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Instructions on how to activate your Negotiator Magazine Subscription.

1. Locate your activation link which was sent when you purchased your subscription. It should look similar to this:

http://negotiatiormagazine.com/register_form.php?oi=xxx&cid=60&sub=SI12&em=myemail@mail.com&I=N

You will need to have an internet connection available and active. This URL should be an active link, which when you click on it, your default internet browser should open to The Negotiator Magazine registration web page (Figure 2). If the URL link does not seem to open your internet browser, read Instruction B.

Figure 1, Example of Order Confirmation

```
The Negotiator Magazine appreciates your purchase today!
The following are the details of your order.
-----
Order Number: 108
Date Ordered: Friday 05 August, 2011
Detailed Invoice:
https://secure102.inmotionhosting.com/~negot17/zstuff/index.php?main_page=account_history_info&order_id=108

Products
-----
1 x Individual 1 Year Subscription (SI12) = $12.00
Click this Link to activate your subscription. If link is not active, paste
entire URL into your web browser.
http://negotiatiormagazine.com/register\_form.php?oi=108&cid=1&sub=SI12&em=myemail@myemail.com&I=N
-----
Sub-Total: $12.00
Free Shipping: $0.00
Total: $12.00
```

Figure 2, Example Negotiator Magazine Registration page

Welcome to The Negotiator Magazine & Subscription Activation. Before you can use your subscription, create a unique username, password, security question and answer. The password should be between 6 and 10 characters in length and contain at least 1 number, and the security question something only known to you, but easy to remember. This will be used for security verification.

After a successful activation, you are ready to use your subscription and may proceed to view restricted content, or logout.

