# AGRI-INTEL RENEWAL PROCESS

**V1.0**

- Access to Agri-Intel is based on an annual subscription.
- Fourteen days before the user's subscription is about to expire, an email will be sent to the user to remind them to renew their subscription.
- If the user has not renewed by the end of that month, the system will send another reminder via email the day before the subscription expires.
- The user is welcome to renew at any stage after this but access to the website will expire at the end of that month.
- Invoices, when applicable, can only be issued once the user has renewed their subscription.
- Steps on the renewal process are on subsequent pages

- Login to the Agri-Intel website
- Access your "User profile"
- Click on "Update user profile"

Update your details by clicking on EDIT PROFILE under the USER PROFILE tab. Click on USERS and the Edit icon to change the contact details or the username and password of existing users linked to your profile, or click on the cross to delete users, or on the ADD USER button to add a new user. If you would like to link users to your profile and company, please contact us.

- Your current details will be displayed
- If your details are correct, click on "Change/ Renew Package"

| User details | Users |
| --- | --- |

**VIEW USER INFO**

Email : XXXXXXX
Name : XXXXXXX
Surname : XXXXXXX
Mobile : XXXXXXX
Alternate Contact No. : XXXXXXX
City / Town : XXXXXXX
Country : South Africa
Company : XXXXXXX
Company type : XXXXXXX
Membership No: XXXXXXX
Subscription type : CropLife South Africa Subscription
Subscription expires on : XXXXXXX
Subscription package : Label Database & Residue Management
{ Active status }

Change/Renew Package

Edit profile

- Select the Membership type applicable
- Select the Package
- Click on "Submit"

**Subscription package :**

Label Database & Residue Management (FREE)
{ Active status }

Change/Renew Package

== Select membership type==

==Select Package==

Submit

- For Non-CropLife SA and International subscriptions, an invoice will be sent to you as soon as you have renewed your application
- Once you have submitted your renewal, the system will notify you that the application has been received
- Please note that renewal applications will need to be processed and this could take up to 2 working days

**Subscription package :**    Label Database & Residue Management
{ Active status }

Thank you! Your membership is renewed with the selected package and will be activated once it has been processed.

Edit profile

Update your details by clicking on EDIT PROFILE under the USER PROFILE tab. Click on USERS and the Edit icon to change the contact details or the username and password of existing users linked to your profile, or click on the cross to delete users, or on the ADD USER button to add a new user. If you would like to link users to your profile and company, please contact us.

**User details** | Users

**VIEW USER INFO**

| | |
|---|---|
| Email : | XXXXXXX |
| Name : | XXXXXXX |
| Surname : | XXXXXXX |
| Mobile : | XXXXXXX |
| Alternate Contact No. : | XXXXXXX |
| City / Town : | XXXXXXX |
| Country : | South Africa |
| Company : | XXXXXXX |
| Company type : | XXXXXXX |
| Membership No: | XXXXXXX |
| Subscription type : | CropLife South Africa Subscription |
| Subscription expires on : | XXXXXXX |
| Subscription package : | Label Database & Residue Management { Active status } |

Change/Renew Package

Edit profile

- If your details are not up to date on the system you can click on "Edit profile" and update any details that may have changed

Update your details as required and submit