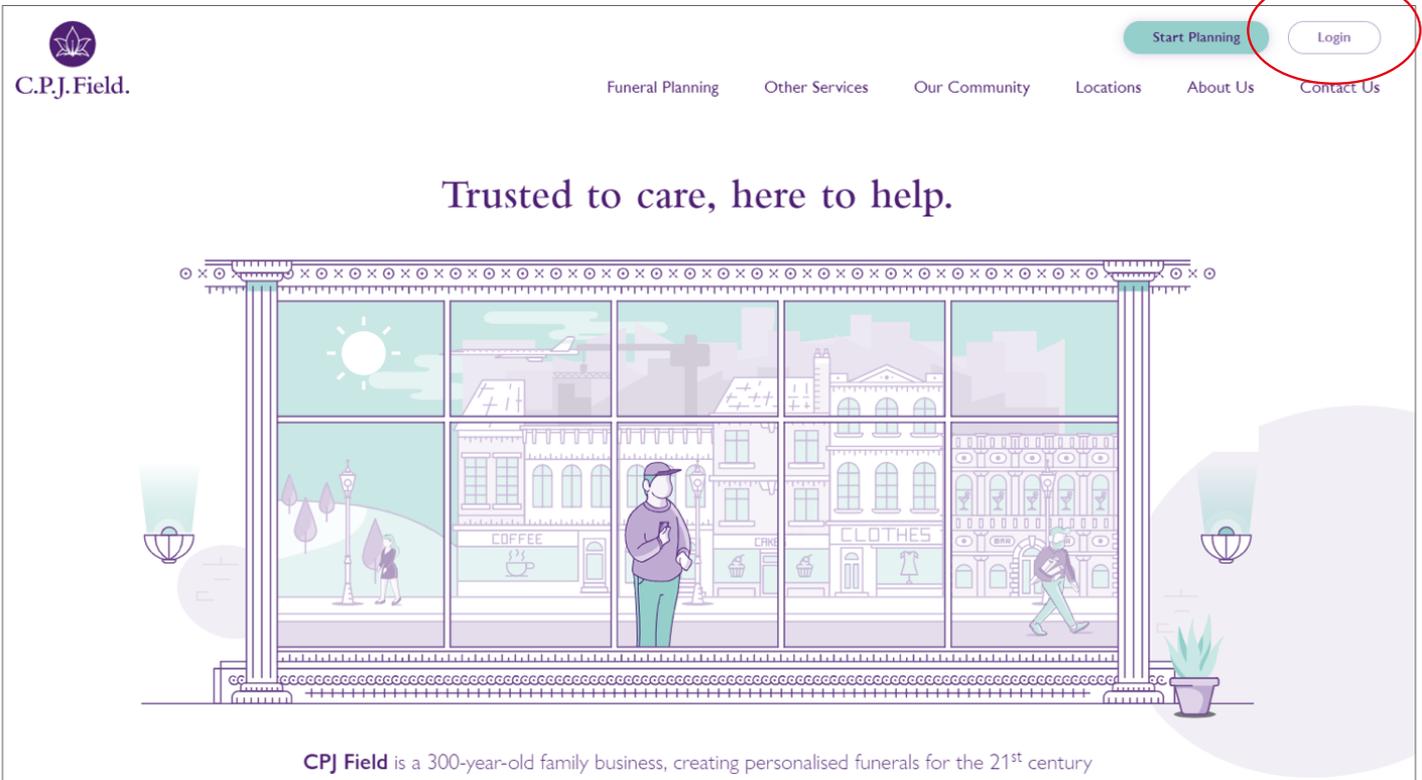
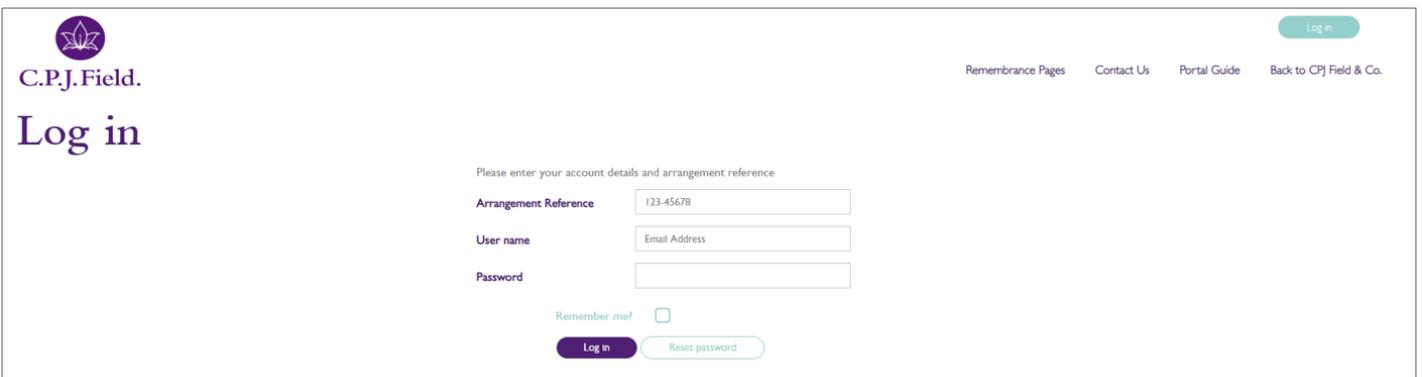


01: Log in: to begin click on the client login link at the top of the page.



