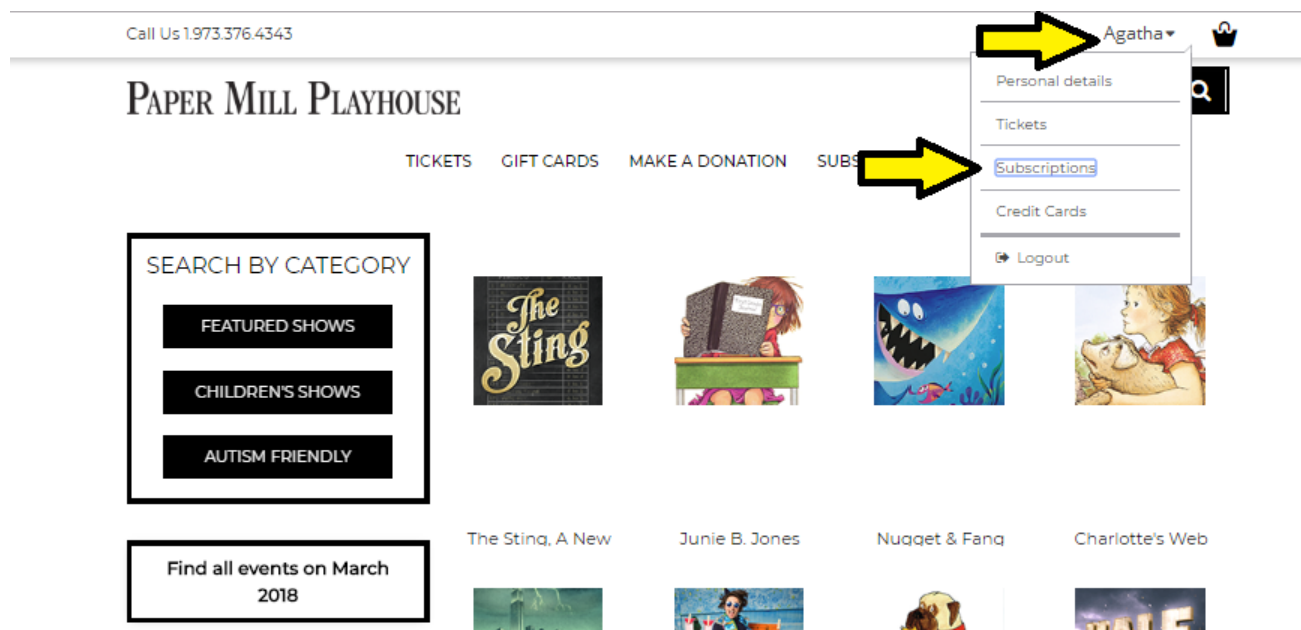


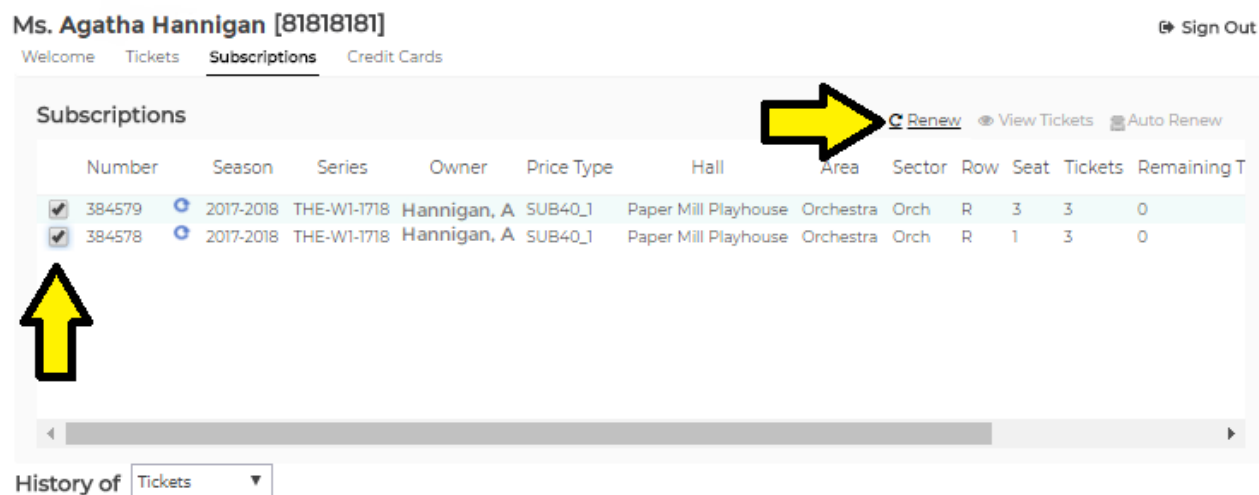
## Online Renewal Instructions

*Note: These instructions are for a desktop computer. Steps may vary for mobile devices.*

1. Click on the link below and log in to your account. Once logged in, hover the mouse over your name on the upper-right to access the menu, then click **Subscriptions**. If you do not know your login name, please contact Subscriptions at 973-379-3717.



2. Check the box next to each subscription you would like to renew, then click **Renew**. On the following page, select **Yes, I want to renew now**. Click the **Proceed** button.



3. Your renewal will automatically include all five shows. To adjust the number of shows, click the **X** next to the show title you want removed from your package. To add a show back to your package, click the red **Choose** button. Once you have selected all the shows you'd like to see, click the **To Basket** button.

Choose between 3 to 5 events for your subscription

The screenshot shows a web interface for selecting events. On the left, under 'Choose your events from the list', there are five shows. Shows 1, 4, and 5 are marked as 'Chosen' with green checkmarks. Shows 2 and 3 have a red 'Choose' button. A yellow arrow points to the 'Choose' button for Show 3. In the middle, each show's details (date, time, venue) are listed. On the right, 'Your chosen events' lists the three chosen shows (1, 4, and 5). Each entry has a green checkmark and a red 'X' in a box. A yellow arrow points to the 'X' for Show 1. At the bottom right, a red 'To Basket >' button is visible. A yellow arrow points to it. A dashed box contains the text: 'You can choose from the list on the left. Please select all events now'.

