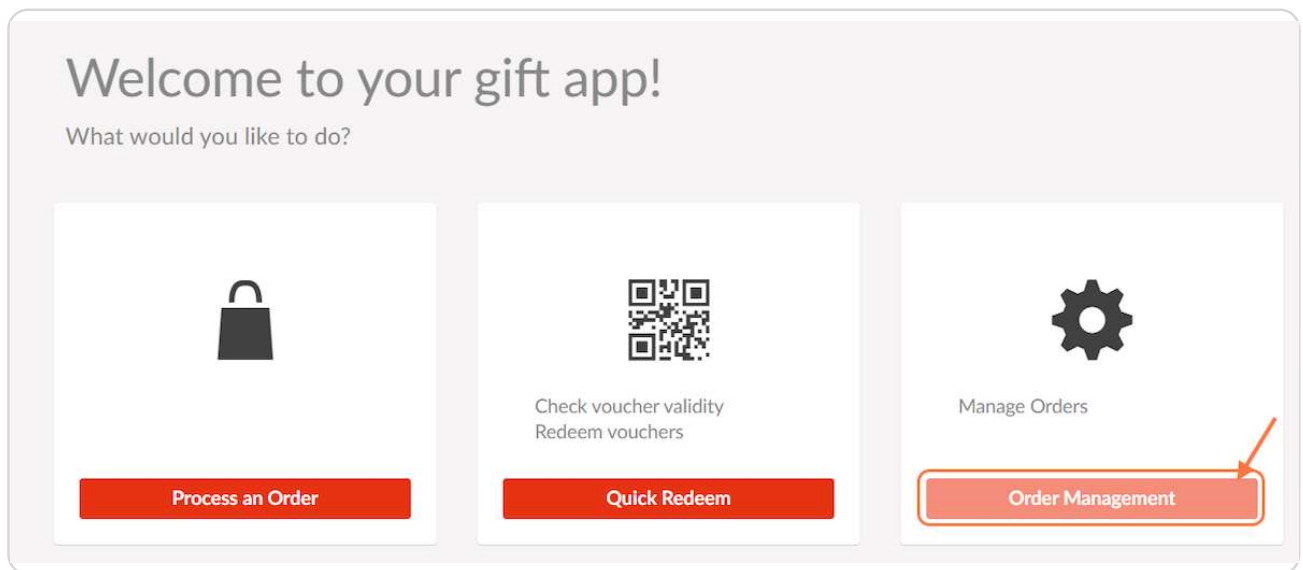


STEP 1

[Go to p5.skchase.com](https://p5.skchase.com)

