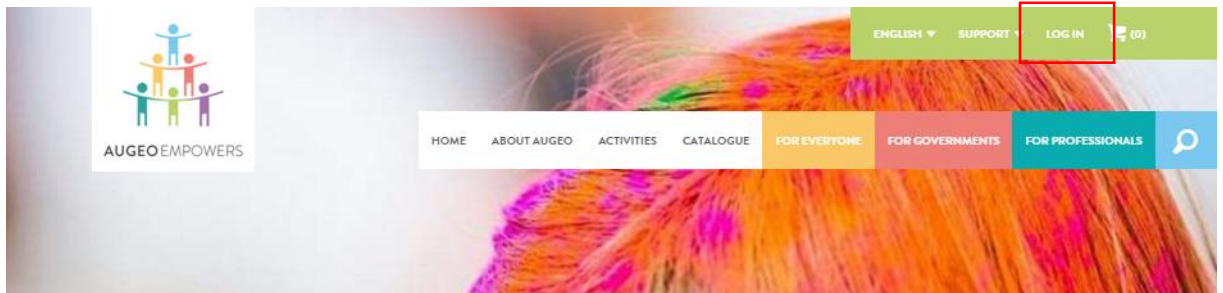


## SUBSCRIPTION RENEWAL GUIDE

1. Go to [www.augeo.nl](http://www.augeo.nl) and log in at the top right menu. You are directed to the login page where you can log in.
2. Once you have logged in, you can access your administration area where you can renew your subscription. After logging in, your username appears in the light green menu at the top of the screen. If you click on your name, you can access 'my administration area'.



3. The administration area consists of 5 sections. To extend your subscription, click on 'Organisation administration' (indicated below with a green dot):

### MY ADMINISTRATION ENVIRONMENT

A screenshot of the 'MY ADMINISTRATION ENVIRONMENT' dashboard. The main content area is divided into four sections: 'MORE NEWS' with a 'NEWS FOR ADMINISTRATOR' button; 'CLUSTER ADMINISTRATION' showing '11 places in use and 85 places reserved in 5 clusters' with a 'GO TO CLUSTER MANAGEMENT' button; 'STUDENT ADMINISTRATION' showing '11 active students', '0 students are not active', and '7 modules assigned', with a 'TO STUDENT MANAGEMENT' button; and 'REPORTS' with links for 'Students who have completed their training', 'Students who have started their training', and 'Students who have not yet started', plus an 'ALL REPORTS' button. On the right sidebar, there are three sections: 'ORGANISATION ADMINISTRATION' with a green dot and a 'GO TO ORGANISATION DETAILS' button; 'HELPDESK' with contact information and links; and 'MAINTENANCE' with a notice about course availability.

4. A page opens with three tabs: organisation's details, subscription details and invoices. First, enter the correct invoicing information.

ORGANISATION DETAILS MEMBERSHIP DETAILS INVOICES

Change your organisation details here.

**ORGANISATION'S DETAILS**  
Organisation\* : Augeo Kraamzorg

**PERSONAL INFORMATION**  
Enter the details of your organisation's organisation administrator here. (These details are stored separately from your personal account)

Title\* :  Mr  Ms

First name\* : Ylva

Initials :

Surname\* : Bakker

Phone\* : 0643161630

**INVOICING INFORMATION**

Name of organisation\* : Augeo

Attn.\* : Financiele afdeling

Email\* : ylva1979+cursist10@gmail.com

Invoicing address / PO Box\* : Postbus 230

Postcode\* : 1333 BB

Town or city\* : Zeist

Additional invoicing information : Ordernummer 266454567

5. Then click on the 'membership details' tab, where an 'Renew subscription' button will appear three months before your subscription expires. Click this button to renew your subscription.

Here you can find a summary of your Membership details.

**MEMBERSHIP DETAILS**

Type of subscription : • Maximum 100 students  
• 11 places occupied  
• 89 free places, 85 of which are reserved for clusters

Valid until : **24 apr 2016**  
Your subscription will expire soon. Click the button below to renew your subscription.

