

## I want to pay and renew my annual subscription.

**In the future, to avoid this step, check the box that allows Notarius to automatically debit renewals and transaction fees from your credit card**

On the **My Account** page in the **My subscriptions** section:

- a. Select the product that has a subscription coming to term.
- b. Click on **Renew my subscription**.
- c. Select your payment method and click **Next**.
  - i. *If your organization has an account with Notarius, you can transfer them the invoice by choosing **Invoice my organization** and selecting it from the drop-down menu.*
- d. Check the invoice and agree to the terms of purchase, then click **Submit**.
- e. Enter the CVV (verification) number on the back of your credit card and click **Pay Now**.
- f. Verify your transaction receipt.

Your annual subscription is paid and renewed. It will come into effect as soon as your current subscription expires.



»» **On vous aide à signer!**

Vous avez d'autres questions? Consultez notre centre d'aide afin de trouver une réponse rapidement.  
**support.notarius.com**