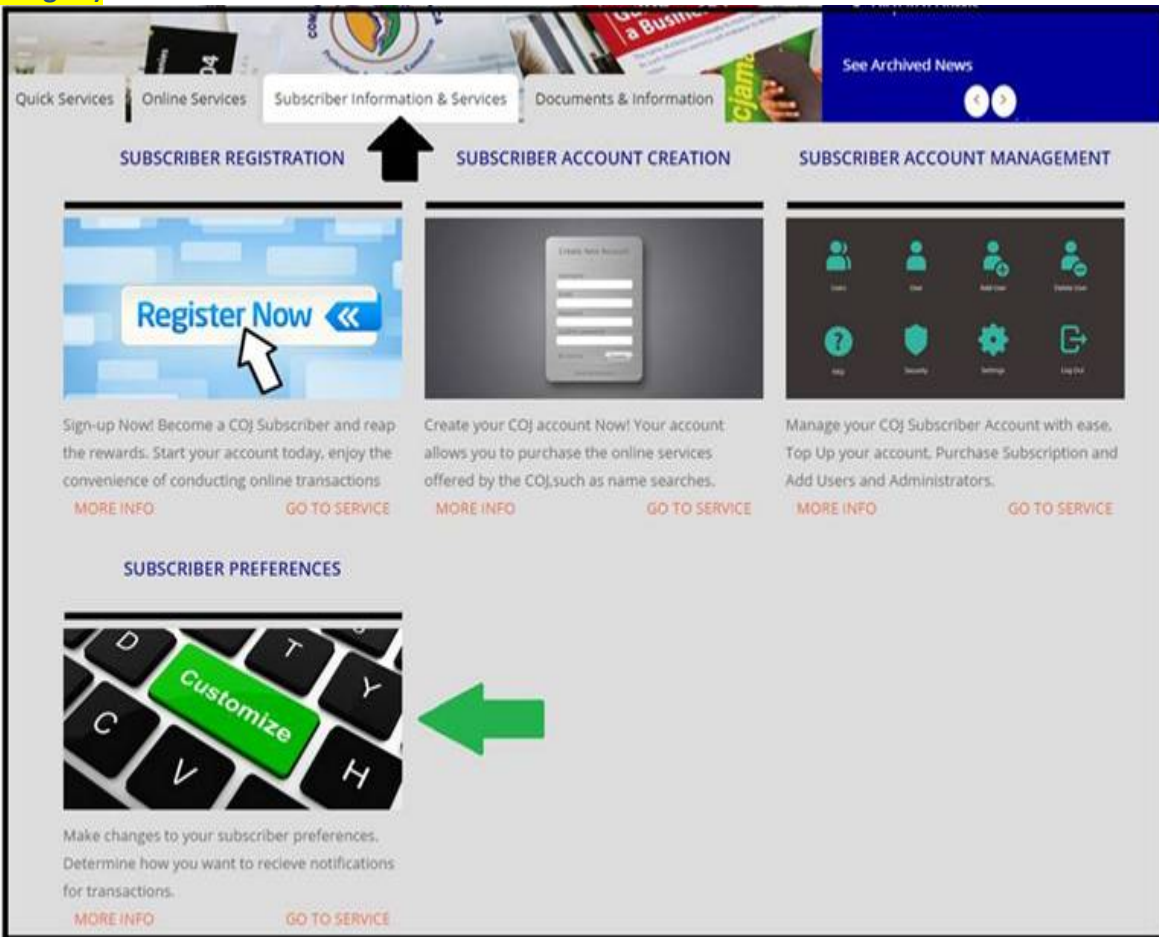


Follow the instructions below to Purchase Subscription.

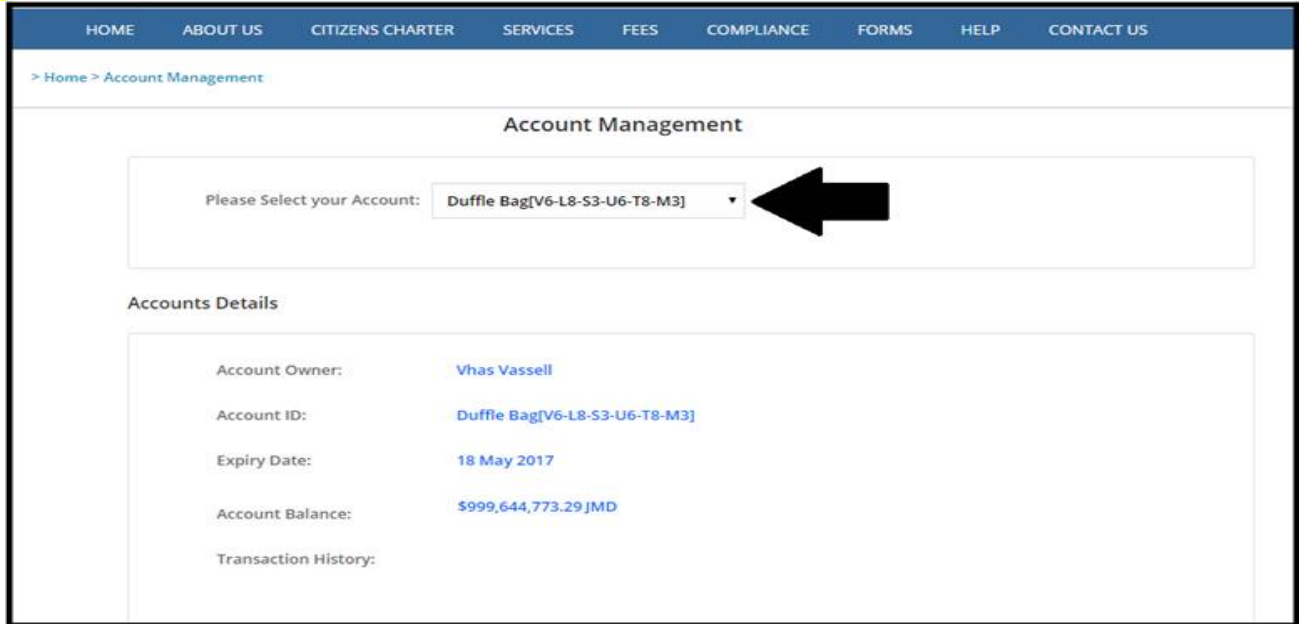
- Login with your subscriber username and password
- Select the **Subscriber information & Services** tab from the home page (see black arrow in image 1)
- Click **Subscriber Account Management** image or **GO TO SERVICE** (This is the third option)