Clusters : **5 clusters**  
[Go to cluster management](#)

**RENEW SUBSCRIPTION**

6. You now have the option of continuing to provide the same users with training, or adding users who will be able to receive training in the following period. You can also choose between a 1-year and 2-year subscription. A page opens where you can select the subscription which best suits your situation.

## LIDMAATSCHAP VERLENGEN

STAP 1: KEUZE VERLENGING

STAP 2: CONTROLE BESTELLING

U heeft nu lidmaatschap Ziekenhuizen voor **250** gebruikers.

Kies een van de onderstaande mogelijkheden om uw lidmaatschap te verlengen. Staat jouw keuze er niet bij, neem dan contact op met Augeo. We helpen je graag verder. Je kunt ons bereiken via sales@augeoacademy.nl of 0343-536040.

HUIDIG LIDMAATSCHAP VERLENGEN (U kunt dezelfde 250 gebruikers verder scholen)	65 EXTRA GEBRUIKERS PER JAAR	250 EXTRA GEBRUIKERS PER JAAR	500 EXTRA GEBRUIKERS PER JAAR	750 EXTRA GEBRUIKERS PER JAAR
Ik wil verlengen met:	Ik wil verlengen met:	Ik wil verlengen met:	Ik wil verlengen met:	Ik wil verlengen met:
<input type="radio"/> 1 jaar (€ 4.060,- p.j.) <input type="radio"/> 2 jaar (€ 3.248,- p.j.)	<input checked="" type="radio"/> 1 jaar (€ 4.567,50 p.j.) <input type="radio"/> 2 jaar (€ 3.654,- p.j.)	<input type="radio"/> 1 jaar (€ 5.075,- p.j.) <input type="radio"/> 2 jaar (€ 4.060,- p.j.)	<input type="radio"/> 1 jaar (€ 9.750,- p.j.) <input type="radio"/> 2 jaar (€ 7.800,- p.j.)	<input checked="" type="radio"/> 1 jaar (€ 14.062,50 p.j.) <input type="radio"/> 2 jaar (€ 11.250,- p.j.)
Prijs (excl.BTW): KIES EERST OF JE 1 OF 2 JAAR WILT VERLENGEN!	Prijs (excl.BTW): KIES EERST OF JE 1 OF 2 JAAR WILT VERLENGEN!	Prijs (excl.BTW): KIES EERST OF JE 1 OF 2 JAAR WILT VERLENGEN!	Prijs (excl.BTW): KIES EERST OF JE 1 OF 2 JAAR WILT VERLENGEN!	Prijs (excl.BTW): KIES EERST OF JE 1 OF 2 JAAR WILT VERLENGEN!
BESTEL	BESTEL	BESTEL	BESTEL	BESTEL

7. Then you are directed to a page where you can check and confirm your order. If you have a discount code, enter it here.

## LIDMAATSCHAP VERLENGEN

STAP 1: KEUZE VERLENGING

STAP 2: CONTROLE BESTELLING

### JOUW BESTELLING

Uw bestelling : <b>Lidmaatschap Ziekenhuizen</b> € <b>4.567,50</b>	
65 extra per jaar Lidmaatschapsduur 1 jaar	
Kortingscode invoeren :	<input type="text"/> <b>ACTIVEREN</b>
Kostenoverzicht :	Totaalbedrag (excl. BTW) : € <b>4.567,50</b> BTW 21% : € <b>959,18</b> Totaalbedrag (incl. BTW) : € <b>5.526,68</b>

#### JOUW ORGANISATIE

Naam organisatie : **Augeo**  
Contactpersoon : **Nina van Dijk**  
Telefoonnummer : **0646700658**

#### JOUW FACTUURGEGEVENS

Organisatie : **Augeo**  
T.a.v. : **Nina**  
Postcode / Postbus : **3700 AN**  
Plaatsnaam : **Zelst**  
Extra informatie :  
E-mail : **nina@augeo.nl**

#### ALGEMENE VOORWAARDEN

Ik ga akkoord met de [voorwaarden](#) (verplicht)

Bestellen

8. Your organisation will also receive an invoice by email with confirmation of the order. Your order will be processed on the day your subscription expires. Therefore, any additional users you have added may only gain access from this day.