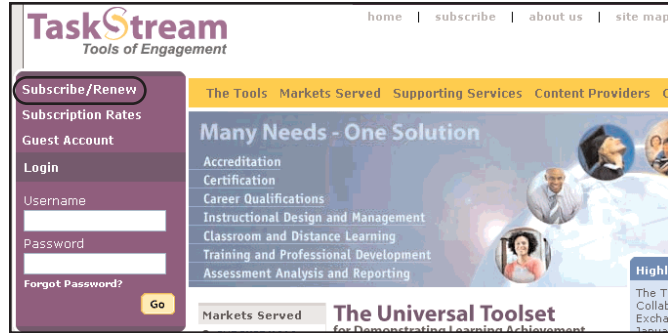


Purchasing/Activating your Subscription

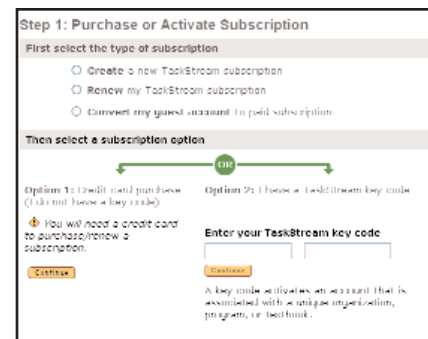
Open a web browser (Internet Explorer, Mozilla Firefox, Netscape Navigator, AOL)

1. In the Address field or Location bar - type in the following URL:
<http://www.taskstream.com>
2. You should now see TaskStream's homepage.
3. Above the login area, click the **Subscribe/Renew** button to go to the TaskStream Account subscription page.



Step 1: Purchase or Activate Subscription

1. What would you like to do? Choose the option that applies to you. First time subscribers should choose the “Create new TaskStream subscription” option.
2. If you are purchasing by credit card, use **Option 1**. Select **College/University** from this area. If you have been issued a Key Code, use **Option 2**.
3. Click **Continue** to proceed. Follow the directions on the resulting forms to complete the subscription purchase or activation process.



Obtaining Your Login Information

If you purchased your subscription via a credit card, your login information will be emailed to you no later than the end of the next business day. Please ensure that a valid email address has been entered so that TaskStream can send your TaskStream username and password to you. All email addresses are confidential and will not be made available to third parties. If you are activating your subscription using a key code, your account information will be sent and ready to be used immediately.

Please note: We suggest that you add the “taskstream-subscriptions@taskstream.com” email address to your email application’s address book to help ensure that your login information will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer