Purchasing/Activating your Taskstream Subscription

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

1. In the Address field or Location bar of the browser - 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 Sign Up / Login to go to the registration page.

4. Click the Create/Renew Account link
5. Choose the option that applies to you. First time subscribers should choose the “Create a new Taskstream subscription” option.

6. To purchase by credit card, use **Option 1**. If your institution has provided you a Registration key code, enter it under **Option 2**.

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

8. **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.