

The Contact/Customer can then determine the process for the Renewals

- Customer/Contact must confirm the address associated to the Renewal.
- Upon confirmation of the address the customer then receives the option of Renewal Action
 - Activate
 - Cancel
 - Leave Renewal in pending status

Once the Renewal action is selected the customer can then select to pay the item by Credit Card or choose the method of Bill Me Later.

Renewal Release

Customer: 00031513 Guggenheim Partners Advisory Co
Contact: 74273 Alden, Andrew FI 4

Order No	Product ID	Product Description	Qty	Price	Renewal Action
REN0125987	SVO-PP-2013-K	SVO PP Manual - 2013	1.0000	5125.0000	<input checked="" type="checkbox"/> Confirm Order Address

Shipping Address: Alden, Andrew FI 4
Guggenheim Partners Advisory Co
227 W Monroe St Fl 4
Chicago, IL 60606-5127

Renewal Action Options:
 No Change
 Activate
 Cancel
 Bill Me Later
 Credit Card

CONTINUE

If Credit Card is chosen the customer will be prompted to enter Associated First Name / Last Name / Email Address and Phone Number

Customer: 00031513 Name: Guggenheim Partners Advisory Co

*First Name:
 *Last Name:
 *Email:
 *Telephone:

Authorize Card Cancel

The customer/contact will then enter the credit card information associated to the orders and click the Pay Now option – which will only complete an Authorization

Customer ID: 00031513

Pay with Credit Card

Card number:

Expiration date: /

CVV:

Pay Now

**Note that customers who wish to utilize different credit cards for different orders will need to complete the order all the way through and then return to the renewal order page to process the next renewal.

On the Renewal Review screen the customer/contact can determine which items were cancelled, activated or not modified.

The customer/contact can choose to modify the items at this time on panel or return to the renewal page to review more items.

Customer: 00031513 Guggenheim Partners Advisory Co
Contact

Order No	Contact	Product ID	Order Qty	Price	Renewal Payment Method	Renewal Action	Reset
1 REN0125987	Alden, Andrew FI 4	SVO-PP-2013-K	1.0000	125.0000	Credit Card	Activate	Reset
2 REN0117539	Moore, Rich	RBC-LF-2012-K	1.0000	75.0000	Bill Me Later	Activate	Reset
3 REN0125657	Moore, Rich	RBC-LF-2013-K	1.0000	75.0000	No Method	No Change	Reset

Return to Renewals Submit Renewal Orders

Upon submittal of the Renewals the customer/contact will receive a notification page regarding information pertaining to the order placement.

The customer can return at anytime during the business day to make additional modifications to the orders – cancel, pay by credit card or bill later. The contact associated to the Renewal will receive an email regarding the status of the Renewal (Activate or Cancelled).

Your order(s) have been submitted.

The orders you have submitted have been recorded and will be updated by the next business day. If you need to make any changes, you will have that ability until that time.

Return to Renewal Release