Purchasing/Activating your Taskstream Subscription

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

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

2. You should now see Taskstream’s homepage.

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

4. Choose the option that applies to you. First time subscribers should choose the “Create a new Taskstream subscription” option.

5. If you are purchasing by credit card, use Option 1. If you have been issued a Key Code, use Option 2.

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

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 email address to your email application’s address book to help ensure that your login information will be delivered and will not blocked by any spam software/settings that you may have enabled on your computer.