

partslink24 – Change subscription

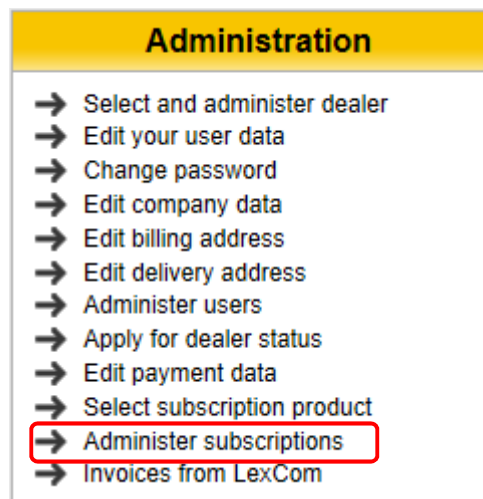
Dear partslink24 user,

To change your partslink24 subscription, go through the following steps and carry out all the instructions as described.

If the application displays something other than what you see in these instructions, please contact the customer service at **contact@partslink24.com** or by phone at **+49 (0) 89 54715 111**.

1) Cancelling your monthly subscription

- ➔ Log in to **www.partslink24.com** with your access data and select "**Administer subscriptions**" from the Administration menu.



- ➔ Click on the red "x" at the top right to cancel your subscription.

Important note!

Please note the minimum period and cancellation period of your subscription.

Administer subscriptions

Yearly Subscription

Assigned users	admin
Valid from	8/31/17 2:21 PM
Earliest cancellation date	8/31/18 2:21 PM
if cancelled by	8/28/18 2:21 PM
Amount per month	[REDACTED]

X

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2) Selection of a different subscription

- As soon as the minimum period of your subscription has expired, you can click on "Selection subscription product" after login and select a new subscription.

Administration

- Select and administer dealer
- Edit your user data
- Change password
- Edit company data
- Edit billing address
- Edit delivery address
- Administer users
- Apply for dealer status
- Edit payment data
- Select subscription product
- Administer subscriptions
- Invoices from LexCom

3) Activation of your subscription

The subscription concluded with your registration is activated immediately after your initial login to partslink24.

All other subscriptions you concluded in the „Administration ► Administer subscriptions“ are activated immediately.

