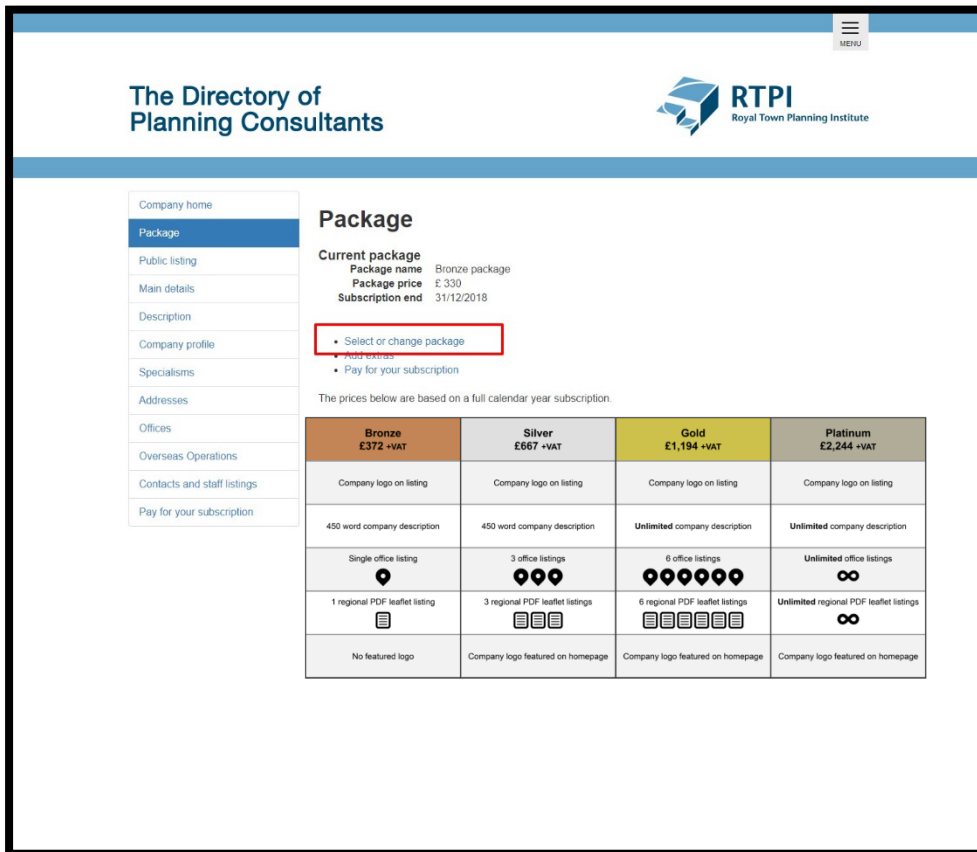


Renewing your RTPI Directory subscription

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 Directory of Planning Consultants **RTPI**
Royal Town Planning Institute

Company home
Package
Public listing
Main details
Description
Company profile
Specialisms
Addresses
Offices
Overseas Operations
Contacts and staff listings
Pay for your subscription

Package

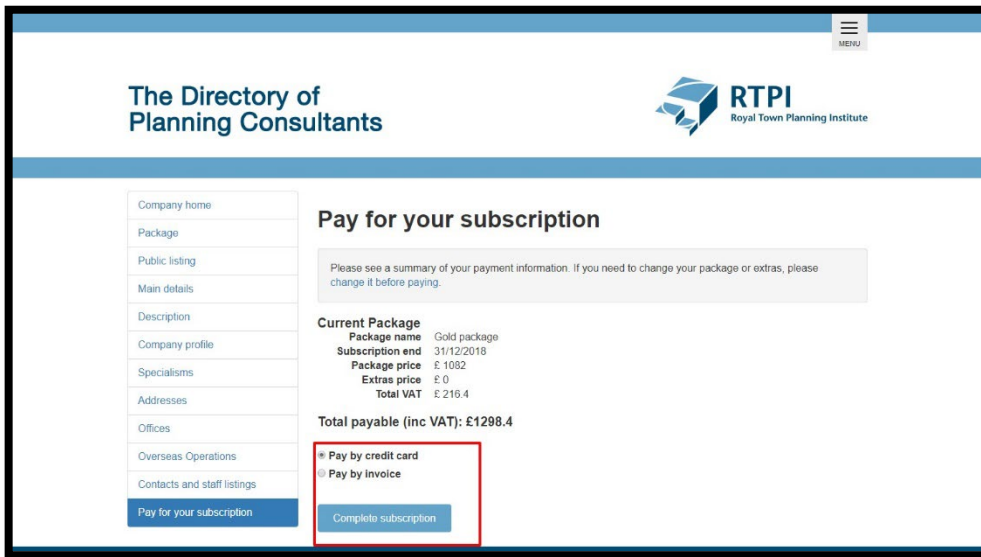
Current package
 Package name Bronze package
 Package price £330
 Subscription end 31/12/2018

- Select or change package
- Add extras
- Pay for your subscription

The prices below are based on a full calendar year subscription.

Bronze £372 +VAT	Silver £667 +VAT	Gold £1,194 +VAT	Platinum £2,244 +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 company description	Unlimited 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'. This 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

Telephone: 0333 323 4589