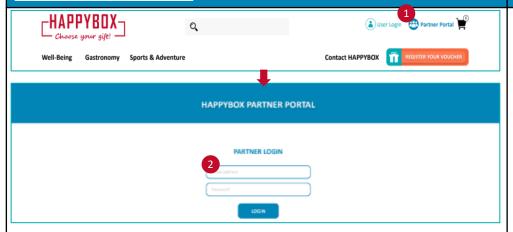
1. Your first connection

As a new HappyBox Partner, you have received a "Welcome email" with a link to "Activate your Account" on our website. Click on this link and then login on your Partner Portal using the user name (email address) and the password provided in this email. We strongly recommend changing this password the first time you log in by following Step 3.

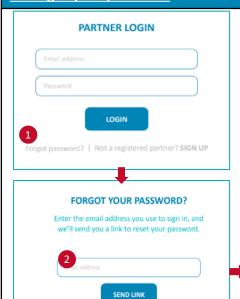
From then on, you will have access to your Partner Portal on www.happybox.ke.

2. Connect to your account



- 1. Click on "Partner Portal".
- 2. Log in with your Email address and your Password.

3. Forgot your password



Return to login | Not a registered partner? SIGN UP

FORGOT YOUR PASSWORD?

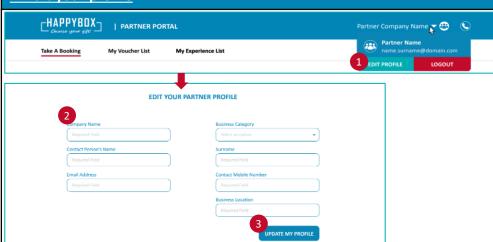
YOUR REQUEST HAS BEEN SENT

Please check your emails for a link to reset your password

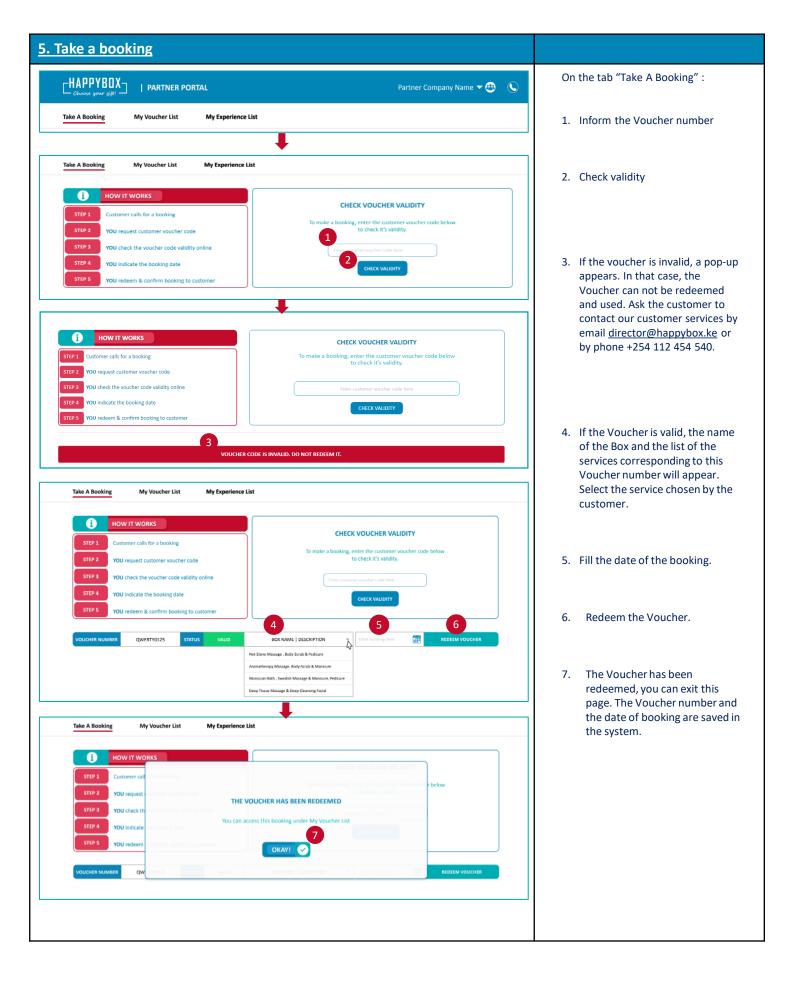
OKAY!

- In the case you forget your Password or want to change it, click on "Forgot password".
- Enter your Email address and click on "SEND LINK". You will receive by email a link to reset your password.
- Check your emails to finish this request and use the link "Reset your password".

4. Edit your profile



- If you want to edit your profile*, click on "EDIT PROFILE".
- 2. Make your changes.
- Click on "UPDATE MY PROFILE" to save your changes.
- *Any request for a change of your email address must be done by phone +254 112 454 540 or by email to customerservices@happybox.ke



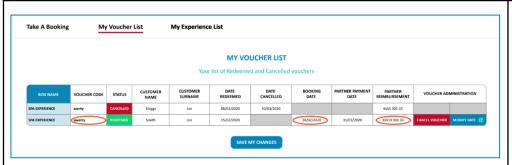
6. Cancel a booking or modify the date of a booking



On the tab "My Voucher List":

- 1. You can **cancel a booking** by clicking on "CANCEL VOUCHER" on the corresponding line and then "SAVE CHANGES"
- A booking can be cancelled only once per voucher. A cancellation is your responsibility and follow your T&C. Any cancellation will not be paid by HappyBox.
- 2. You can **change a booking date** by clicking on "MODIFY DATE" and then "SAVE CHANGES"

7. Check the list of vouchers redeemed with you



On the tab "My Voucher List":

You can check at any time, all the bookings made through HappyBox.

You will find the information you need to prepare the HappyBox INVOICE*:

- 1. Voucher number
- Date of booking
 Amount (Partner
 - Amount (Partner reimbursement)

*to be sent to director@happybox.ke

8. Check the list of the services you promote ("MY EXPERIENCE LIST")



On the tab "My experience List":

You can find all the services you have made available per Box

