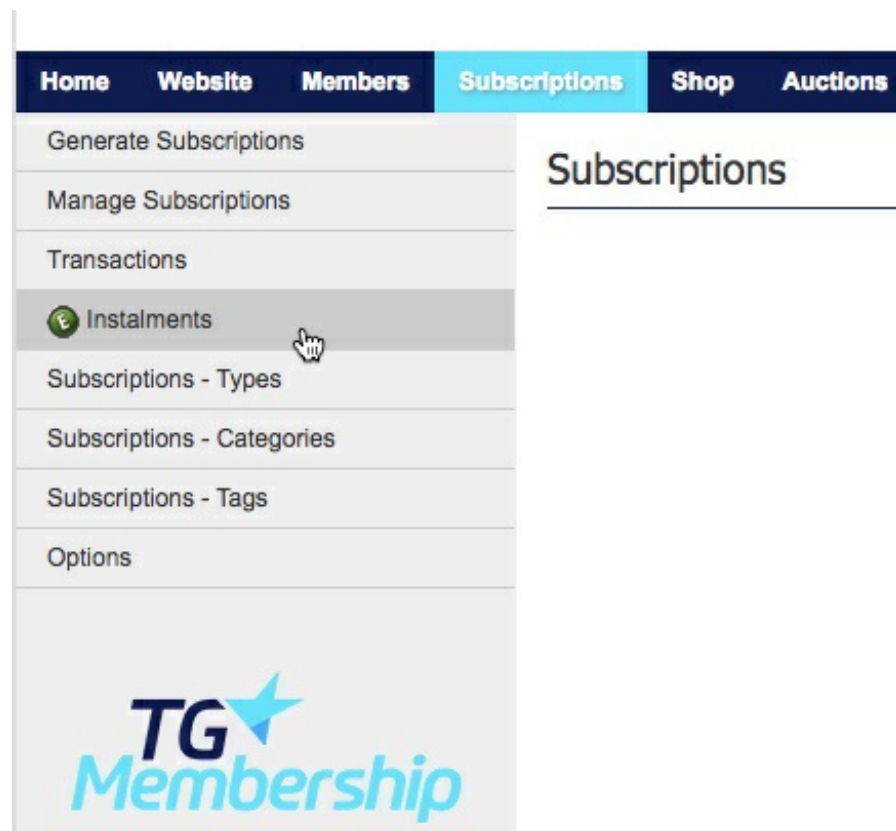


Introducing Instalments

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Quick Steps: Subscriptions > Instalments

1. Within the Management Console, select **Subscriptions** from the top menu, then **Instalments** from the left menu.



2. Here you can do each of the following:

- View Active Instalments
- Pay off Rejected Instalments
- Update a Credit Card for use in Instalments
- Export an Instalment Report
- Deactivate an Instalment Schedule

Note: Instalments are only available to certain organisations. If you wish to use Instalments, please contact your STG Account Coordinator for further information.

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