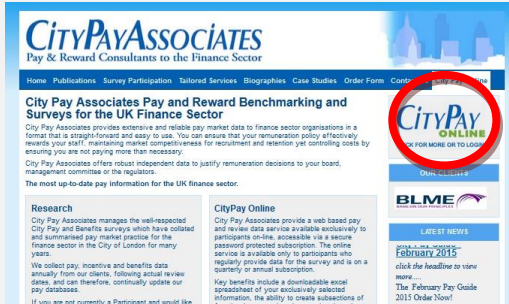


# How to Subscribe Instructions

1

Welcome to the City Pay Home Page

Click on the CityPay ONLINE Button



2

Then Click Subscribe button



3

Select your subscription period

3 Months

or

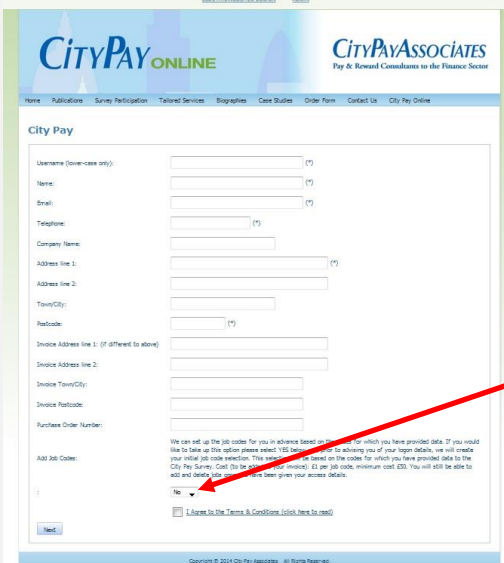
12 Months



4

Complete the subscription details

Confirm acceptance of the terms and conditions



We can set up the job codes for you in advance based on the codes for which you have provided data. If you would like to take up this option please select **YES** and, prior to advising you of your logon details, we will create your initial job code selection. This selection will be based on the codes for which you have provided data to the City Pay Survey.

Cost (to be added to your invoice): £1 per job code, minimum cost £50.  
You will still be able to add and delete jobs once you have been given your access details.

5

Thank you for subscribing to CityPayOnline. We will contact you **no later than 2 working days** to confirm your subscription and **to advise you of your secure login and password** details. We reserve the right to withdraw your subscription at anytime, should payment not be received within 21 days of our invoice or should we consider the terms and conditions have been breached. Thank you

Receive an email response followed by your User Name and Password