

Purchasing/Activating your Taskstream Subscription

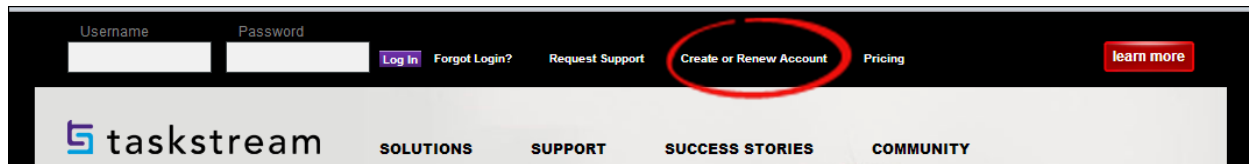
Open a web browser (Internet Explorer, Mozilla Firefox, Safari, etc.)

1. In the Address field or Location bar - type in the following URL:

<http://www.taskstream.com>

2. You should now see Taskstream's homepage.

3. At the top of the screen, click **Create or Renew Account** to go to the registration page.



4. Choose the option that applies to you. First time subscribers should choose the "Create a new Taskstream subscription" option.

5. If you are purchasing by credit card, use **Option 1**. If you have been issued a Key Code, use **Option 2**.

6. Click **Continue** to proceed. Follow the directions on the resulting forms to complete the subscription purchase or activation process.

 A screenshot of the 'STEP 1 - ACTIVATE SUBSCRIPTION' form. The form is titled 'STEP 1 - ACTIVATE SUBSCRIPTION' and has two main sections. The first section, 'First select the type of subscription', has three radio button options: 'Create a new TaskStream subscription', 'Renew my TaskStream subscription', and 'Convert my guest account to paid subscription'. The second section, 'Then select a subscription option', is divided into two columns by an 'OR' separator. 'Option 1: Credit card purchase (I do not have a key code)' includes a warning icon and text: 'You will need a credit card to purchase/renew a subscription.' and a 'Continue' button. 'Option 2: I have a TaskStream key code' includes a text input field for 'Enter your TaskStream key code', a 'Continue' button, and a note: 'A key code activates an account that is associated with a unique organization, program, or textbook.' Below this is a yellow note box: 'Note: You will need to obtain a TaskStream keycode from your organization'.

Please ensure that a valid email address has been entered so that Taskstream can send your Taskstream username and password to you. All email addresses are confidential and will not be made available to third parties. Please note: We suggest that you add the taskstream-subscriptions@taskstream.com email address to your email application's address book to help ensure that your login information will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer.