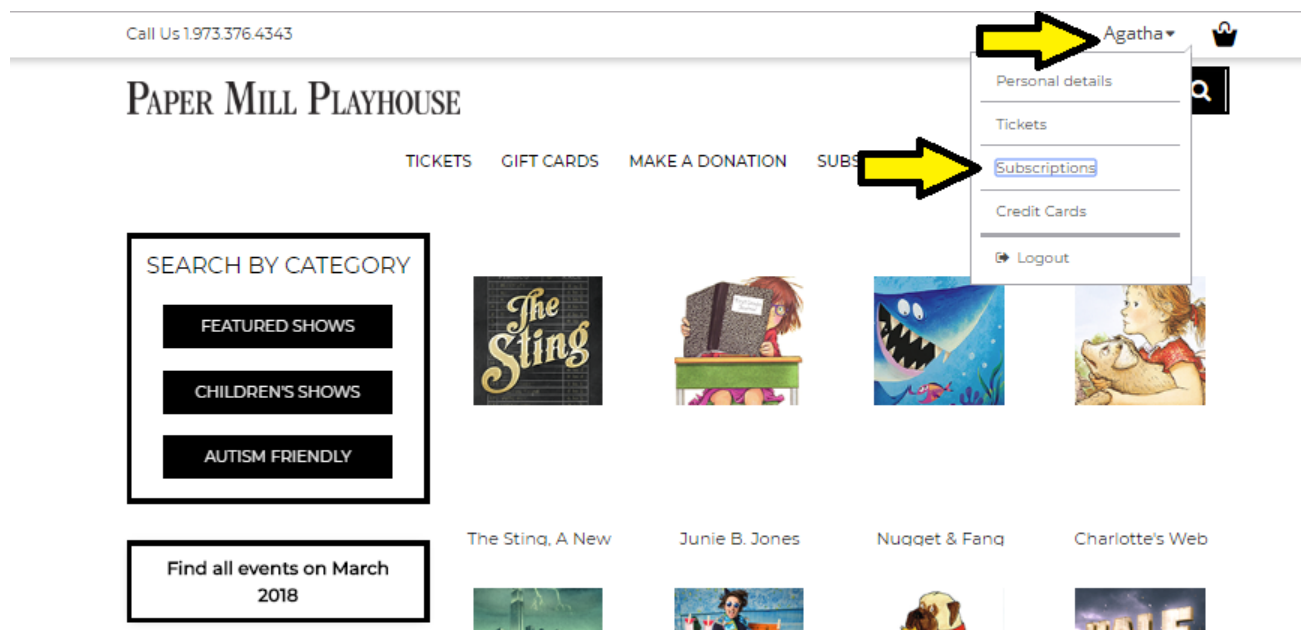


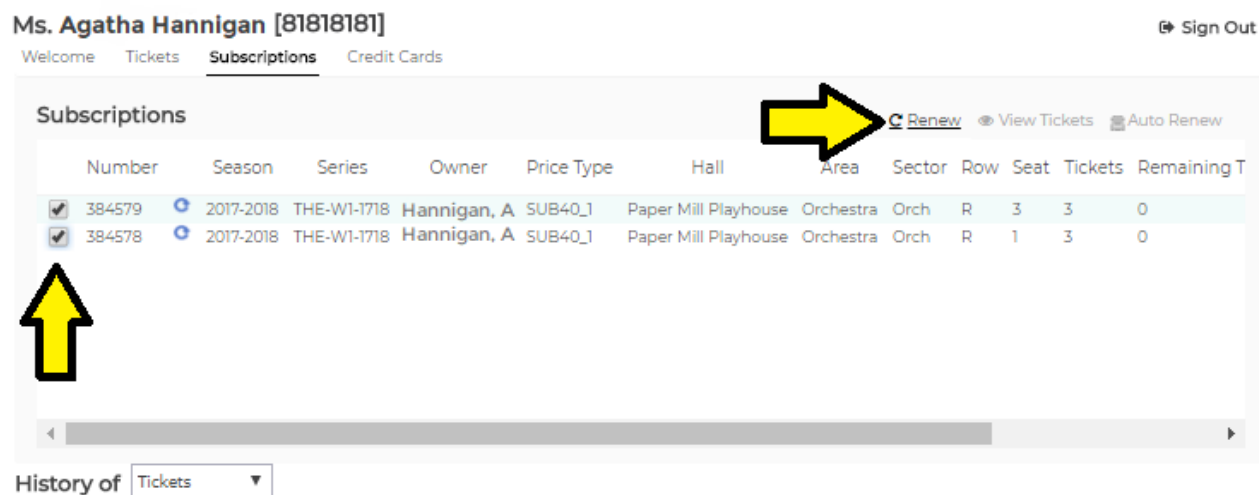
## Online Renewal Instructions

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

1. Log in to your account by clicking RENEW NOW. 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 subscription selection interface. On the left, under 'Choose your events from the list', there are five shows: '18-19 Show 1' (checked), '18-19 Show 2', '18-19 Show 3', '18-19 Show 4' (checked), and '18-19 Show 5' (checked). Each show has details for date, time, and venue, along with a 'Choose' button. A yellow arrow points to the 'Choose' button for '18-19 Show 3'. On the right, under 'Your chosen events', there is a list of the selected shows with an 'X' next to each title. A yellow arrow points to the 'X' next to '18-19 Show 1'. At the bottom right, there is a red 'To Basket >' button. A yellow arrow points to this button. A dashed box at the bottom right 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	Seats	Action
18-19 Show 1	Thu, Sep 27	7:30 PM	Paper Mill Playhouse Orch	Row R; Seat 3 Row R; Seat 1	X
18-19 Show 4	Thu, Apr 4	7:30 PM	Paper Mill Playhouse Orch	Row R; Seat 3 Row R; Seat 1	X
18-19 Show 5	Thu, May 30	7:00 PM	Paper Mill Playhouse Orch	Row R; Seat 3 Row R; Seat 1	X

You can choose from the list on the left.  
Please select all events now

To Basket >

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.