

# Online Renewal Instructions

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

1. Sign into your Paper Mill Playhouse account. Once signed in, click the **Subscriptions** link located underneath your name and account number. If you do not know your login information, please contact Subscriptions at 973-379-3717.

Ms. Agatha Hannigan [81818181] Sign Out

Welcome Tickets **Subscriptions** Credit Cards

### My Profile

Full Name: Hannigan, Agatha  
Email: ahannigan@papermill.org  
Home phone: (973) 379-3717  
Fax:   
Address: 12 Brookside Drive Millburn, NJ 07041

[Edit](#) [Data Protection](#) [Change Password](#) [Preferences](#)

### My Next Event

**The Sting, A New Musical**  
3/29/2018 7:30 PM  
Paper Mill Playhouse, Orchestra, , Row R Seats 3,1

[All Events](#)

### Subscriptions

THE-W1-1718 384579 (Hannigan, A), , Gate Orchestra , Row R Seats 3  
THE-W1-1718 384578 (Hannigan, A), , Gate Orchestra , Row R Seats 1

[Options](#)

### My Friends & Family

Adding your friends and family here will make it easier to buy for them!

[Manage my relationships](#)

History of Tickets

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.

Ms. Agatha Hannigan [81818181] Sign Out

Welcome Tickets **Subscriptions** Credit Cards

### Subscriptions

[Renew](#) [View Tickets](#) [Auto Renew](#)

Number	Season	Series	Owner	Price Type	Hall	Area	Sector	Row	Seat	Tickets	Remaining T
<input checked="" type="checkbox"/> 384579	2017-2018	THE-W1-1718	Hannigan, A	SUB40_1	Paper Mill Playhouse	Orchestra	Orch	R	3	3	0
<input checked="" type="checkbox"/> 384578	2017-2018	THE-W1-1718	Hannigan, A	SUB40_1	Paper Mill Playhouse	Orchestra	Orch	R	1	3	0

History of Tickets

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 subscription selection interface. On the left, under 'Choose your events from the list', there are five event cards. Each card displays the date, time, and venue (Paper Mill Playhouse). The first, fourth, and fifth cards are marked 'Chosen' with a green checkmark. The second and third cards have a red 'Choose' button. On the right, under 'Your chosen events', three events are listed: '18-19 Show 1', '18-19 Show 4', and '18-19 Show 5'. Each has a green checkmark and a red 'X' button. A yellow arrow points to the 'Choose' button on the third event card. Another yellow arrow points to the 'X' button next to '18-19 Show 1'. A third yellow arrow points to the 'To Basket >' button at the bottom right. A text box at the bottom left of the right panel says 'You can choose from the list on the left. Please select all events now'.

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.