** Required Information

****Username**

****Password**

****Confirm Password**

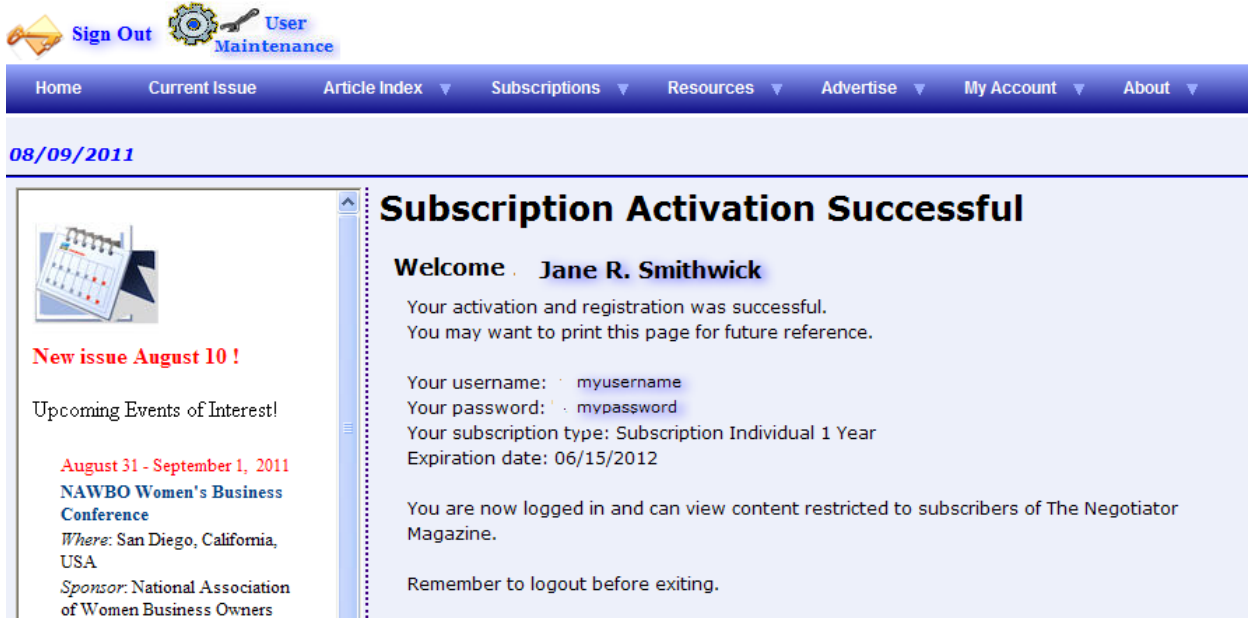
****Security Question**

****Security Answer**

Submit

Enter a username, password (enter same password twice) and create a security question and answer. These should be things which you can remember. Click the submit button. The program will check that the username you choose is not already in use. You should then be registered and ready to view any articles which are reserved for subscribers. Remember to log out when you leave.

Figure 3, Registration Success



The screenshot shows the top navigation bar with links: Home, Current Issue, Article Index, Subscriptions, Resources, Advertise, My Account, and About. Below the navigation bar is a date indicator: 08/09/2011. The main content area is titled "Subscription Activation Successful" and includes a welcome message for Jane R. Smithwick. It lists the user's details: myusername, mypassword, Subscription Individual 1 Year, and an expiration date of 06/15/2012. A sidebar on the left features a calendar icon and a "New issue August 10!" announcement, along with information about an upcoming event: "August 31 - September 1, 2011 NAWBO Women's Business Conference" in San Diego, California, USA, sponsored by the National Association of Women Business Owners.

After your initial registration, visit The Negotiator Magazine at <http://negotiatormagazine.com> and sign in using this username and password to read new content.



Subscriber Login

Login to view content reserved for Subscribers.

** Required Information

****Username**

****Password**

Login

[Forgotten Password?](#)

[Not a Subscriber?](#)

Instruction B - How to register Negotiator Magazine Subscription if URL link does not open when clicked.

1. Locate your activation link which was sent when you purchased your subscription. It should look similar to this:

http://negotiatormagazine.com/register_form.php?oi=xxx&cid=60&sub=SI12&em=myemail@mail.com&I=N

You will need to have an internet connection available and active. If this URL link does not seem to open your internet browser when you click it, copy the entire URL and paste it into your browser. Here are instructions on how to copy and paste.

Place your cursor at the beginning of the URL.

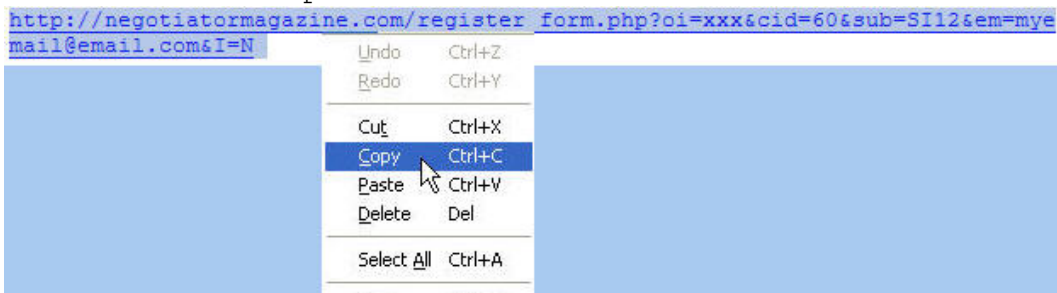
| <http://negotiatormagazine.com/regi>

Click and hold the left mouse button while pulling your mouse cursor over the entire line, ending with the &I=N (or &I=Y). Release the left mouse button at the end. You should see the text have a highlight color over it.

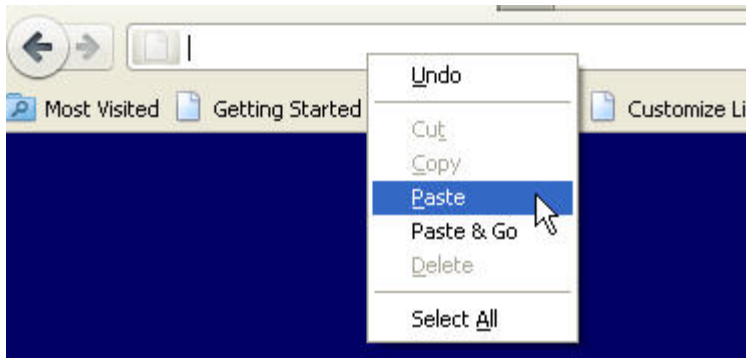
http://negotiatormagazine.com/register_form.php?oi=xxx&cid=60&sub=SI12&em=myemail@email.com&I=N

There are two ways to copy the line.

