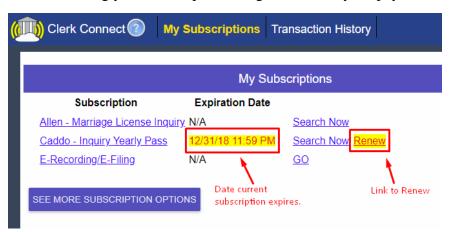
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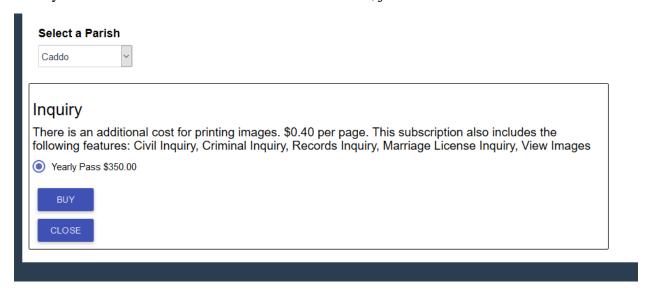


Renew Clerk Connect Subscription using A/R Account

When renewing your subscription using CashAR as your payment method, click the Renew link.



Once you click the renew link and the next screen loads, just click the BUY button



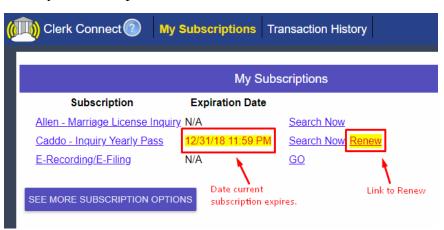
And confirm your purchase





Renew Clerk Connect Subscription using Credit Card

When you log into your account and your subscription is about to expire, you will see a renew link to the right of the subscription that is expiring. Simply click the <u>Renew</u> link in order to renew your subscription.



Once you click the <u>Renew</u> link, you will be brought to the screen below. This screen allows you to see the subscription level you are renewing as well as the amount. You may also add a Pre-Authorized or a Pre-Paid amount to your account.

Pre-Authorizations allow you to add an available amount to your account. Any amount of the Pre-Authorization not used that day will be returned to your card the next day.

Pre-Payments allow you to add an amount to Inquiry your account that will There is an additional cost for printing images. \$0.40 per page. This subscription also includes the following features: Civil Inquiry, Criminal Inquiry, Records Inquiry, Marriage be charged to your card License Inquiry, View Images and is non-refundable. Yearly Pass \$350.00 This is the subscription level and amount for the renewal It must be used In order to purchase copies (print), you must have an account balance. You can do a precompletely before authorization or pre-payment. It is recommended that you do this now and choose an amount much greater than you plan to spend to reduce credit card transaction fees another pre-payment Click here for an explanation of payment options may be added. Pre-Authorization These are optional selections to add money to your account for printing Once you have decided Pre-Payment on an amount, if any, Additional Amount to Pre-Auth for printing (optional but recommended) for your Pre-If you wish to add money, the amount is specified here Authorization or Pre- Once this form is complete, simply click the BUY button. Payment, click the BUY button.

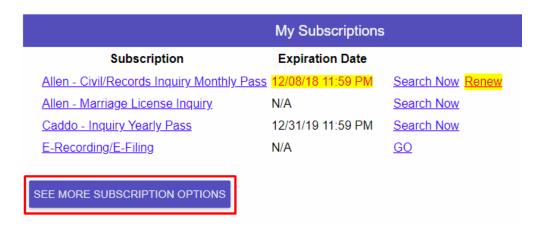
Complete the purchase by entering your credit card information for the online purchase and you're done.



What if My Subscription has Expired (Subscription Missing)?

I'm an A/R Account customer

From the My Subscriptions page, click the SEE MORE SUBSCRIPTION OPTIONS



Select the Parish you wish to renew your subscription for

Select a Parish

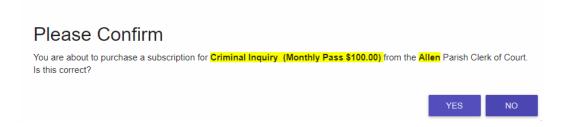
Select your Subscription Level (i.e. One Day, Monthly, or Yearly) and click the BUY button



Continued on next page...



Confirm your purchase and you're done.



I'm a Credit Card Customer

From the My Subscriptions page, click the SEE MORE SUBSCRIPTION OPTIONS

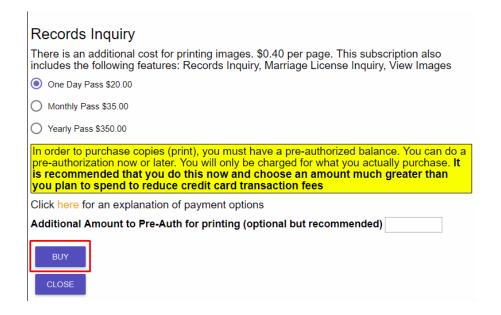
	My Subscriptions	
Subscription	Expiration Date	
Allen - Civil/Records Inquiry Monthly Pass	12/08/18 11:59 PM	Search Now Renew
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/19 11:59 PM	Search Now
E-Recording/E-Filing	N/A	<u>GO</u>
SEE MORE SUBSCRIPTION OPTIONS		

Select the Parish you wish to renew your subscription for

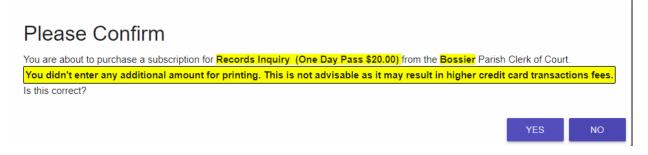


Select your Subscription Level (i.e. One Day, Monthly, or Yearly) and click the BUY button





Confirm your purchase.



Complete the purchase by entering your credit card information for the online purchase and you're done.

