# Frantext Renewal Procedure RENEWAL BY AN INSTITUTION

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# **1** Go to the page <u>www.frantext.fr</u>. In the top menu, click on **Abonnements**, then **ABONNEMENT INSTITUTIONNEL**.

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### 3 Enter your email address, then click on Subscribe again.



## 4 You receive an email, **click on the link** contained in the

message (or copy it into your browser).



**5** You access the form but this time, it is pre-filled. The interface indicates the end date of your current subscription. You must imperatively select the next subscription period in **Period selected \*** at the top of the page.

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from 2025/1/1 to 2024/9/30 (university teaching year)

from 2023/10/1 to 2024/9/30 (university teaching year)

6 At the bottom of the page, if the Billing information does not change, click directly on the right on **Step 2:** Authentication options >.

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7 In step 2, if the authentication information does not change, click directly at the bottom right of the form on **Step 3: check information >.** 

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+ < Baci	k to step 1		Step 3: check information >

8 In step 3, you can pay in 2 ways. To pay after receiving an invoice, choose **Step 4: Payment by order form >.** 

Change the information	Proceed to payment
< Back to step 2	Step 4: Payment by credit card >
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