

## **Bulk Subscriptions**

Moore Cost Online offers significant discounts when Bulk Subscriptions are purchased.

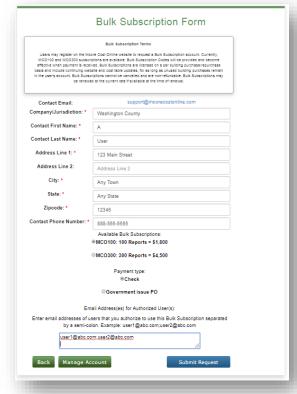
Currently, a 28% discount is available when 100 reports are purchased and a 40% discount is available when 300 reports are purchased.

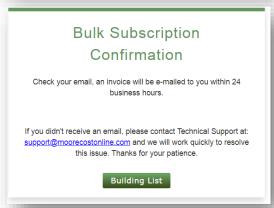
## **Requesting a Bulk Subscription**

- 1. Login into Moore Online Cost
- 2. On the Home page, click the HERE hyperlink



- 3. On the Bulk Subscription Form,
  - Enter a Company/Jurisdiction description
  - Enter the requested contact information
  - Select an Available Bulk Subscription option
  - Select a Payment Type
  - Enter the email addresses of additional users that you authorize to use this subscription
  - Click the Submit Request button
- 4. A Bulk Subscription Confirmation displays and a confirmation email is sent to you.
- 5. Within 24 business hours, you will receive an invoice by email.
- 6. Once your payment is received, a Bulk Subscription Code will be activated for use in the shopping cart.

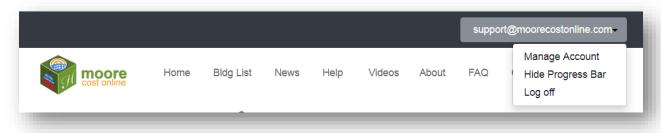




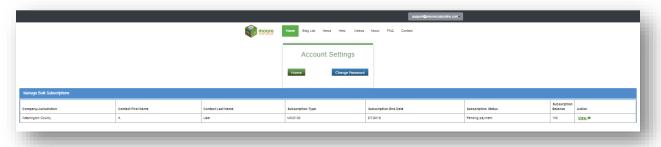


## **Managing Bulk Subscriptions**

- 1. Login into Moore Online Cost
- 2. Click the Current User drop down in the website header and click Manage Account.

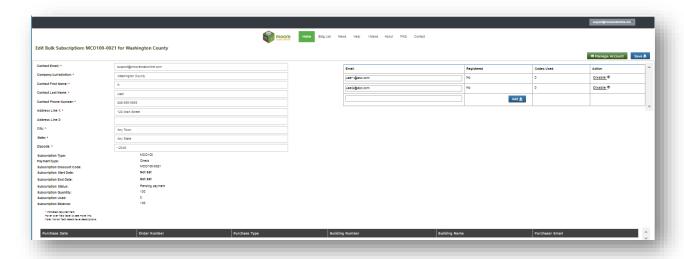


3. If Bulk Subscription(s) have been requested, the Manage Bulk Subscriptions list displays.



Click the View action to display an edit form where you can manage your Bulk Subscriptions.

4. The Edit Bulk Subscription form displays.



Enter your changes and click Save to retain your changes.