With the cursor over the highlighted URL, RIGHT click your mouse. A text box will pop up. Select copy. You can also copy the highlighted text with the short-cut key combination of holding down the Ctrl key and clicking the C button on your key board. Both actions will copy the URL to a place in memory call the 'clipboard'.



Now that the URL is copied to the clipboard, you need to open your browser (Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera...). Place your mouse cursor into the top address bar area, RIGHT click and select paste. You can also paste the highlighted URL with the short-cut keys of CTRL and V.



Hit enter or the 'go' button on your browser

Go Button in
Mozilla Firefox

This should take you to The Negotiator Magazine Subscription Registration page, where you will create a username, password and security question. You should be registered and can view content reserved for subscribers. It is recommended to print the Subscription Activation page, or write down and keep your username and password in a private location.

After your initial registration, visit The Negotiator Magazine at <http://negotiatormagazine.com> and sign in using this username and password to read new content.



Subscriber Login

Login to view content reserved for Subscribers.

** Required Information

****Username**

****Password**

[Forgotten Password?](#)

[Not a Subscriber?](#)

Forgot your password? - How to reset your password.

From the menu at negotiormagazine.com, select My Account → Lost Password.



Enter your username and the email address where you received your subscription registration, and submit the information. You will receive an email to that address with a temporary password. For your protection, if the email address you enter does not match the email in your user record, we will not send you an email. Contact orders@negotiormagazine.com for further problems.

Reset Password

Forgot your subscription password? Enter your username below and we'll send you an email message containing your new password. If you don't receive an email confirmation to reset your password, please contact orders@negotiormagazine.com.

** Required Information

**Username

**Account Email

Subscriber User Maintenance

After you log into The Negotiator Magazine, you will notice an icon above the menu for user maintenance.

[THE NEGOTIATOR MAGAZINE: Dedic](#)



It is in this area where you may view or edit your account information, such as email and security question. There is an option to change your password here also. Multi-user subscription account owners can invite or delete team members in this area. If you need to change your name or email, you may change it in [Edit My Account Information](#). If you lost your password, and had it reset to some weird random number, you can change it to something you like in [Change My Subscription password](#). If you purchased a Team subscription and are the account owner, then you can invite or delete team members.

User Maintenance Home

[Negotiator Home](#)

[View or Edit My Account information](#)

[Change My Subscription password](#)

Welcome **Kayla Boverly**

Here are your account details.

Your username: **suzieQ**
Expiration date: 05/10/2013

You have Invited 8 Team Subscribers.
[Add Team Subscribers](#)

You have 4 active Team Subscribers

Sam Brown	samIam@mymail.com	Delete	mpatico.r	Delete
Lori Paddy	lpaddy1@mymail.com	Delete	inner.com	Delete
Jan Barker	jeb@mymail.com	Delete	gmail.com	Delete
Kyle Ashton	ashestoashes@mymail.com	Delete		

Instruction on Using the Order Center and Subscription Purchase.

To purchase a subscription go to the Order Center . You can navigate there from the menu. Clicking on Order Center will take you directly, or you can go via the Subscription page.

