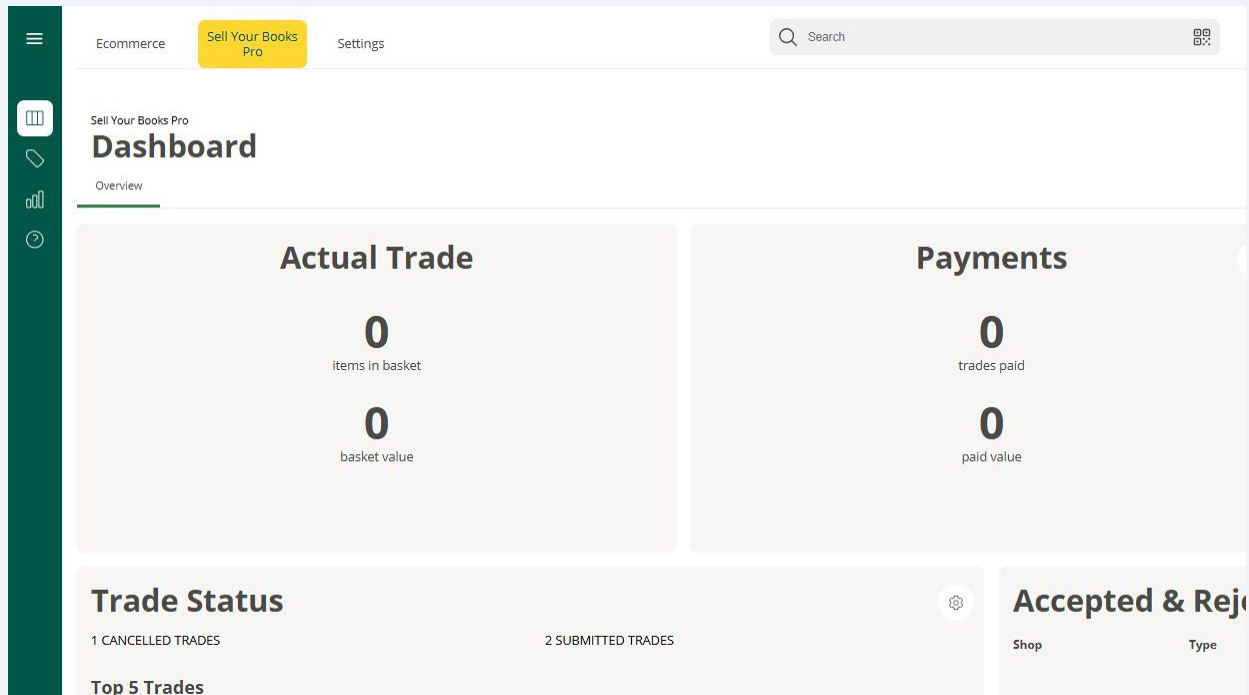


How to update your account settings

1

Navigate to <https://b2b.worldofbooks.com/pro/dashboard>



The screenshot displays the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro' (highlighted in yellow), and 'Settings'. A search bar is located on the right. A dark green sidebar on the left contains icons for a menu, books, a magnifying glass, a bar chart, and a question mark. The main content area is titled 'Dashboard' with a sub-tab 'Overview'. It features two large summary cards: 'Actual Trade' showing 0 items in basket and 0 basket value, and 'Payments' showing 0 trades paid and 0 paid value. Below these is a 'Trade Status' section with '1 CANCELLED TRADES' and '2 SUBMITTED TRADES', and a 'Top 5 Trades' link. On the right, an 'Accepted & Rejected' table is partially visible with columns for 'Shop' and 'Type'.

Ecommerce **Sell Your Books Pro** Settings

Search

Sell Your Books Pro
Dashboard
Overview

Actual Trade

0
items in basket

0
basket value

Payments

0
trades paid

0
paid value

Trade Status

1 CANCELLED TRADES 2 SUBMITTED TRADES

Top 5 Trades

Accepted & Rejected

Shop Type

2 Click "Settings"

The screenshot shows the 'Sell Your Books Pro' dashboard. At the top, there is a navigation bar with 'Ecommerce', 'Sell Your Books Pro', and 'Settings' buttons. The 'Settings' button is highlighted with an orange circle. Below the navigation bar, the dashboard title 'Sell Your Books Pro Dashboard' is displayed. The main content area is divided into several sections: 'Actual Trade' with '0 items in basket' and '0 basket value'; 'Payments' with '0 trades paid' and '0 paid value'; 'Trade Status' with '1 CANCELLED TRADES' and '2 SUBMITTED TRADES'; and 'Accepted & Rejected' with 'Shop' and 'Type' columns. A sidebar on the left contains icons for a menu, a list, a search, a bar chart, and a question mark.

3 Click "Account Settings"

The screenshot shows the 'Sell Your Books Pro' dashboard with the 'Settings' button highlighted. A dropdown menu is open, showing the following options: 'World of Books Settings', 'Account Settings' (highlighted with an orange circle), 'Bank Account', 'Profile Settings', 'Teams', and 'Users'. The background dashboard content is visible but slightly faded, showing the same sections as the previous screenshot: 'Actual Trade', 'Payments', 'Trade Status', and 'Accepted & Rejected'.

4

Complete the required fields in 'Company Settings'

Company Settings eBay Settings System Settings Shipment Settings Gift Aid Settings

CHARITY *
This account belongs to a charity. ☐

NAME OF YOUR ORGANISATION *

ABBREVIATED NAME

EBAY CHARITY ID *

EMAIL ADDRESS *

PHONE NUMBER *

COUNTRY *

POSTAL CODE *

COUNTY *

TOWN *

ADDRESS *

COMPANY LOGO FOR PACKING SLIPS
SELECT FILE TO UPLOAD

5

Click 'Save settings'

NAME OF YOUR ORGANISATION *

EBAY CHARITY ID * **VAT ID**

PHONE NUMBER *

POSTAL CODE *

TOWN *

COMPANY LOGO FOR PACKING SLIPS
SELECT FILE TO UPLOAD

Save settings **Cancel**

v4.0.0 [f](#) [in](#)