02: Find the funeral: enter the Moderator and Arrangement details



03: Obituary and Service Information

As the Moderator you can upload a photograph and type an Obituary when on the Obituary tab. Checking the 'Published' check box and then clicking 'Update' will make this appear on the Main website.

The screenshot shows the C.P.J. Field website interface. At the top left is the logo and name 'C.P.J. Field.'. On the right, there are navigation links: 'Remembrance Pages', 'Your Account', 'Contact Us', 'Portal Guide', and 'Back to CPJ Field & Co.'. A 'Log off' button is in the top right corner. Below the navigation is a user profile icon and an 'Upload Image' button. The main heading reads 'In Memory of Mr Sidney Lawson (Sid)' with the date '08 December 2018'. There are three tabs: 'Obituary' (selected), 'Condolences', and 'Service Information'. Below the tabs, a text area is labeled 'Type the Obituary here'. At the bottom of the text area, there is a 'Published' checkbox (which is checked) and an 'Update' button, both of which are circled in red.

The Moderator is also able to enter service information on the Service Information tab.

The screenshot shows the same C.P.J. Field website interface as above. The 'Service Information' tab is now selected and circled in red. Below the tabs, a text area is labeled 'Ceremony Details'. The text in this area reads: 'The ceremony for Sidney Lawson will be held on: Thursday, 10 January 2019 11:00 Surrey & Sussex Crematorium Balcombe Road Crawley West Sussex RH10 3NQ'. Below this, there is a section for 'Committal Details' with the text: 'The committal for Sidney Lawson will be held on:'.



04: Condolences and Accounts

Some default text may be in place from the Arrangement, but the you can edit, add or remove these details as needed. Again, when the 'Published' check box is checked, and 'Update' is clicked this will appear on the main site.

If a member of public visits the main site and enters a Condolence, this will be held until the Moderator has approved it on the Condolences tab.

The screenshot shows the C.P.J. Field website interface for a memorial page titled "In Memory of Mr Sidney Lawson (Sid)" dated 08 December 2018. The navigation menu at the top includes "Remembrance Pages", "Your Account", "Contact Us", "Portal Guide", and "Back to CPJ Field & Co.". The "Your Account" link is circled in red. Below the header, there are three tabs: "Obituary", "Condolences" (which is highlighted with a red circle and a green underline), and "Service Information". A table below the tabs shows "Page 1 of 0" and "Results per page" set to 5. The table has columns for "Name", "Email", "Message", "Created", "Approved", and "Rejected".

In order to access the account section, click on the 'Your Account' button.

This screenshot is identical to the one above, but the "Your Account" link in the top navigation menu is circled in red. In this view, the "Condolences" tab is not highlighted.



05: Making a Payment

This will bring you to the accounts page showing a full break down of arrangement fees.

To make a payment click on the 'Make Payment' button, this will open up a field where you can enter a desired amount to be paid. This will then proceed through to the WorldPay payment process.

C.P.J. Field. Log off

Remembrance Pages Your Account Contact Us Portal Guide Back to CPJ Field & Co.

Account Payments - 300-35817

You can make payments to the account using the Make Payment button below.

| Arrangement Fees | |
|-----------------------------------|-----------------|
| Professional attention | £1066.00 |
| Care preparation and presentation | £588.00 |
| Chapel of Rest | £336.00 |
| Embalming (external) | £0.00 |
| Swaledale Coffin | £1076.00 |
| Officiant | £198.00 |
| Crematorium | £1070.00 |
| Doctors Fee - Form 4 | £82.00 |
| Doctors Fee - Form 5 | £82.00 |
| Other Venue | £825.00 |
| Genus Urn | £294.00 |
| Total | £5617.00 |

Payment Disbursements
No payment towards disbursements has yet been received.

Payments on Account
There are no payments on this account.

Refunds
There are no refunds to this account.

Make Payment Account Balance **£5,617.00**

Payment Amount: **Pay Now**

Surcharges
There are no surcharges for this account.

WorldPay Help FAQs Security

Secure Payment Page

TEST MODE - This is not a live transaction.

Select language: English

Payment method: **Visa** Verified by **VISA**

Description: **Payment to arrangement #35817**

Amount: **£5,617.00**

Card details

- * Card number
- * Security Code
- * Expiry date
- * Cardholder's name

Cardholder details

- * Address 1
- Address 2
- Address 3
- * Town/City
- Region
- Postcode/ZIP code
- * Country: Choose your country.
- Telephone
- Fax
- * Email address

Cardholder validation

Please complete this challenge to prove you are a real person:

I'm not a robot

Start again **Make payment**

Cancel

WorldPay (UK) Limited © 2012

Please fill in your card and cardholder details checking that all the information is correct before making a payment. Once the payment is authorised a Thank you page will display before being redirected to the accounts page.

The accounts page will now display the new payment and a confirmation email will be sent to the email address entered.

The account page will now be displaying the new payment and this will also be displayed in the arrangement under the account. An email will also be sent to the address that was entered as confirmation.



C.P.J. Field.

More than a funeral director since 1690.