Take out a subscription

Step-by-step instructions for Take out a subscription in Express Me.

Watch the video, follow the steps, or open the complete transcript for a text version of the instructions.

Scan for video

Step-by-step instructions

1 Open the Subscription tab

In the Communication Portal, click **Subscription** in the menu.

2 Start the subscription

Click **Subscribe to Express Me**.

3 Choose a payment option

Select the payment option you want to use.

4 Start the subscription

Click **Start subscription**. Your payment partner opens a new screen.

5 Complete the payment

Pay for the subscription with the payment partner.

Complete transcript

▼ Read the complete video transcript

Hello. I'm going to show you how to take out a subscription in the communication portal. This is especially important when you want to take out a monthly subscription with IDEO.

I'm logged in right now, and then you'll see this screen. What you do then is click here on the subscription tab.

When you see that, you can then click on the button subscribe to Express Me. When I click on that, you'll then see these payment options appear.

Then you can simply click on start subscription. Then you'll see a new screen from our payment partner where you can then pay for the subscription.