

Purchasing a Binary Stream License Subscription

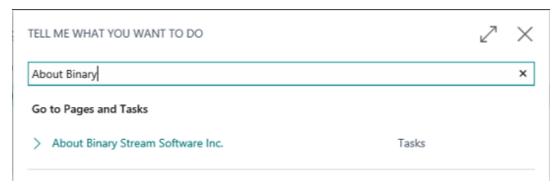
After you install and register the 30-day trial version of the Binary Stream product from the App store, you can purchase a license subscription anytime during the trial period or after it ends.

Purchase a New License

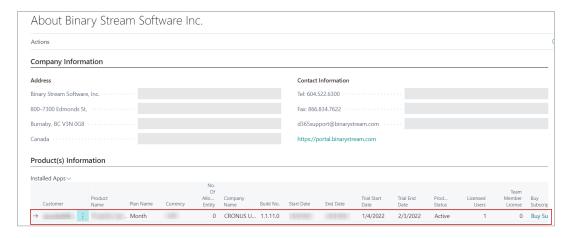
To purchase a new license subscription, follow these steps:

1. Select , and type **About Binary Stream Software**.

From the search results, select **About Binary Stream Software Inc.**



2. On the **About Binary Stream Software Inc.** page, scroll to the bottom of the page to see the **Product(s) Information** FastTab, which shows a list of all **Installed Apps** with the licensing information, such as the plan name and number of licensed users.









3. In the **Installed Apps** list, scroll to the right, and select **Buy Subscription**, which opens the **Create Subscription** wizard.

✓ **Note:** If more than one app is installed, ensure to select **Buy Subscription** for the line of the product you want to purchase.



4. The initial page shows a list of available subscription plans.

✓ **Note:** If you worked with the Binary Stream Sales team and have a quote, select the **Billing Frequency** and the line that has the product with the plan and user quantity that matches the quote.

On this page, you can upgrade the plan by purchasing new licenses or choosing a longer billing frequency. However, if you want to reduce the plan by purchasing fewer licenses or selecting a shorter billing frequency, contact billing@binarystream.com.

a. Select the Billing Frequency you want.



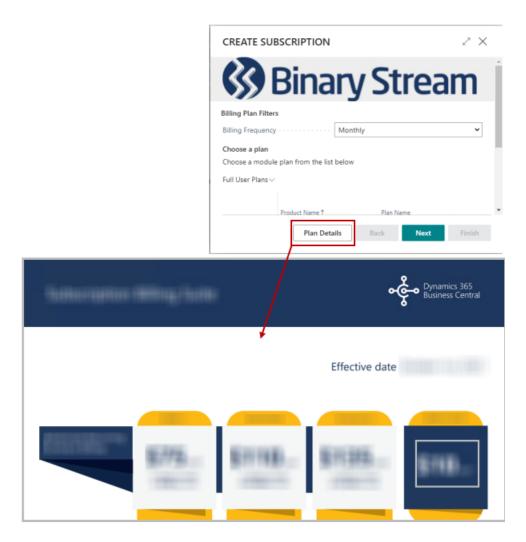
b. Scroll down the page to find the lists of all available full user and Team Member subscription plans for the selected billing frequency.



c. Find the line that has the **Product Name** and **Plan Name** you want to purchase.

For MEM, also make sure that the number of allowed entities matches the quote or is enough for your business needs. For details on the different plans, select **Plan Details** to view a <u>web page</u> that provides details of the various plans. You can also <u>contact sales for pricing information</u>.





- d. The number of licenses appears in three columns.
 - Current Licenses is read-only and shows the number of licenses you currently have.
 - New Licenses shows the number of new licenses you want to purchase. Edit this value as needed.
 - **Total Licenses** is read-only and shows the sum of the current and new licenses.

✓ **Note:** For Multi-Entity Management, a Multi-Entity Management license must be purchased for every user that will be using the company where Multi-Entity Management is used.

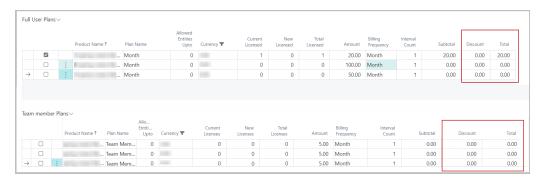
In the following image, the first line has shows 1 currently purchased license, zero (0) new licenses, and 1 total license. The **Subtotal** shows the purchase amount before the discount is applied. The **Subtotal** is calculated as follows: number of **Total Licenses** * **Amount**.





e. If you have a discount, specify the **Coupon Code**.

The **Discount** amount is updated and applied to the entire purchase. The **Total** shows the purchase amount after the discount is applied. The **Total** is calculated as follows: **Subtotal** - **Discount**.



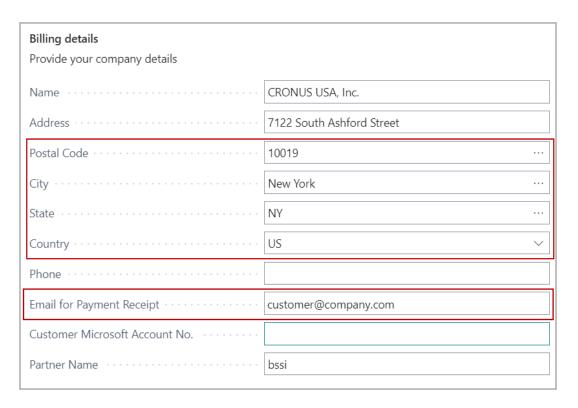
For customers in Canada, the **Total** amount shown excludes tax. Tax is applied at the time the payment is processed.

- f. Select Next.
- On the Billing Details page, enter or update (as required) the billing details for your company and select Next.

Important: Ensure the required fields boxes are entered and match correctly (i.e., postal/zip code, city, state, country). For customers in Canada, this information must be entered correctly to ensure the correct tax is applied to the purchase. If the information is not entered correctly, any tax adjustments will result in an additional credit card charge.

The payment receipt is sent to the email address specified in **Email for Payment Receipt**. This email address must be specified before proceeding to the next page.

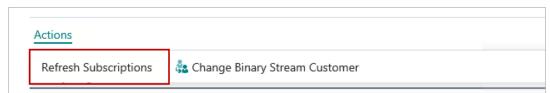




6. On the Credit Card Details page, enter the payment information and select Next.

Important: For customers in Canada, the actual total charged to the credit card is the **Total** amount plus any applicable taxes based on the billing details entered.

- 7. On the last page, select **Finish** to process the payment and create the subscription.
- 8. After the subscription is purchased (back on the **About Binary Stream Software Inc.** page) <u>refresh your subscription</u> by selecting **Actions** > **Refresh** to see the latest changes for the license subscription purchase.



After the purchase is completed, review the documentation for further instructions.