STEP 2

Click on ORDER MANAGEMENT



STEP 3

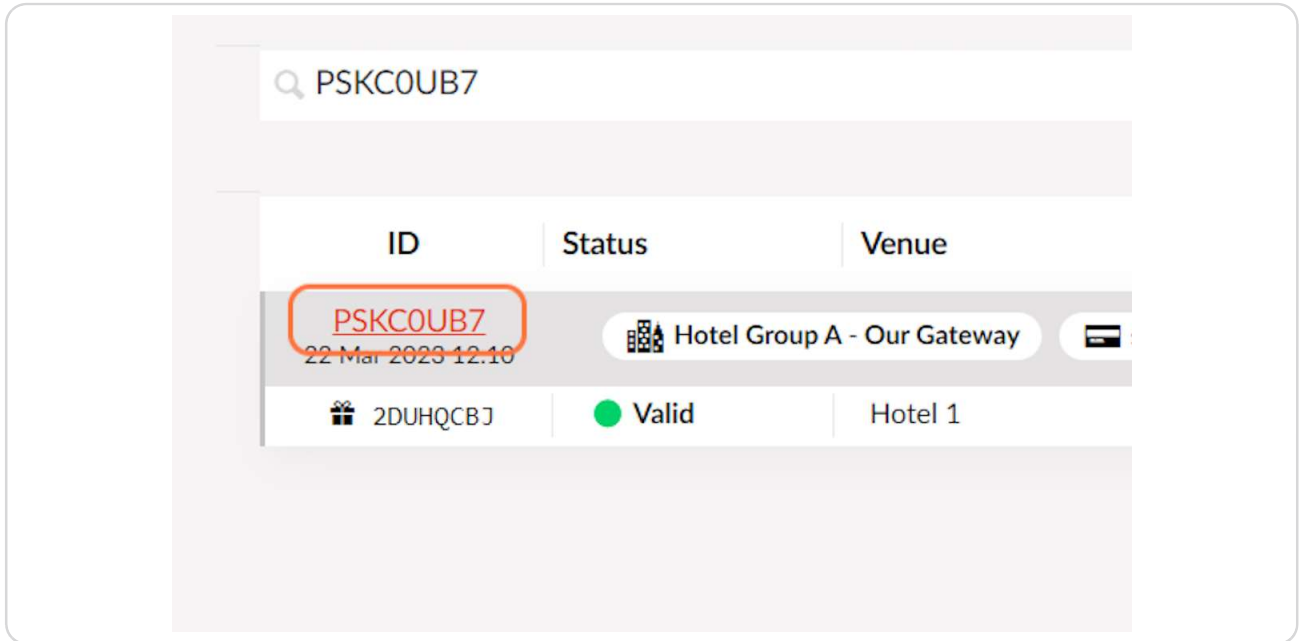
Search for the order ID



STEP 4

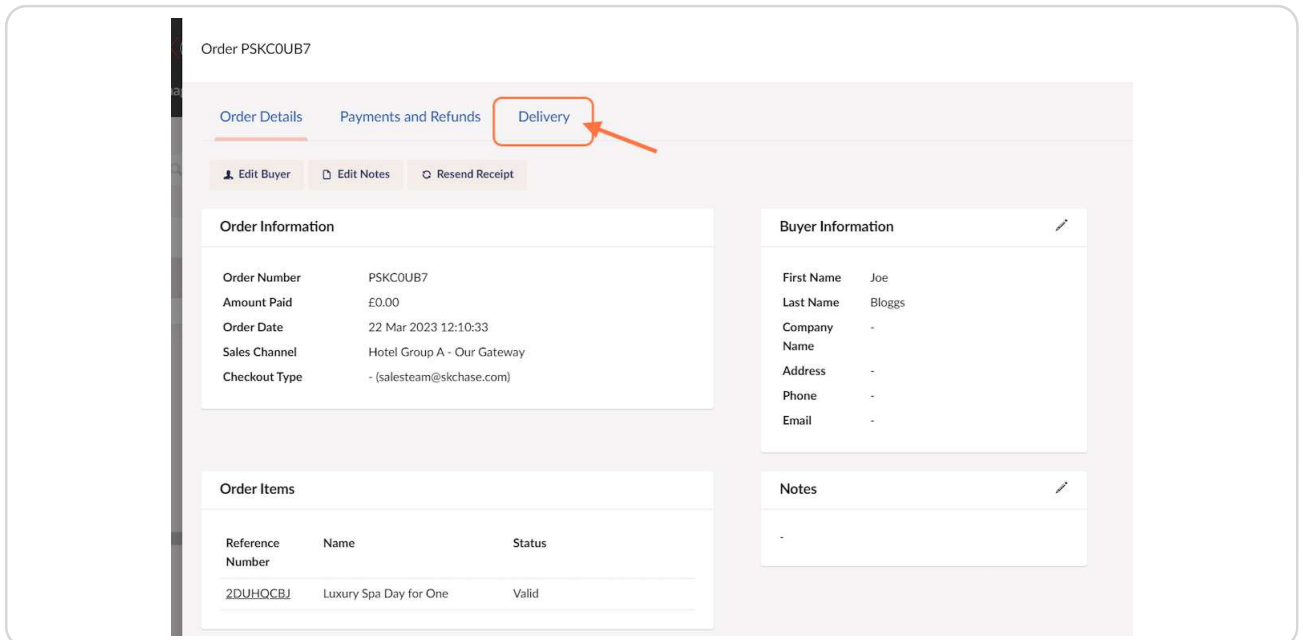
Click on the ORDER ID link

This will open a new tab with the order details



