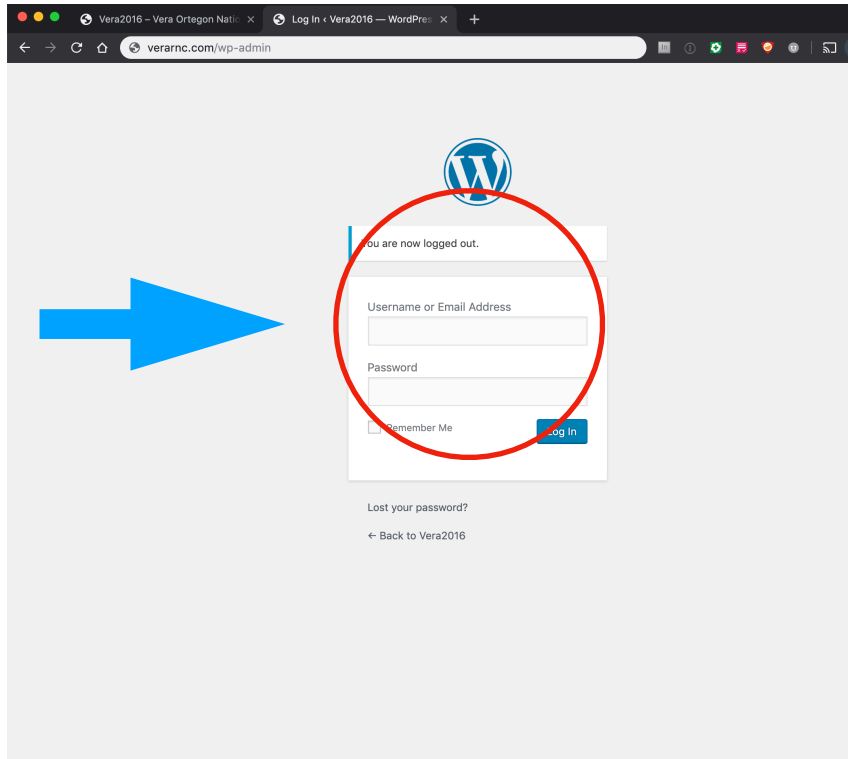


Procedure for updating plugins on the website:

1. Open your internet browser and type in “**verarnc.com/wp-admin**” into the address bar

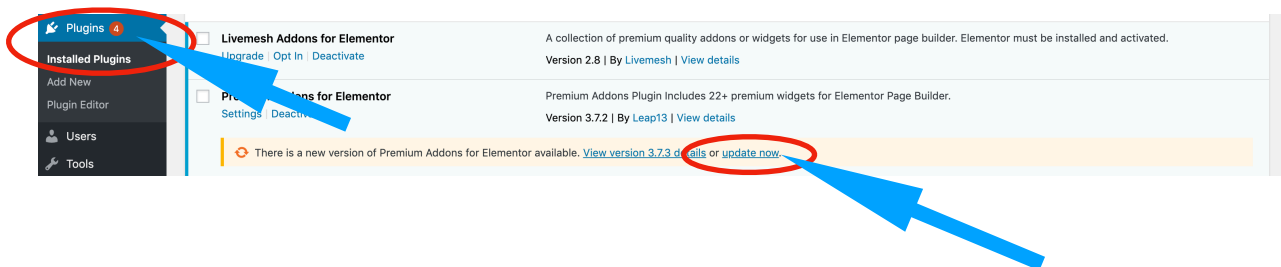


2. Login using your UN and PW and click “**Log In**”
3. Open a new tab in your browser window and go to **verarnc.com** - you will see that the You



are now in the admin side of the website where you can make changes and updates.

4. If you see the red notification icon next to “**Plugins**” on the left side there are updates available.



5. Click on “**Plugins**”. For each plugin that has an update available, select “**update now**”



6. Once the update has completed, the “**Updated**” confirmation will appear
7. Repeat for each plugin that requires updating, and you may do them simultaneously. While the plugins are updating, do not leave the page or attempt any other maintenance or edits on the site until the updating procedure has finished and you see the the “Updated” message for each plugin.
8. Refresh the page to make sure there are no more plugin updates necessary. Repeat if necessary