

# How to add Pay by Check as Payment Method for formed.org

## 1. Login to formed.org

Get Credit Plan **LOGIN**

Login

test1+anngpcc@formed.org

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**SUBMIT**

[Forgot your password?](#)

## 2. Select Account

Get Credit Plan **AC**

**ACCOUNT**

SUBSCRIPTION

DASHBOARD

LOG OUT

## 3. Select On-Demand subscription

**FORMED** ON DEMAND COMMUNITY LIBRARY MARKET

DIGITAL PRODUCTS

**Account Overview**

Your Orders

Login Settings

Payment Methods

Credit Plan

**On Demand Subscription**

**Account Overview**

Annual Grp CC

test1+anngpcc@formed.org

Join the FORMED market! Create a credit subscription to receive...

**GET CREDIT PLAN**

FORMED On-Demand Subscription for Groups-Annual

**Subscription Information**

Status: Active

Billing Term: Annual

Billing Amount: \$925.00

Next billing: 05/17/19

**Payment Information**

Payment method: Credit Card ([edit](#))

## 4. Select Payment Method of Pay by Check or Add New Card

Account Overview

Your Orders

Login Settings

Payment Methods

Credit Plan

On Demand Subscription

**Manage On Demand Subscription**

FORMED On-Demand Subscription for Groups-Annual - \$925.00 / day

Next billing: 05/17/19

No billing address found: [Add Billing Address](#)

**Change Payment Method**

Pay by Check

Pay by Check

**Add New Card**

**UPDATE ON DEMAND SUBSCRIPTION**

## 5. Add Billing Address

**Add Billing Address**

First Name

Last Name

Street Address

City

Please select region, state or province

Zip

United States

Phone

Authorized By

**SAVE ADDRESS**

## 6. Select Update On-Demand Subscription

**On Demand Subscription**

**Group On Demand Subscription**

**SUBSCRIPTION ACCOUNT INFO**

Account Status: Pending [Renew Invoice](#)

Billing Term: Annual

Billing Amount: \$925.00

Next billing: 06/23/18

Days until renewal: 1

Telephone: 3039871234

**SUBSCRIPTION PAYMENT INFO**

Payment method: Pay by Check [Edit](#)

Coupon: [Add Coupon](#)

## 7. Enter coupon if applicable

**FORMED On-Demand Subscription for Groups-Annual**

**SUBSCRIPTION ACCOUNT INFO**

Account Status: Active

Billing Term: Annual

Billing Amount: \$925.00

Next billing: 05/17/19

Telephone: 0000000

**SET UP**

**SUBSCRIPTION PAYMENT INFO**

Payment method: Credit Card 1111 [Edit](#)

Coupon: [Add Coupon](#)

**SUBSCRIPTION HISTORY**

| Date         | Subscription  |
|--------------|---|
| Jun 20, 2018 | Purchased FORMED On-Demand Subscription for Groups-Annual. Order #000020807 |

1 Item Show

## 8. Add Coupon

Add a Coupon ✕

1234567

**APPLY**

*Coupon will be applied on your next scheduled renewal: May 17, 2019*

## 9. Verify Coupon

FORMED On-Demand Subscription for Groups-Annual

| SUBSCRIPTION ACCOUNT INFO |                           | SUBSCRIPTION PAYMENT INFO |  |
|---------------------------|---------------------------|---------------------------|--|
| Account Status            | Active                    | Payment method            | Credit Card 1111<br><a href="#">Edit</a> |
| Billing Term              | Annual                    | Coupon                    | CouponXYZ<br><a href="#">Edit</a>        |
| Billing Amount            | \$925.00                  |                           |  |
| Next billing              | 05/17/19                  |                           |  |
| Telephone                 | 0000000 <a href="#">✉</a> |                           |  |

## 10. You are now set to renew