STEP 5

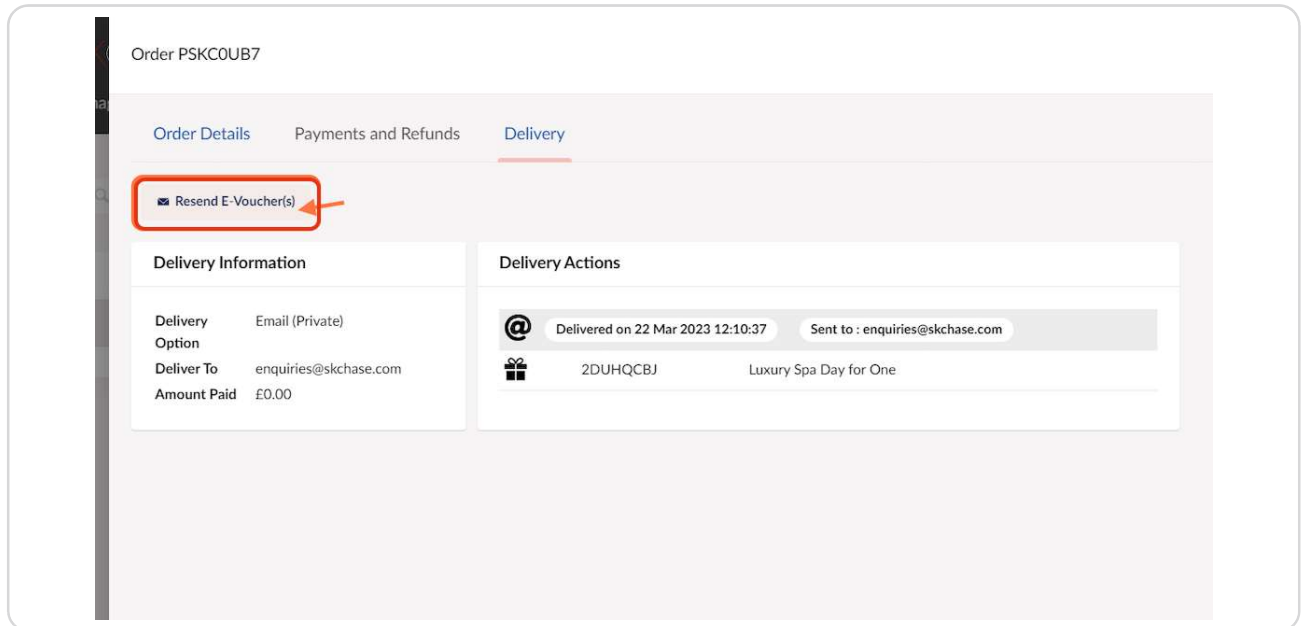
Go to DELIVERY



STEP 6

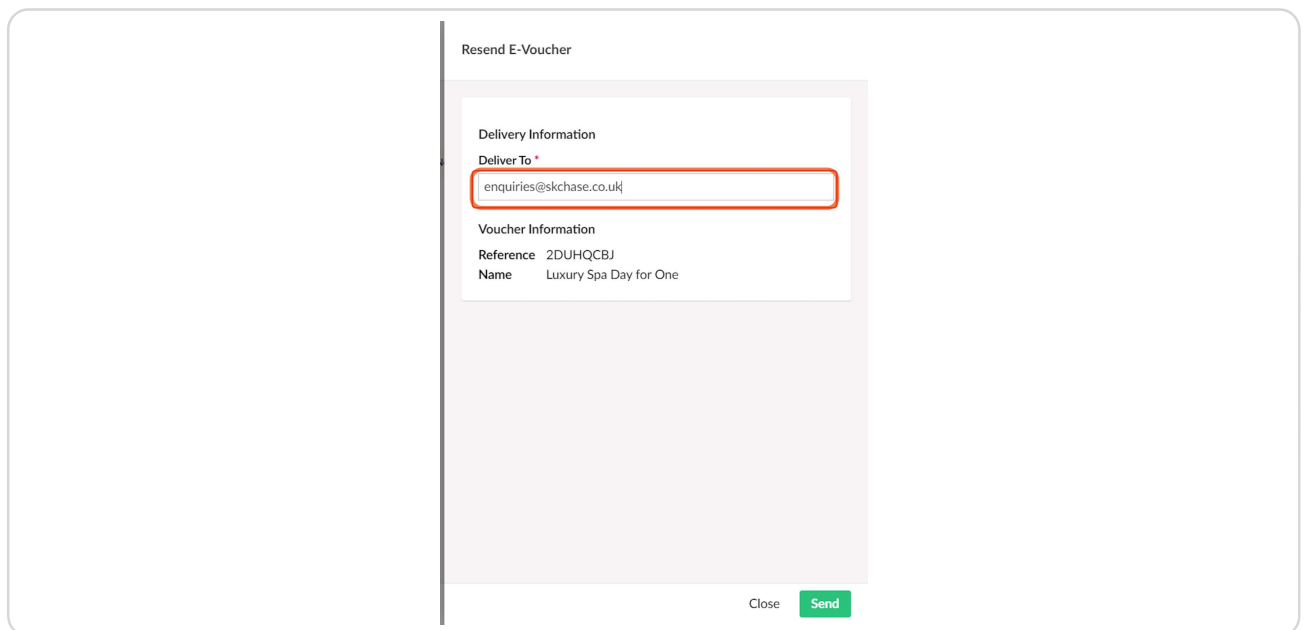
Click on RESEND E-VOUCHER(S)

This will open a new side tab which will give you the option to amend the recipient's email address



