

## My subscription is about to expire, how do I renew it?

### Summary

This applies to Subscription customers who pay on a quarterly or annual basis.

### Requirements

Internet connection on one computer

---

### Solution:

Once you have sent a payment for your subscription we will notify you via email or fax. Follow these steps to renew your subscription.

**NOTE:** *If you receive a subscription expiration message and you have already made the payment, select OK then follow steps 4-9.*

1. Have everyone completely exit dynaMACS.
2. Log into dynaMACS on a workstation with internet access.
3. Go to the Other Functions menu > Administration and select Activate dynaMACS.
4. The activation welcome screen will appear. Please wait for dynaMACS to close completely before continuing.
5. Select [NEXT] on the Welcome window and follow the screen prompts until the process is complete.
6. Select [OK] when the activation message appears.
7. Choose [CLOSE] at the Update Complete window.
8. Start dynaMACS on one workstation and log back in.
9. If you receive any error message during this process, contact dynaMACS support.