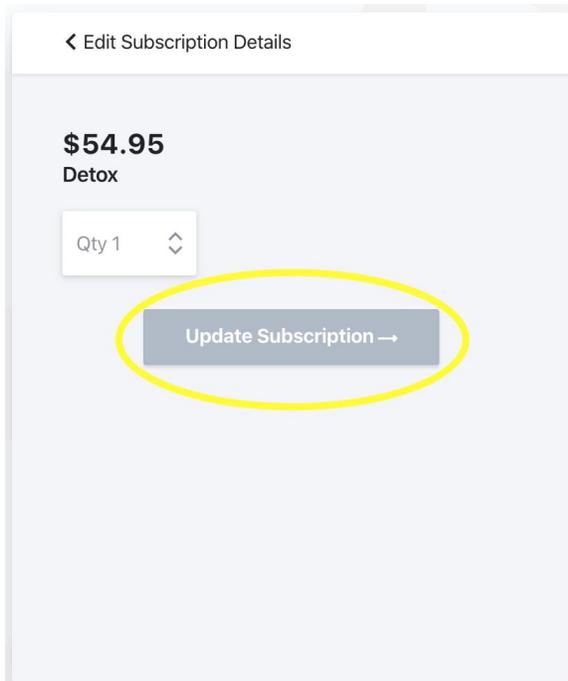


Portal manual

3.- Click on Edit Subscription



4.- Here you can downgrade or upgrade your subscription. Click on Update subscription





Portal manual

How to update account information:

1.- Login to <http://my.skinnytabs.com>

The screenshot shows the 'Manage Your Subscriptions' page. At the top is the Skinnytabs logo and the text 'Manage Your Subscriptions'. Below this is a heading 'Enter your email address to login'. There is a white input field with the placeholder text 'Email address'. At the bottom of the page is a dark green button with the text 'Continue →'.

2.- Click on Account Information

The screenshot shows the 'My Account' page. At the top is the Skinnytabs logo and the text 'My Account'. Below this is a list of account items, each with a right-pointing chevron: 'Detox \$54.95 Billed every month' and an empty row. Below the list is a navigation menu with four items: 'Account Information' (highlighted with a yellow circle), 'Billing & Shipping Addresses', 'Payment Methods', and 'Billing History'. At the bottom of the page is a footer with the text: 'Questions? Our Support Team would be glad to help. Visit sknny.me/contact to contact us.'



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3.- Select the email address if you want to change the email address, name or last name

< Account Details

- >
- Change Password >

4.- Update information and click update

< Update your account details

First Name (Optional) Last Name (Optional)

Email

Update



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5.- Select change password if you want to change the password, enter your current password click proceed

< Change your Password

Enter your current password

Forgot password?

Proceed →

6.- Enter a new password and click update

< Enter new password

Enter new password

Your password must have

- At least 8 characters
- At least one special character @\$!%*#?&()
- At least one number

Update



Portal manual

How to update account information:

1.- Login to <http://my.skinnytabs.com>

The screenshot shows the login page for Skinnytabs. At the top, there is the Skinnytabs logo and the text "Manage Your Subscriptions". Below this, a prompt says "Enter your email address to login". There is a text input field with the placeholder text "Email address". At the bottom of the form is a green button labeled "Continue →".

2.- Click on Billing & Shipping Addresses

The screenshot shows the "My Account" page. At the top, there is the Skinnytabs logo and the text "My Account". Below this, there is a list of account items. The first item is "Detox" with a price of "\$54.95" and the text "Billed every month". Below this, there is a list of account settings. The "Billing & Shipping Addresses" option is highlighted with a yellow circle. Other options include "Account Information", "Payment Methods", and "Billing History". At the bottom, there is a footer with the text "Questions? Our Support Team would be glad to help. Visit sknny.me/contact to contact us."