(Image 1)

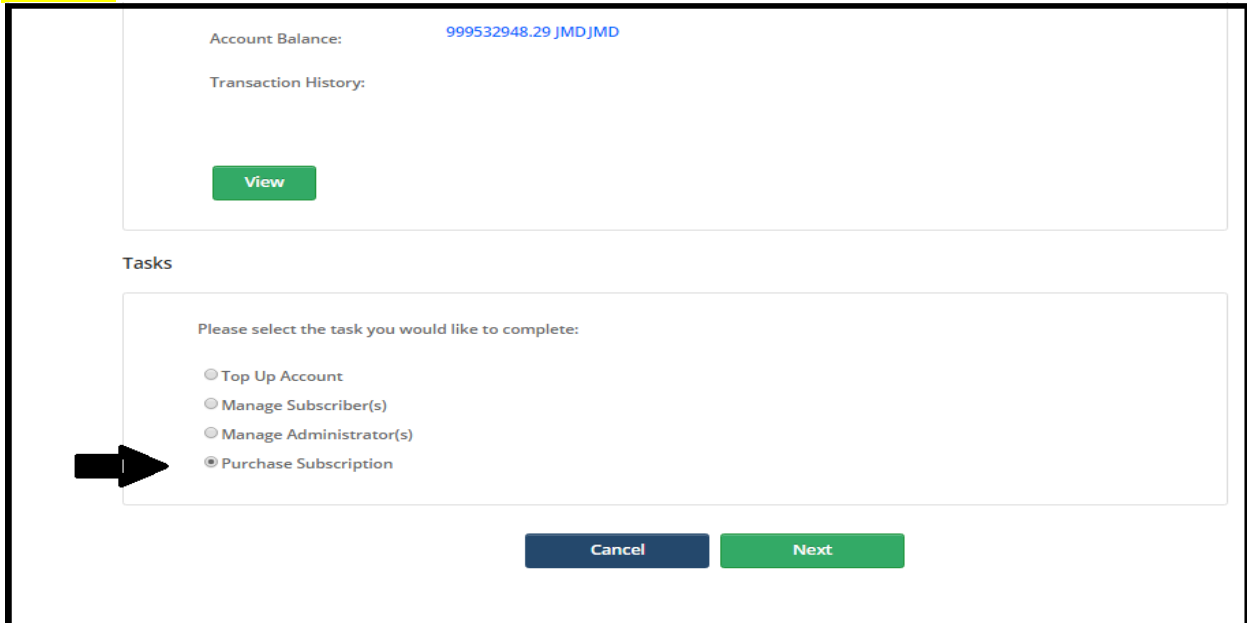


- You should now be on the Account Management page. Select your account from the dropdown
- After your account information has loaded, scroll down to the “Tasks” area and check **Purchase Subscription**, then click the next button. (see image 3)

(Image 2)



(Image 3)



- In the subscription Option section select the amount of subscription you want to purchase and then select the Submit button

(Image 4)

The screenshot displays a web interface for 'Account Subscription Payment'. At the top, a dark blue navigation bar contains links for HOME, ABOUT US, CITIZENS CHARTER, SERVICES, FEES, COMPLIANCE, FORMS, HELP, and CONTACT US. Below this, a breadcrumb trail reads '> Home > Account Management > Subscription Renewal'. The main content area is titled 'Account Subscription Payment' and is divided into two sections: 'Account Details' and 'Subscription Options'. The 'Account Details' section lists: 'Account Number Selected : Duffle Bag[V6-L8-S3-U6-T8-M3]', 'Account Holder: Vhas Vassell', 'Account Expiry Date: 18 May 2017', and 'Cost:'. The 'Subscription Options' section is titled 'Subscription Renewal Period:' and features four radio button options: '3 Month Subscription', '6 Month Subscription', '9 Month Subscription', and '12 Month Subscription'. At the bottom of the form, there are two buttons: a dark blue 'Cancel' button and a green 'Submit' button.

- On the check out and payment screen; At #1 ensure that you are paying for the correct transaction, accept terms and agreement at #2, then select your preferred method of payment at #3. (see image 5)

(Image 5)

Description	Quantity	Unit Cost	Cost
Subscription Renewal Request for 12 months	1	\$1,000.00	\$1,000.00
			Subtotal
			\$1,000.00
			Order Total
			\$1,000.00

2. Read and accept Terms and Conditions

I have read, understand, and accept the [Terms and Conditions](#)

3. Method of payment

COJ Account

Select	Account Number	Account Alias	Balance	Status
<input checked="" type="checkbox"/>	V6-L8-S3-U6-T8-M3	Duffle Bag	\$999,532,948.29	Active