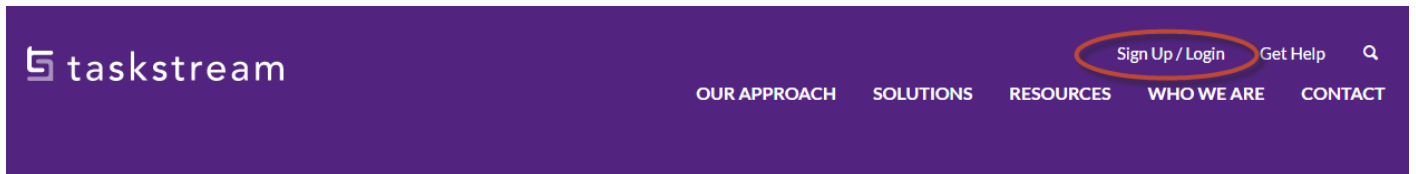


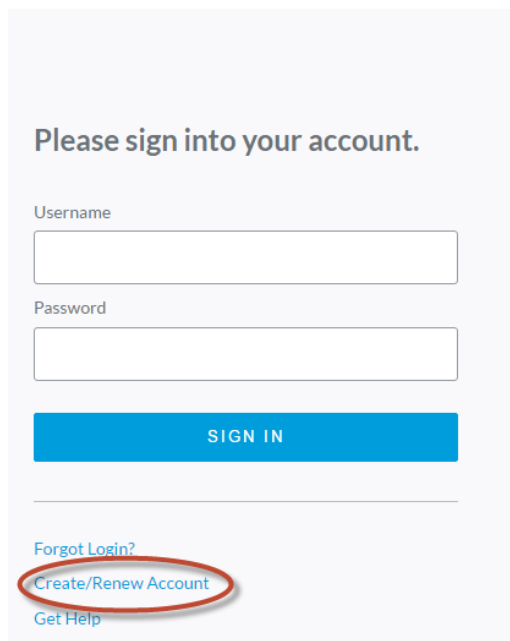
Purchasing/Activating your Taskstream Subscription

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

A screenshot of the Taskstream login page. The page has a light gray background. At the top left is the Taskstream logo. Below the logo is the heading 'Please sign into your account.' followed by two input fields: 'Username' and 'Password'. Below the input fields is a blue button labeled 'SIGN IN'. At the bottom of the page, there are three links: 'Forgot Login?', 'Create/Renew Account', and 'Get Help'. The 'Create/Renew Account' link is circled in red.

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



Step 1 - Activate Subscription

First select the type of subscription

- Create a new Taskstream subscription
- Renew my Taskstream subscription
- Convert my guest account to paid subscription

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.*