

## Managing your Automatic Delivery Rewards (ADR) Account

**Note: Everyone must have a web account. This is created automatically if you have signed up on line but not in the case of a paper sign up. So, in that instance go to [www.nseeurope.com](http://www.nseeurope.com) and click on sign up/Log On. Click Create Web Account – complete information – print or write down your details so that you can remember them**

### To make changes to your ADR account

- Go to **ADR** on the toolbar (drop down box) and select **Manage ADR**
- Enter your **user name**:
- Enter your **password**:
- Wait for your account page to come up
- Click on **Edit ADR** products
- Make any changes as necessary and follow online instructions
- If you want a product for one month only unclick the ADR box after entering the product code

### **NOTE**

You can add or remove products, or over-ride your order online. An over-ride order replaces your regular order for one month only. You can also put a hold on your order by changing the shipping date to next month (but you are only allowed three 'holds' per year).

However, if you wish to cancel your whole ADR order – this has to be done through the call centre. The same applies to re-instating an ADR.  
Tel: **Kata on \*free phone 0808 101 7231** (press 1)

\*Only free on a BT line. If not, you can go to the '**Need Help**' tab on the home page of the website - click on **freephone assistance**. A new page comes up where you can enter your phone number and click '**call me now**' - your phone will ring immediately to connect you.

**Always give a copy of this sheet to everyone who signs up for an ADR order to enable them to manage their own ADR orders & account online**