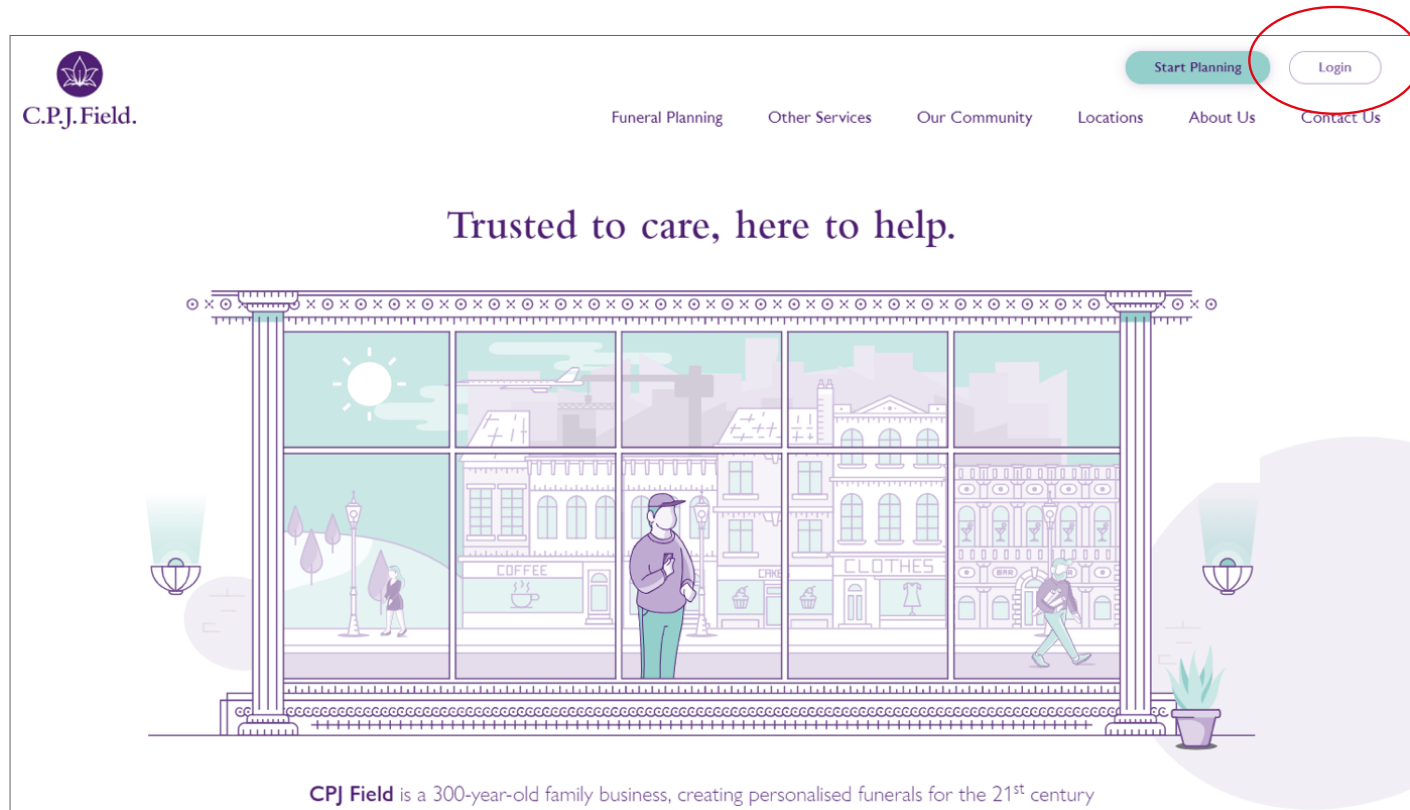


**01: Log in:** to begin click on the client login link at the top of the page.



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

The screenshot shows the 'Log in' page of the C.P.J. Field portal. The logo is in the top left. The navigation menu includes 'Remembrance Pages', 'Contact Us', 'Portal Guide', and 'Back to CPJ Field & Co.'. The main heading is 'Log in'. Below it, a text prompt says 'Please enter your account details and arrangement reference'. There are three input fields: 'Arrangement Reference' (with the value '123-45678'), 'User name' (with the placeholder 'Email Address'), and 'Password'. Below these fields is a 'Remember me?' checkbox, which is currently unchecked. At the bottom of the form are two buttons: 'Log in' and 'Reset password'.

