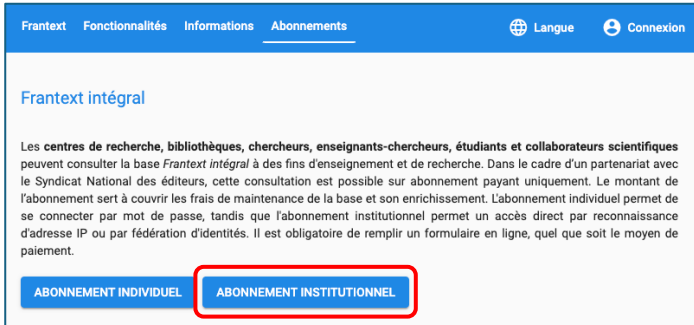


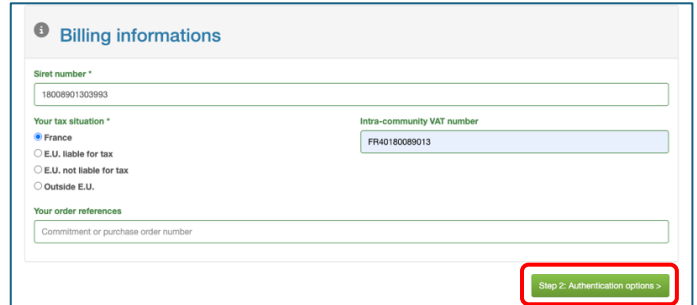
Frantext Renewal Procedure

RENEWAL BY AN INSTITUTION

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



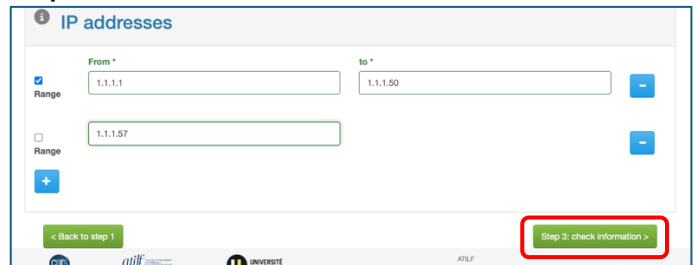
6 At the bottom of the page, if the Billing information does not change, click directly on the right on **Step 2: Authentication options >**.



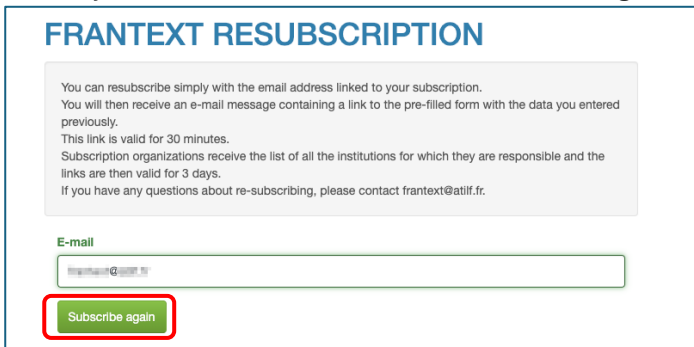
2 On the subscription form page, click on the green **Subscribe again** button.



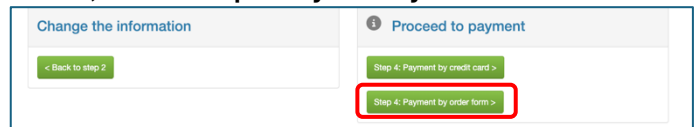
7 In step 2, if the authentication information does not change, click directly at the bottom right of the form on **Step 3: check information >**.



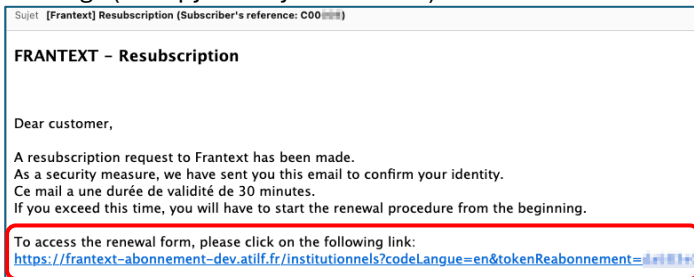
3 Enter your email address, then click on **Subscribe again**.



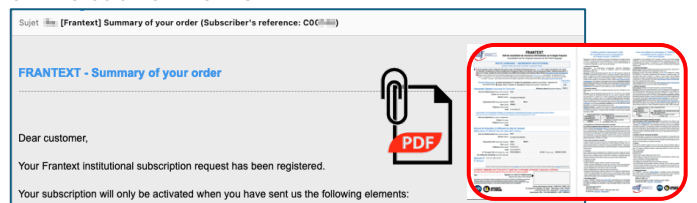
8 In step 3, you can pay in 2 ways. To pay after receiving an invoice, choose **Step 4: Payment by order form >**.



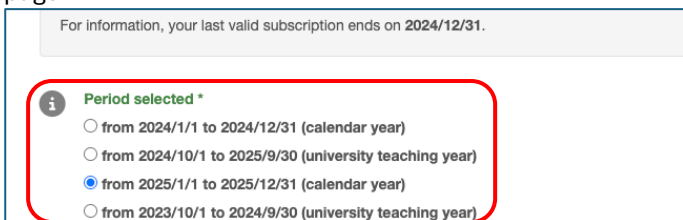
4 You receive an email, **click on the link** contained in the message (or copy it into your browser).



9 A notification informs you that you will receive a purchase order. Click **OK** then the interface indicates that your request has been taken into account, and you receive an email with the summary of all the elements to be returned to us. The **PDF order form** is attached to the email, and the general conditions of subscription to Frantext are indicated on the back of the file.



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.



10 **Date and sign** the PDF order form, then send it to frantext@atilf.fr. Access is then activated, and the CNRS sends you the invoice.