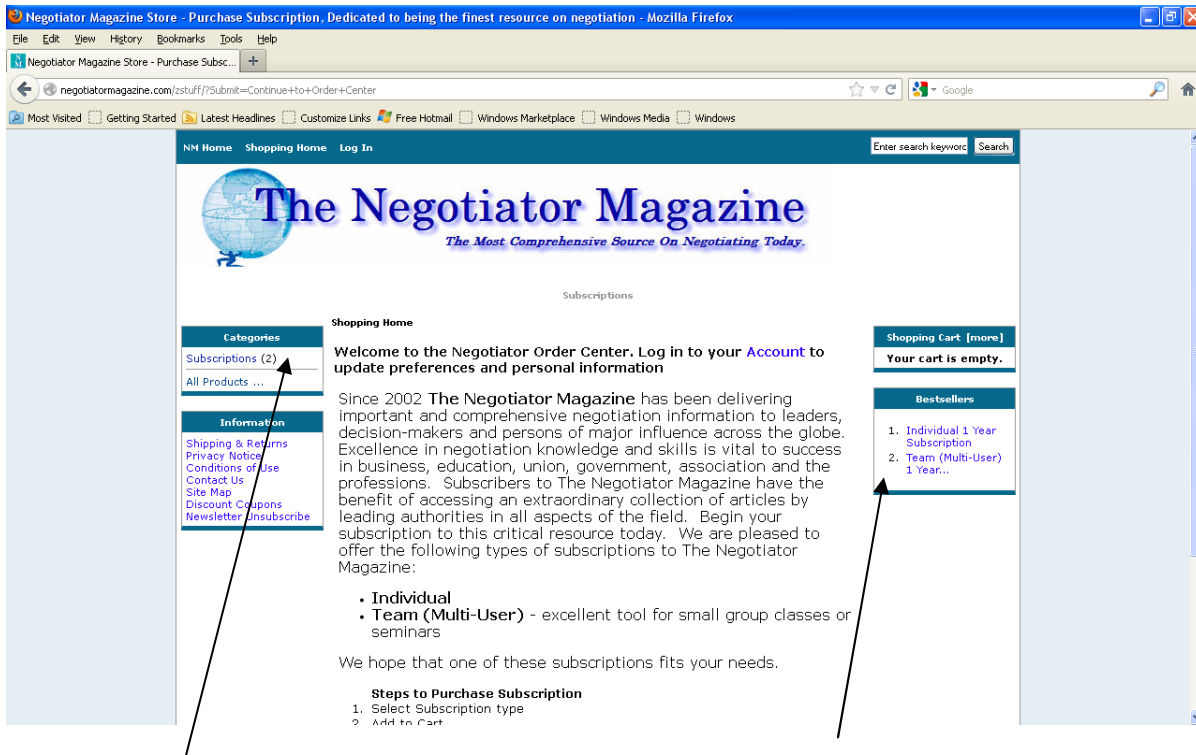
[THE NEGOTIATOR MAGAZINE: Dedicated to being the finest resource on negotiation](#)



From the Subscription page, click the 'Continue to Order Center' button.



Here is the Order Center Welcome page. From here you can choose your subscription and add it to your shopping cart. At some point, you will need to create an Order Center account, or log into it if you already created one. I know it is a pain to keep track of these accounts and passwords, but the Order Center account uses your email address and you can always reset your password. First, let's pick our subscription.



You will find Subscriptions or any other product category off to either side of the Order Center.

Click 'Buy now' to add to your shopping cart.



You can remove the product from your shopping cart and choose again, or **Proceed to Check-out.**

Subscriptions

Shopping Home :: The Shopping Cart

Categories

Subscriptions (2)

All Products ...

Your Shopping Cart Contents [\[help \(?\)\]](#)

Here is what is currently in your shopping cart. Remove unwanted items by clicking the trash (rubbish) symbol.

Total Items: 1 Weight: 0lbs Amount: \$14.00

Qty.	Item Name	Unit	Total
1	Individual 1 Year Subscription	\$14.00	\$14.00
Max: 1			
Sub-Total: \$14.00			

Shopping Cart [more]

1ea.- Individual 1 Year Subscription

\$14.00

Information

Shipping & Returns
Privacy Notice
Conditions of Use
Contact Us
Site Map
Discount Coupons
Newsletter Unsubscribe

Bestsellers

- Individual 1 Year Subscription
- Team (Multi-User) 1 Year...