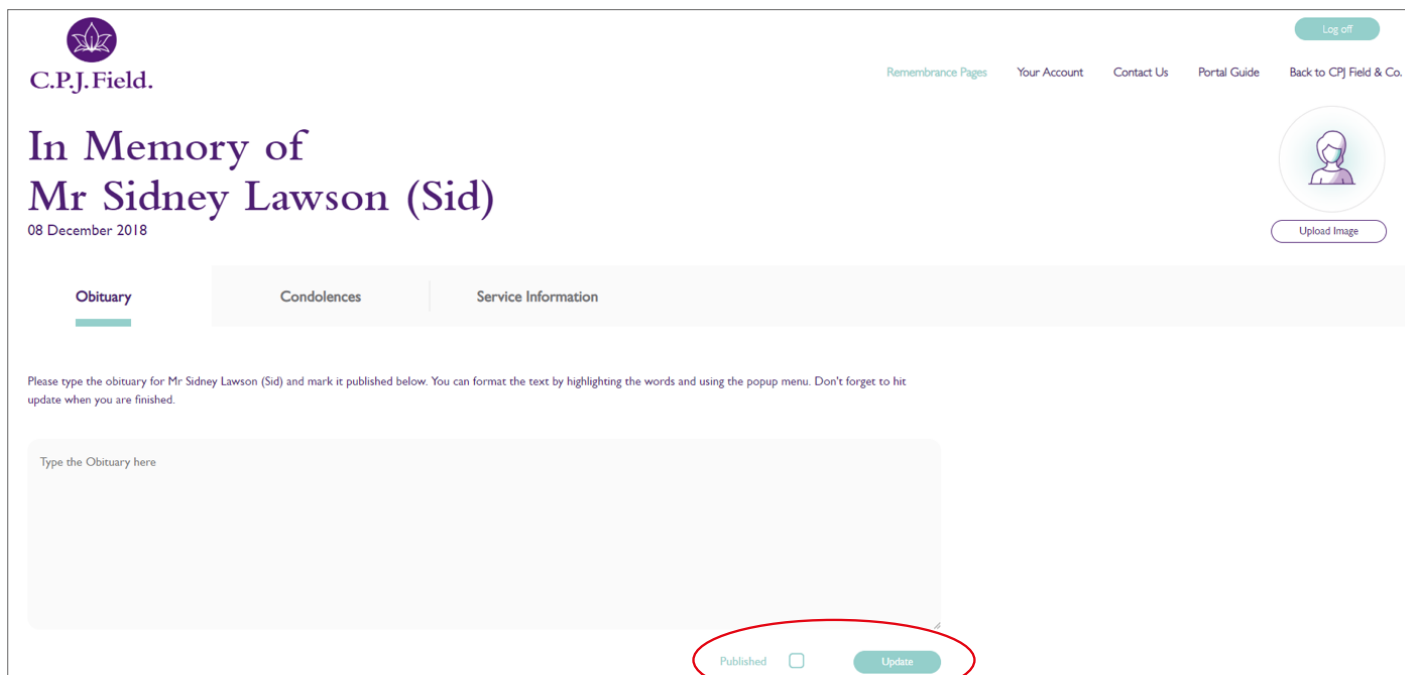


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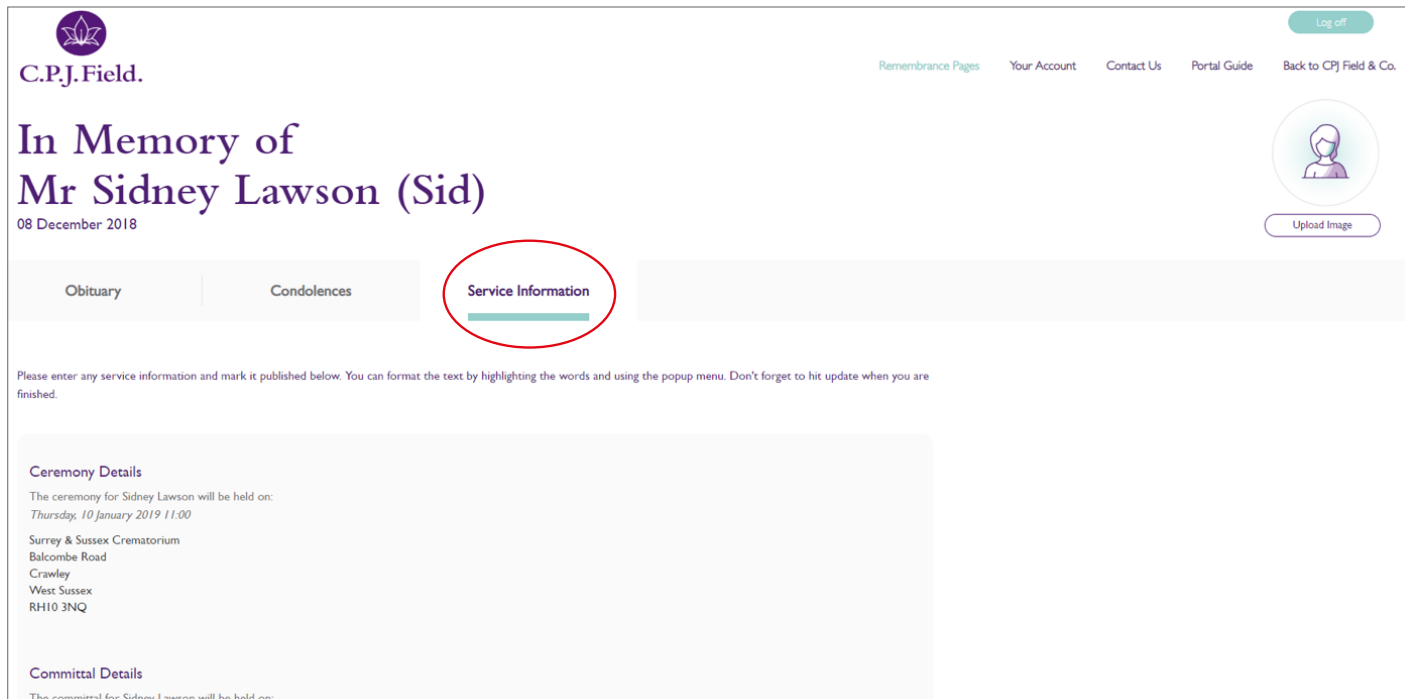
### 03: Obituary and Service Information

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. portal interface. At the top, there is a navigation bar with 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 bar, the main heading reads 'In Memory of Mr Sidney Lawson (Sid)' with the date '08 December 2018'. To the right of the heading is a profile picture placeholder with an 'Upload Image' button. Below the heading are three tabs: 'Obituary' (selected), 'Condolences', and 'Service Information'. The 'Obituary' tab is active, showing a text area for 'Type the Obituary here'. Below the text area, there is a 'Published' checkbox (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 C.P.J. Field. portal interface. At the top, there is a navigation bar with 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 bar, the main heading reads 'In Memory of Mr Sidney Lawson (Sid)' with the date '08 December 2018'. To the right of the heading is a profile picture placeholder with an 'Upload Image' button. Below the heading are three tabs: 'Obituary', 'Condolences', and 'Service Information' (selected). The 'Service Information' tab is active, showing a text area for 'Ceremony Details'. Below the text area, there is a 'Published' checkbox (checked) and an 'Update' button, both of which are circled in red.




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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.



C.P.J. Field.

Remembrance Pages

Your Account

Contact Us

Portal Guide

Back to CPJ Field & Co.

Log off

In Memory of

Mr Sidney Lawson (Sid)

08 December 2018

Obituary

Condolences

Service Information


Upload Image

Page 1 of 0

Results per page 5

Name	Email	Message	Created	Approved	Rejected
------	-------	---------	---------	----------	----------

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



C.P.J. Field.

Remembrance Pages

Your Account

Contact Us

Portal Guide

Back to CPJ Field & Co.

Log off

In Memory of

Mr Sidney Lawson (Sid)

08 December 2018

Obituary

Condolences

Service Information

Upload Image

Page 1 of 0

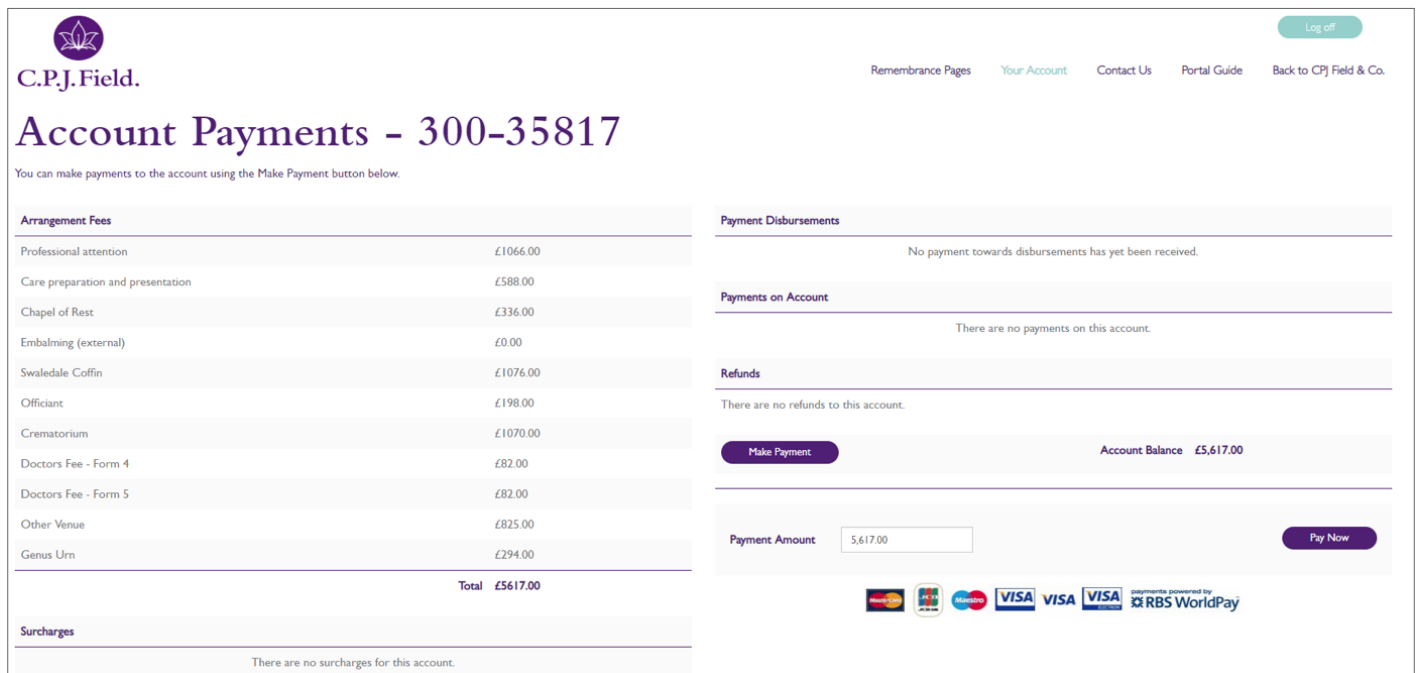
Results per page 5

Name	Email	Message	Created	Approved	Rejected
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## 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.**

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
<b>Total</b>	<b>£5617.00</b>

**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.

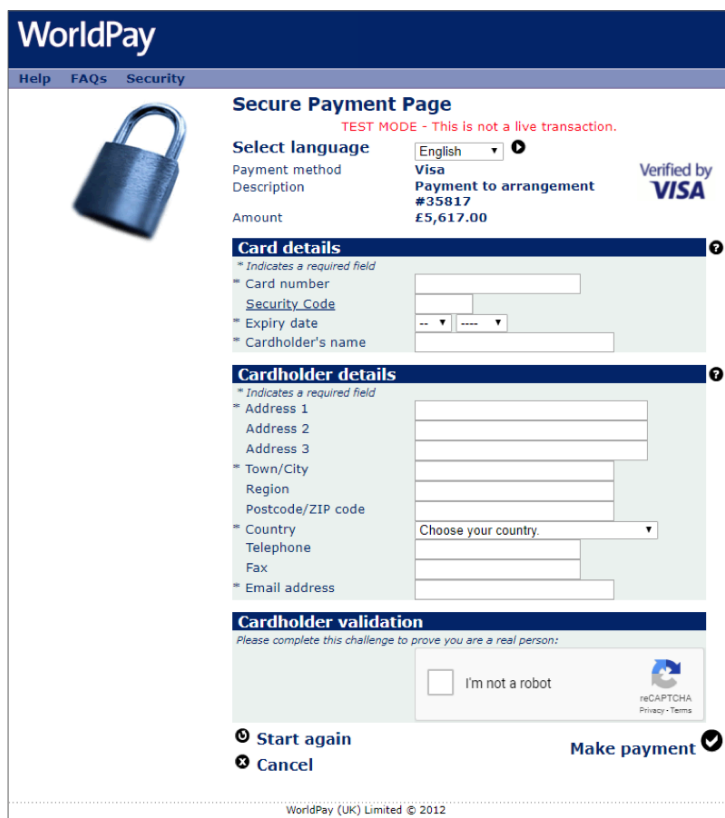
**Make Payment** **Account Balance £5,617.00**

Payment Amount:  **Pay Now**

Log off

payments powered by **RBS WorldPay**

**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**

Description: **Payment to arrangement #35817**

Amount: **£5,617.00**

Verified by **VISA**

**Card details**

\* Indicates a required field

Card number:

Security Code:

Expiry date:

Cardholder's name:

**Cardholder details**

\* Indicates a required field

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** **Cancel** **Make payment**

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.**

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