Portal manual

3.- Click on the address that you want to update billing or shipping

← Billing & Shipping Addresses

Billing

>

Shipping

>

>

4.- Update details and click update

← Update your shipping details

First Name

Last Name

Address Line 1

Address Line 2 (Optional)

City

Zip

State

Update



Portal manual

How to update account information:

1.- Login to <http://my.skinnytabs.com>

The screenshot shows the 'Manage Your Subscriptions' page. At the top is the Skinnytabs logo and the text 'Manage Your Subscriptions'. Below this is a heading 'Enter your email address to login'. Underneath is a text input field with the placeholder text 'Email address'. At the bottom of the page is a dark green button with the text 'Continue →'.

2.- Click on Payment methods

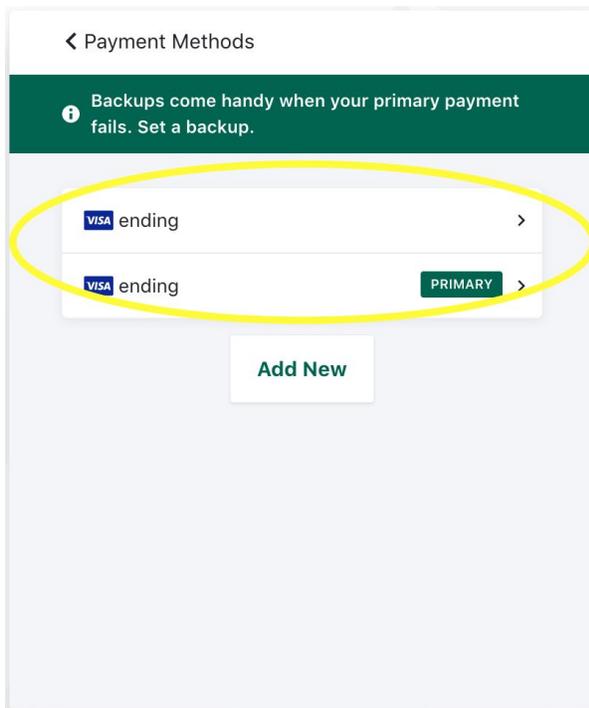
The screenshot shows the 'My Account' page. At the top is the Skinnytabs logo and the text 'My Account'. Below this is a list of subscription items. The first item is 'Detox' with a price of '\$54.95 Billed every month' and a right-pointing chevron. Below this is another empty item with a right-pointing chevron. At the bottom of the page is a list of account management options: 'Account Information', 'Billing & Shipping Addresses', 'Payment Methods' (which is circled in yellow), and 'Billing History'. At the very bottom, there is a footer text: 'Questions? Our Support Team would be glad to help. Visit sknny.me/contact to contact us.'



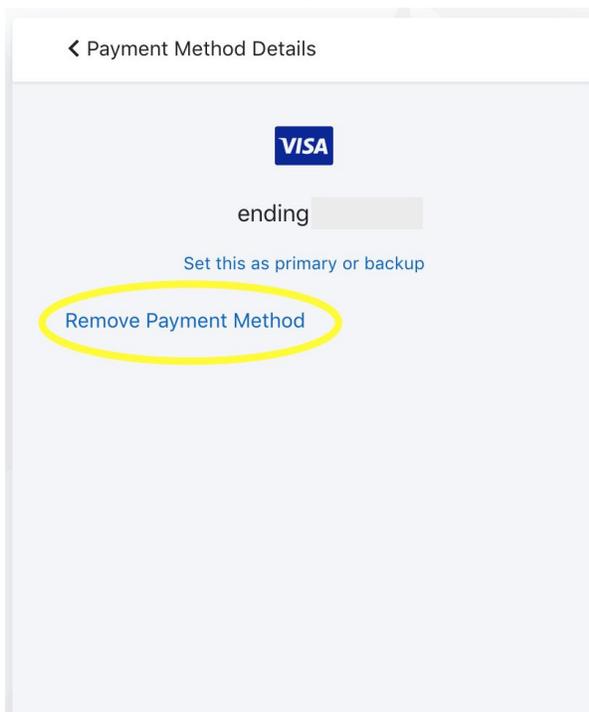
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Remove a card

