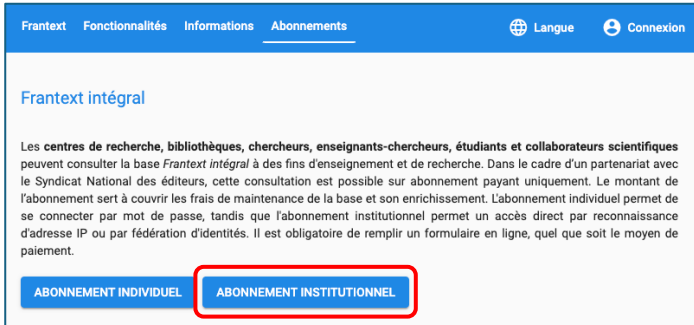


# Frantext Renewal Procedure

## RENEWAL BY AN ORGANIZATION

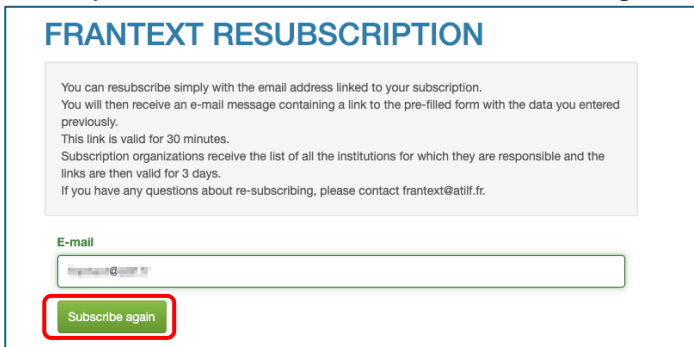
**1** Go to the page [www.frantext.fr](http://www.frantext.fr). In the top menu, click on **Abonnements**, then **ABONNEMENT INSTITUTIONNEL**.



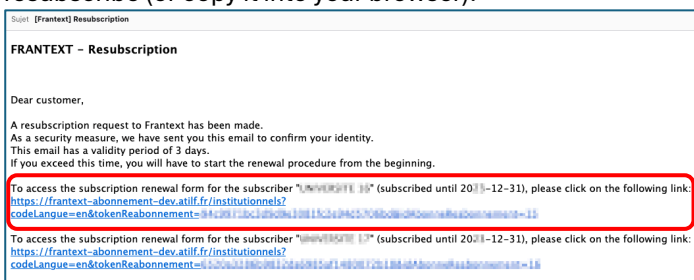
**2** On the subscription form page, click on the green **Subscribe again** button.



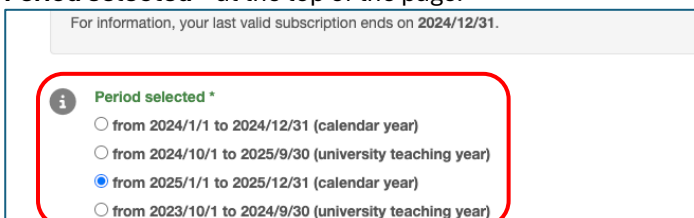
**3** Enter your email address, then click on **Subscribe again**.



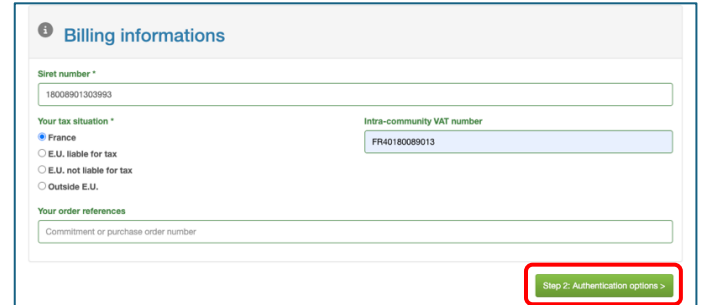
**4** You receive an email containing the list of your clients, **click on the link** corresponding to the institution to resubscribe (or copy it into your browser).



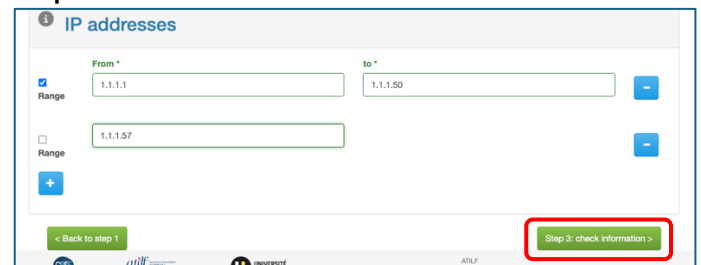
**5** You access the form that is now pre-filled. The interface indicates the end date of your current subscription. You must imperatively select the next subscription period in **Period selected \*** at the top of the page.



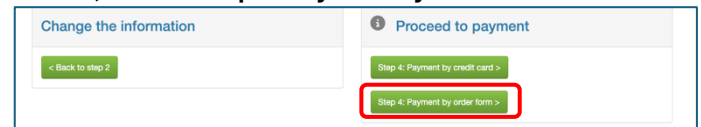
**6** At the bottom of the page, if the Billing information does not change, click directly on the right on **Step 2: Authentication options >**.



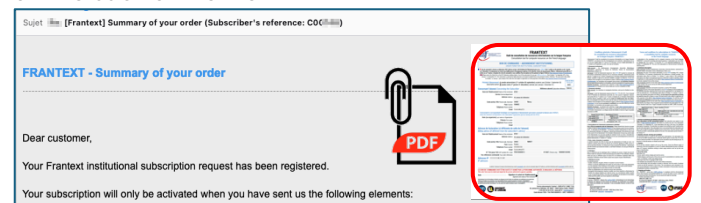
**7** In step 2, if the authentication information does not change, click directly at the bottom right of the form on **Step 3: check information >**.



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



**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.



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

