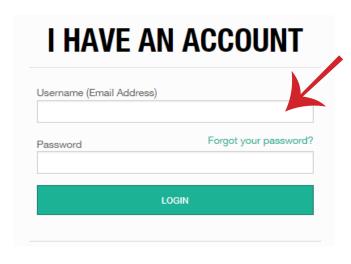
## **UPDATE YOUR E-RENEWAL STATUS**

**STEP #1:** Sign in to your online account

- Your username is the email address linked to your Paramount Theatre account.
- If you don't know your password, click 'Forgot your password?' to reset.

**STEP #2:** Once signed in, click 'My Preferences' in the left menu on your account home page.



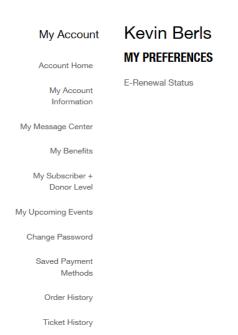
Kevin Berls My Account Customer Number: 2 Account Create Date: 2015-11-18 04:36 PM Account Home **ACCOUNT HOME** My Account MY MESSAGE CENTER VIEW ALL My Message Center You currently have no new messages. My Benefits UPCOMING EVENTS VIEW ALL Donor Level Paramount Theatre The Wizard of Oz Start Date Dec-26-2018 1:30 PM My Upcoming Events Change Password Paramount Theatre The Wizard of Oz Start Date Dec-26-2018 1:30 PM Saved Payment Paramount Theatre The Wizard of Oz Start Date Dec-26-2018 1:30 PM Order History Paramount Theatre The Wizard of Oz Start Date Dec-26-2018 1:30 PM Ticket History

**STEP #3:** Next to E-Renewal Status, click the drop down arrow and choose one of the following options:

RECENT TRANSACTIONS VIEW ALL

- Yes I would like to opt in to e-renewal and forego the mailed renewal packet.
- No I would like to receive my renewal packet in the mail.

**STEP #4:** Click 'Apply Changes' to save. A yellow banner will appear at the top of the page confirming your saved changes. You're all set!



~

APPLY CHANGES

Customer updated. It may be a few minutes before these changes appear in the online sales channel.

My Account Home

Account Home

My Account Information

My Benefits

My Subscriber + Donor Level

My Upcoming Events

Customer Number: 2 Account Create Date: 2015-11-18 043

Apply Changes

Customer Number: 2 Account Create Date: 2015-11-18 043

Apply Changes

Apply Changes