3.- Select the card that you want to remove



4.- Click on Remove Payment Method

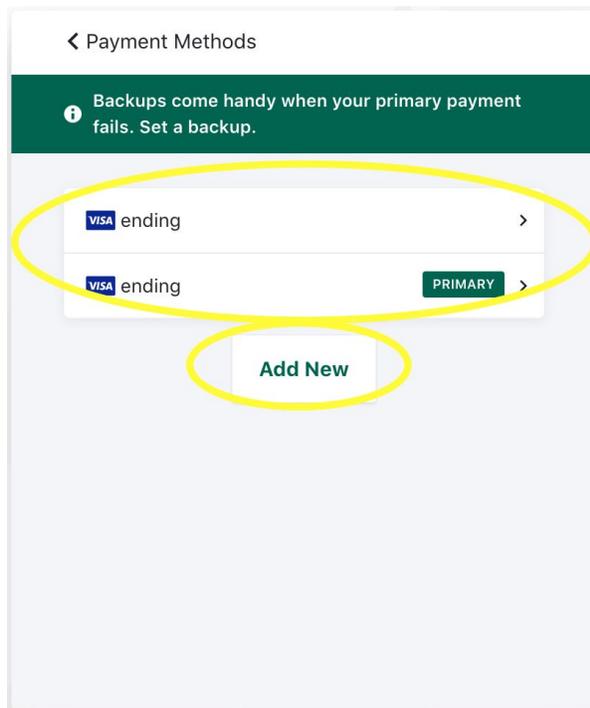




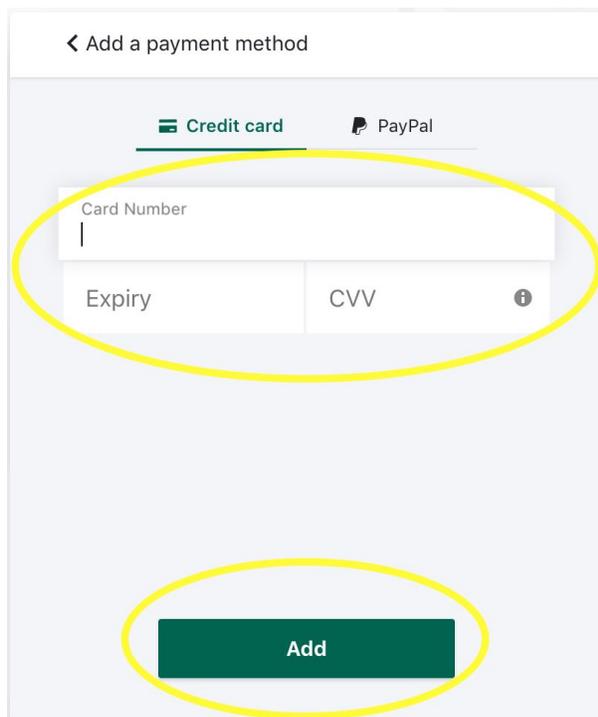
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Add a new card

5.- Click on add a new card



6.- Add the card numbers





Portal manual

How to download my billing information:

1.- Login to <http://my.skinnytabs.com>

The screenshot shows the login page for Skinnytabs. At the top, there is the Skinnytabs logo and the text "Manage Your Subscriptions". Below this, a prompt says "Enter your email address to login". There is a text input field with the placeholder text "Email address". At the bottom of the form is a green button labeled "Continue →".

2.- Click on Billing History

The screenshot shows the "My Account" page. At the top, there is the Skinnytabs logo and the text "My Account". Below this, there is a list of account items. The first item is "Detox" with a price of "\$54.95" and the text "Billed every month". There is a right-pointing chevron next to it. Below this is a white box with a right-pointing chevron. At the bottom, there is a list of account settings: "Account Information", "Billing & Shipping Addresses", "Payment Methods", and "Billing History". The "Billing History" option is circled in yellow. At the bottom of the page, there is a footer that says "Questions? Our Support Team would be glad to help. Visit sknny.me/contact to contact us."



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3.- Click on Download

← Billing history

• Detox \$54.95 Aug 21, 2019	Download
• Skinnytabs Starter Plan \$54.95 Aug 20, 2019	Download
• Skinnytabs Starter Plan \$54.95 Aug 20, 2019	Download
• Skinnytabs Starter Plan \$54.95 Aug 20, 2019	Download
• One-Time Purchase \$79.95 Aug 20, 2019	Download