

## Purchasing/Activating your Taskstream Subscription

Open a web browser (Internet Explorer, Mozilla Firefox, Safari, etc.)

1. In the Address field or Location bar of the browser - type in the following URL:  
<http://www.taskstream.com>

2. <RX VKRXOG QRZ VHH 7DVNVWUHDP·V KRPHSDJH

3. At the top of the screen, click Create/Renew Account to go to the registration page.



4. Choose the option that applies to you. ) LUVW WLPH VXEVFULEHUV VKRXOG FKRRVH WH  
7DVNVWUHDP VXEVFULSWLRQµ RSWLRQ

5. To purchase by credit card, use Option 1 .

6. Click the appropriate Continue button to proceed. Follow the directions on the resulting forms to complete the subscription purchase or activation process.

7. Please ensure that a valid email address has been entered so that Taskstream can send your Taskstream username and password to you. All email addresses are confidential and will not be made available to third parties. Please note: We suggest that you add the [taskstream-subscriptions@taskstream.com](mailto:taskstream-subscriptions@taskstream.com)

HPDLO DGGUHVV WR \RXU HPDLO DSSOLFDWLRQ·V  
address book to help ensure that your login information will be delivered and will not be blocked by any spam software/settings that you may have enabled on your computer.