[back to shopping](#)

[go to checkout](#)

[Checkout](#)

Shopping Home

If you are a returning customer and have an Order Center account, enter your email address and password then log in. If you have forgotten your password, select, [Forgot password](#). Remember, the Order Center account is separate from your subscription log in!

Shopping Home :: Login

Welcome, Please Sign In

Note: If you have shopped with us before and left something in your cart, for your convenience, the contents will be merged if you log back in. [\[More Info\]](#)

Returning Customers: Please Log In

Email Address:

Password:

[Forgot your password?](#)

[login](#)

A new random password will be emailed to you so you can then log in.

Shopping Home :: Login :: Password Forgotten

Forgotten Password

Enter your email address below and we'll send you an email message containing your new password.

Email Address: *

* Required information

[back](#)

[submit](#)

If you are new to the Order Center, fill in the appropriate information. **This is also your credit card billing address!** It helps to select your Country first, if outside the United States.

Address Details

Mr. Ms. *

First(Given) Name: *

Last(Surname) Name: *

Street Address: *

Address Line 2:

City: *

State/Province: *
 *

Post/Zip Code: *

Country: *

Additional Contact Details

Telephone:

Login Details

Email Address: *

Password: * (at least 8 characters)

Confirm Password: *


Newsletter and Email Details

Subscribe to Our Mailing List.

HTML TEXT-Only

submit

If you see this message, then you have an existing account with this email address. Use the Forgot Password function if you have forgotten the password.

 Our system already has a record of that email address - please try logging in with that email address. If you do not use that address any longer you can correct it in the My Account area.

* Required information

Here is the Billing Address I entered, and where I would input my credit card number. **IF** there is a discount coupon offer, enter the code in the **redemption code box**. Your discount will be then applied to your order total. (Discount Coupons are sometimes offered for limited time periods. These are announced via the web site or the emails.) The most common causes for rejection of your credit card are: 1. Incorrect billing address. 2. Incorrect expiration date. 3. Forgot your CVV number.

Step 2 of 3 - Payment Information

Billing Address:

Kala Boverly
126-128 Queens Rd
Flat 16
Brighton
East Sussex
BN13WB
United Kingdom

[change your
address](#)

Your billing address is shown to the left. The billing address should match the address on your credit card statement. You can change the billing address by clicking the *Change Address* button.

Your Total

Sub-Total:	\$14.00
Free Shipping:	\$0.00
Sales Tax:	\$0.00
Total:	\$14.00

Discount Coupon

Please type your coupon code into the box next to Redemption Code. Your coupon will be applied to the total and reflected in your cart after you click continue.

Please note: you may only use one coupon per order.

Redemption
Code

BUYME

Payment Method

Credit Card

Cardholder Name:

Kala Boverly

Credit Card Number:

Expiry Date:

December - (12) ▼

2012 ▼

CVV Number:

[What's this?](#)

Special Instructions or Order Comments

Continue.....

After you enter your credit card information, and the order looks correct, select **confirm the order**.

You will get an email thanking you for creating an Order Center account, and an email with your Order confirmation and Subscription registration link. Follow the link to register your subscription.

[Shopping Home](#) :: [Checkout](#) :: **Confirmation**

Step 3 of 3 - Order Confirmation

Billing/Payment Information

My Customer
4541 My Address
My City, My State
United My Country

Payment Method:

Credit Card

Credit Card Type: American Express
Cardholder Name: Karen Baker
Credit Card Number: 3797XXXXXXXX1017
Expiry Date: October, 2016

Special Instructions or Order Comments

None

Shopping Cart Contents

Qty.	Item Name	Total
1 x	Individual 1 Year Subscription	\$14.00

Sub-Total: \$14.00
Free Shipping: \$0.00
Sales Tax: \$0.00
Total: \$14.00

Final Step

- continue to confirm your order. Thank you!

