


partslink24 – Change subscription

Dear partslink24 user,

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

1) Cancelling your monthly subscription

1. Log in to **www.partslink24.com** with your access data and select "Administer subscriptions" from the Administration menu.
2. Click on the red "x" at the top right to cancel your subscription.

Administration	Administer subscriptions
<ul style="list-style-type: none"> → Parts Data Lists → Edit your user data → Change password → Edit company data → Edit billing address → Edit delivery address → Administer users → Apply for dealer status → Select subscription product → Administer subscriptions → Invoices from LexCom 	<p>Yearly Subscription</p> <p>Assigned users admin</p> <p>Valid from Feb 3, 2020 1:17 PM</p> <p>Earliest cancellation date Feb 3, 2022 1:17 PM</p> <p>if cancelled by Jan 31, 2022 1:17 PM</p> <p>Amount per month EUR41.65 (net: EUR35.00)</p> <div style="text-align: right;">  </div>

Important note!

Please note the remaining duration and latest cancellation date of your subscription.

2) Selection of a different subscription

As soon as your running subscription has expired, you can click on "Select subscription product" after login and select a new subscription.

Administration
<ul style="list-style-type: none"> → Parts Data Lists → Edit your user data → Change password → Edit company data → Edit billing address → Edit delivery address → Administer users → Apply for dealer status → Select subscription product → Administer subscriptions → Invoices from LexCom

3) Activation of your subscription

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

All other subscriptions you selected in the „**Administration ► Administer subscriptions**“ are activated immediately after selecting them.

4) Contact

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.