



RTPI
Royal Town
Planning Institute

**Renewing a subscription on the
RTPI Directory of Planning Consultants
A step-by-step guide**

www.rtpiconsultants.co.uk



Please follow the instructions on the following page 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):
 - a. Click the 'Package' tab where you can change your package if required.
 - b. Click 'Select or change package'
 - c. Choose your preferred package from the drop-down menu
 - d. Click 'Update Package'
3. From the left-hand menu, select 'Pay for your subscription'.

The information under the heading 'Current Package' will show you when your current subscription will end.

- a. Select your payment method (card for under £1,000, card or invoice for over £1,000) and click 'Complete Subscription'. This will automatically charge you for the following year
 - b. 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 Planning Portal) on:

- Email: rtpi.support@planningportal.co.uk
- Phone: 0333 323 4589