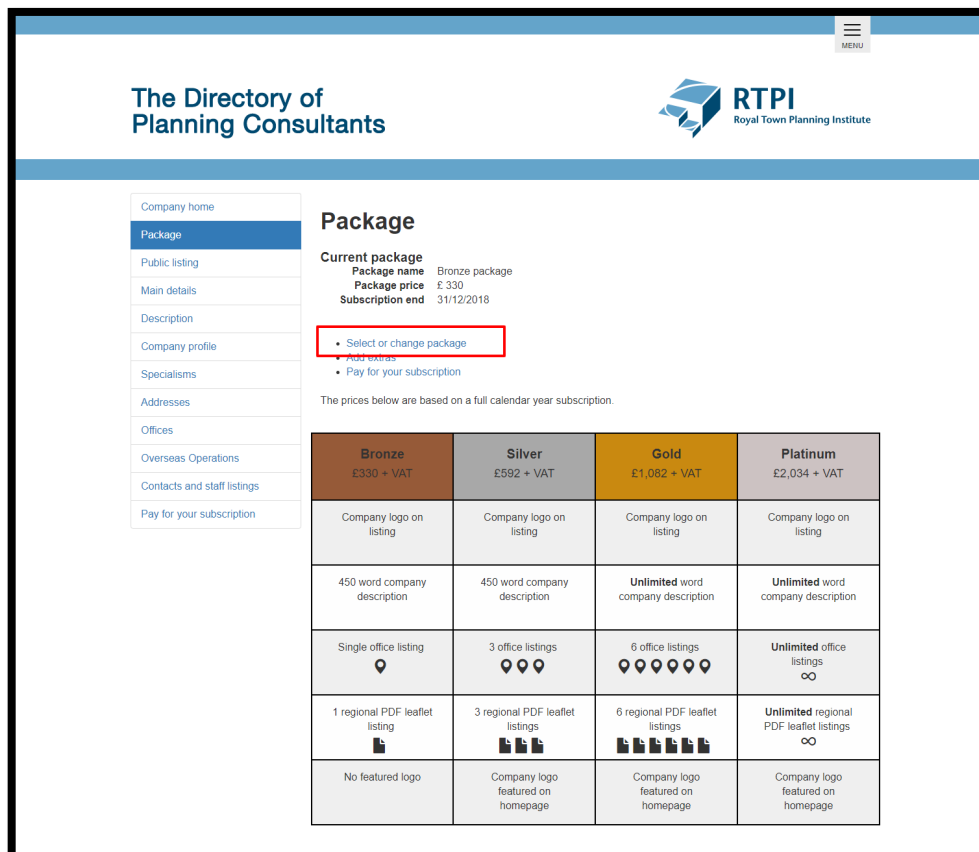


# Renewing your RTPI Subscription

Please follow the below instructions to renew your RTPI directory subscription for another year.

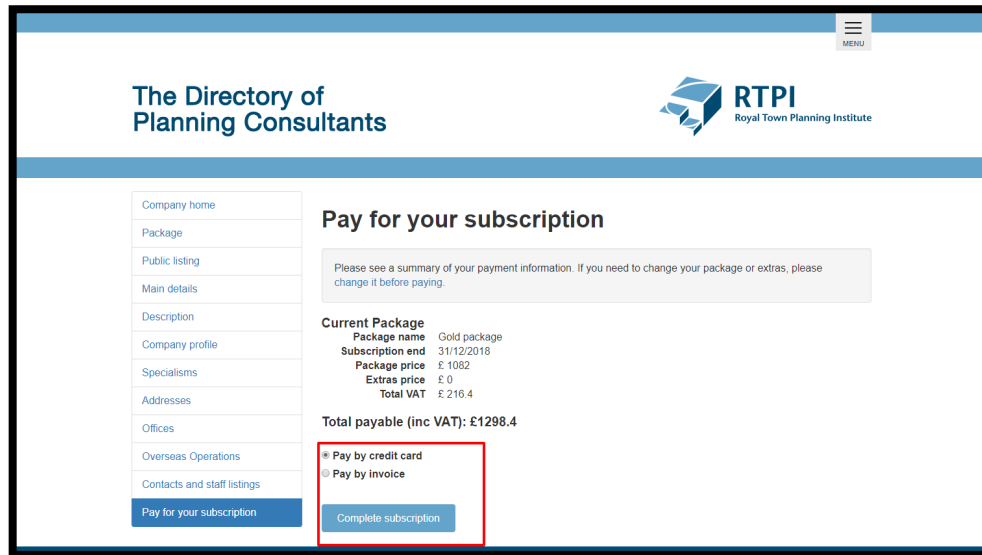
- 1) Log into your Company Account here: <https://www.rtpiconsultants.co.uk/admin/#/>
- 2) If you need to change your package (if not proceed to step 3):  
Click the 'Package' tab where you can change your package if required.
  - Click 'Select or change package'
  - Choose your preferred package from the drop-down menu
  - Click 'Update Package'



The screenshot shows the 'Package' page on the RTPI website. The page title is 'The Directory of Planning Consultants' and the RTPI logo is visible. A left-hand navigation menu includes 'Company home', 'Package', 'Public listing', 'Main details', 'Description', 'Company profile', 'Specialisms', 'Addresses', 'Offices', 'Overseas Operations', 'Contacts and staff listings', and 'Pay for your subscription'. The 'Package' section displays the current package as 'Bronze package' with a price of £330 and a subscription end date of 31/12/2018. A red box highlights the 'Select or change package' link. Below this, a table compares four subscription packages: Bronze (£330 + VAT), Silver (£592 + VAT), Gold (£1,082 + VAT), and Platinum (£2,034 + VAT). The table lists features such as company logo on listing, word count for company descriptions, office listings, regional PDF leaflet listings, and featured logos.

Bronze £330 + VAT	Silver £592 + VAT	Gold £1,082 + VAT	Platinum £2,034 + VAT
Company logo on listing	Company logo on listing	Company logo on listing	Company logo on listing
450 word company description	450 word company description	Unlimited word company description	Unlimited word company description
Single office listing	3 office listings	6 office listings	Unlimited office listings ∞
1 regional PDF leaflet listing	3 regional PDF leaflet listings	6 regional PDF leaflet listings	Unlimited regional PDF leaflet listings ∞
No featured logo	Company logo featured on homepage	Company logo featured on homepage	Company logo featured on homepage

- 3) From the left hand menu, click 'Pay for your subscription'.
  - The information under the heading 'Current Package' will show you when your current subscription will end.
  - Select your payment method (card for under £1000, Card or invoice for over £1000) and click 'Complete Subscription'. The will automatically charge you for the following year
  - Complete the transaction on the banking screen.



- 4) We will then process the payment and renew your subscription. Your subscription end date will update once payment has cleared, please allow 24 hours for the subscription end date to update.

## Help

If you need further help, please contact the Support team (managed by the Planning Portal) on:

Email: [rtpi.support@planningportal.co.uk](mailto:rtpi.support@planningportal.co.uk)

Telephone: 0333 323 4589