**The procedure for user activity in case of losing a password and access restricting to own Jowi account.**

1. Prepare a letter from management with a description of the situation and a request for data change. It must contain the details of the establishment, the stamp and signature of the current head of the restaurant (owner, general director, general manager, accountant).

2. Send a scan of letter to technical support or contact your dealer.

3. After receiving advice from technical support, confirm the new account information.

4. The process of changing data is carried out within two days from the date of receipt of the confirmation letter.

Below is presented a sample of letter:

 “Name of the enterprise/restaurant/cafe”

head Ivanov Ivan Ivanovich,

company details and address

 Request to technical support of Jowi Club

A detailed description of situation and the reasons why you need to change the password or e-mail from the account.

Date

Head signature



Stamp