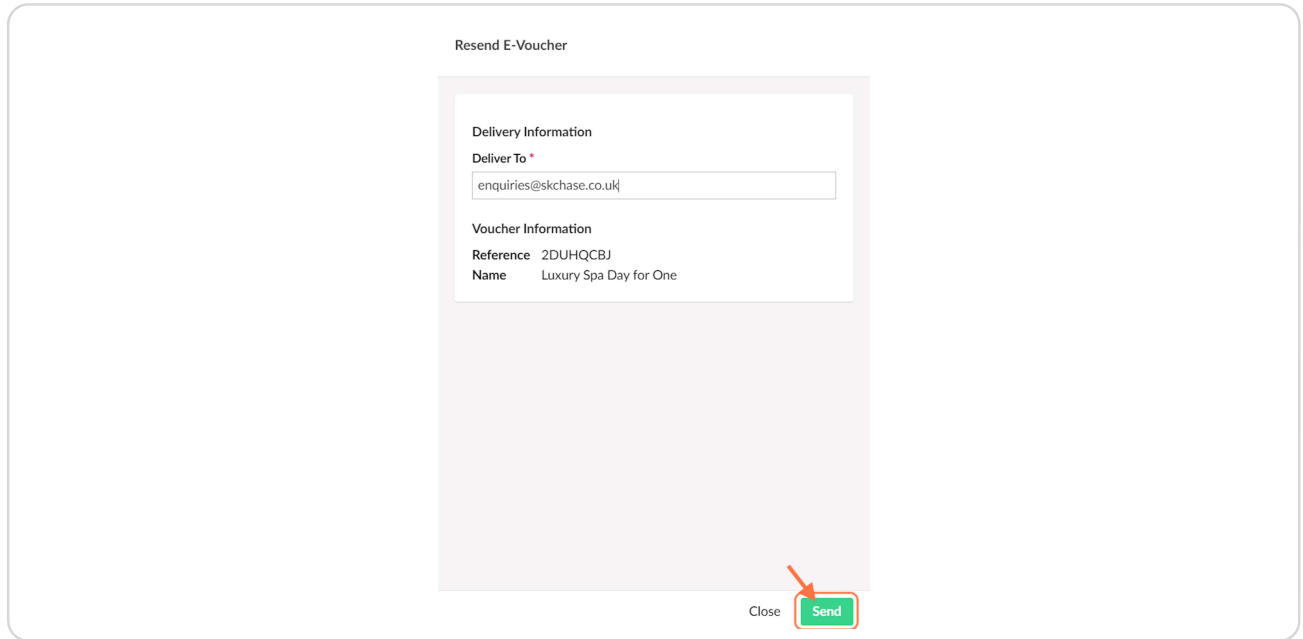
STEP 7

Make any amendments needed to the recipient's email address



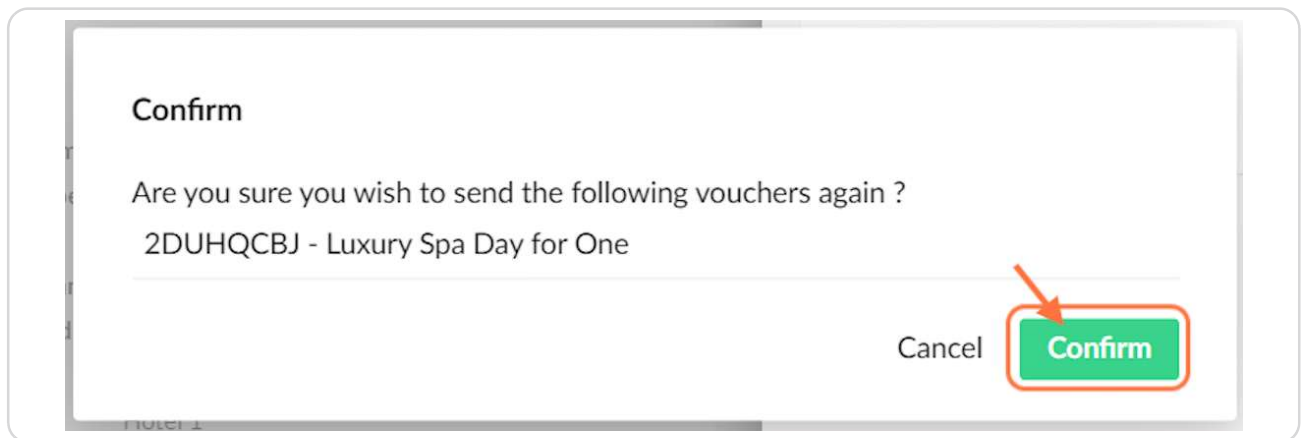
STEP 8

Finally, click on SEND to send the vouchers to the new email address



STEP 9

A window will open to confirm this. Click on CONFIRM



STEP 10

Done! The recipient's email has been amended and the vouchers have been re-sent