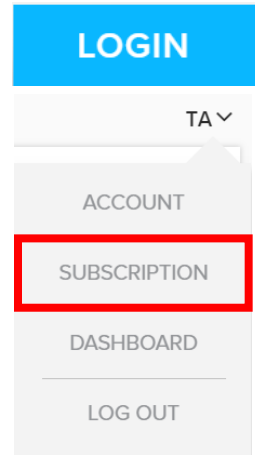


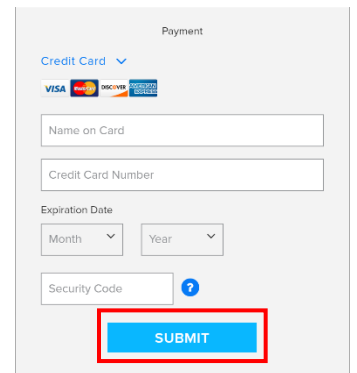
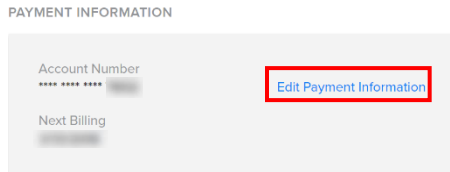
How to renew your FORMED subscription using a Coupon Code

1 Login to formed.org at top right of web site.

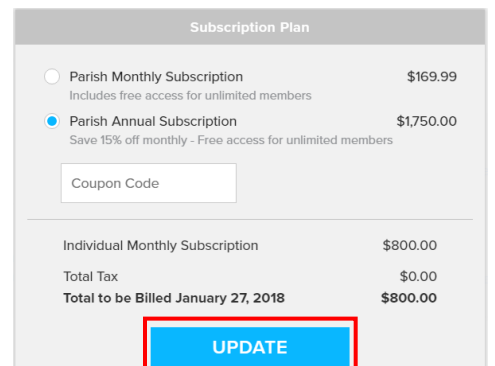
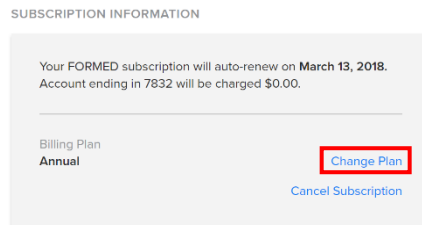


2 After you log in, your login button will be replaced by your FORMED admin's initials. Click these initials to access the "Subscription" dropdown option.

3 On the Payment Information panel, click "Edit Payment Information." Complete the required information and click "Submit". If your payment information does not need to be updated, disregard this step.



4 Update your subscription to "Annual." This will enable the use of coupon codes for your FORMED subscription.

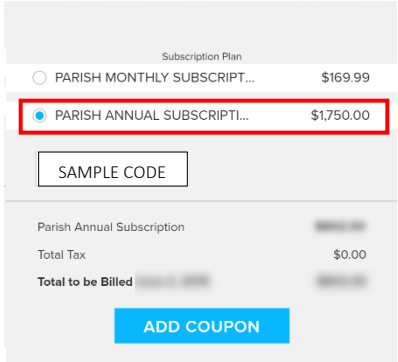
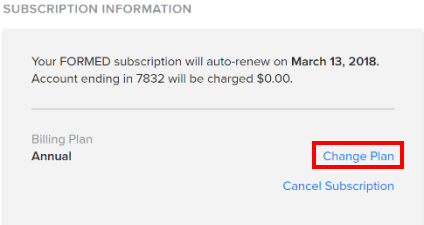


5

Back on the Subscription Information panel, click "Change Plan".

Be sure that the Subscription Plan is set to: "Annual".

Enter your coupon code. The change to your next billing cycle will be reflected below.



6

Click the Add Coupon button to apply the coupon code.