Event	Date	Time	Venue	Status
18-19 Show 1	Thu, Sep 27	7:30 PM	Paper Mill Playhouse	Chosen
18-19 Show 2	Thu, Nov 29	7:00 PM	Paper Mill Playhouse	Choose
18-19 Show 3	Thu, Jan 31	7:30 PM	Paper Mill Playhouse	Choose
18-19 Show 4	Thu, Apr 4	7:30 PM	Paper Mill Playhouse	Chosen
18-19 Show 5	Thu, May 30	7:00 PM	Paper Mill Playhouse	Chosen

Event	Date	Time	Venue	Status
18-19 Show 1	Thu, Sep 27	7:30 PM	Paper Mill Playhouse Orch	Chosen
18-19 Show 4	Thu, Apr 4	7:30 PM	Paper Mill Playhouse Orch	Chosen
18-19 Show 5	Thu, May 30	7:00 PM	Paper Mill Playhouse Orch	Chosen

4. Review the information in the basket to confirm your order is correct. If you need to change shipping information, uncheck **Use my Home Address** and input the preferred mailing address. Click the **Proceed to Checkout** button.
5. When you are ready to provide payment information, check **I have read and agree with the terms and conditions**. (Click the phrase “**terms and conditions**” in the same line to read them.) If you would like to use a gift card for payment, click the **Gift Card** button, and enter the necessary information. If you would like to use a credit card, click the **Pay** button. Enter your credit card information in the following pop-up, then click the **Pay** button to complete your transaction. A confirmation email of your transaction will be sent to you.