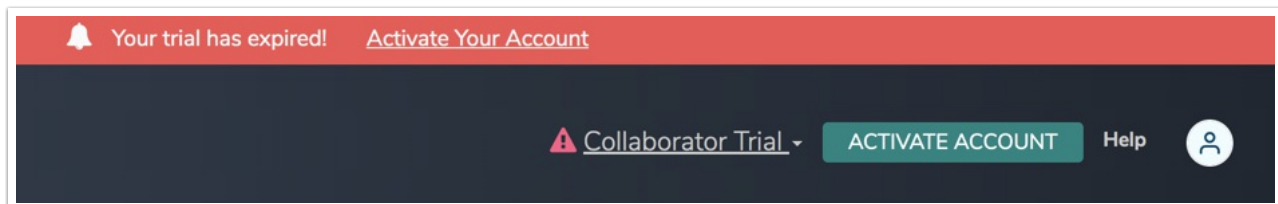


Payment: Account Activation

To activate your Alchemer account, you will need to submit payment.

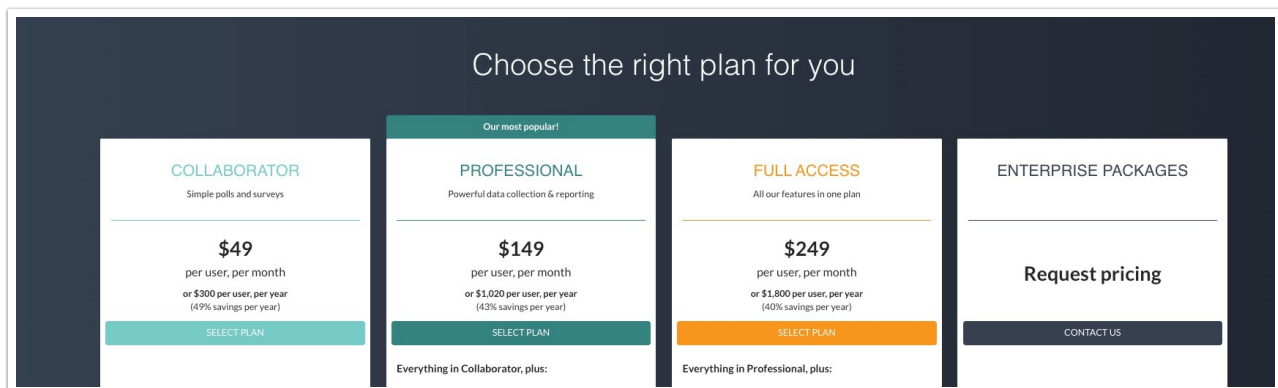
Alchemer accounts are available on a monthly or annual basis. During your trial period, you can click on the **Activate Account** button at any time to select your desired plan level and submit payment.



The following Alchemer plans can be paid for in the application with a credit card (we also accept check and transfers as payment for annual accounts):

- Collaborator Plan
- Professional Plan
- Full Access Plan

Compare the above plans by visiting our [pricing page](#).

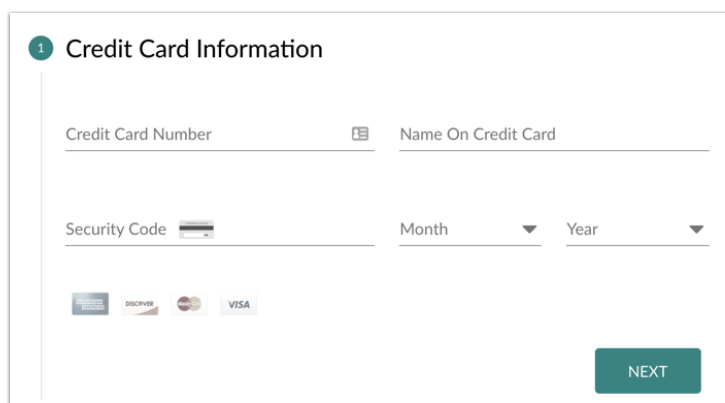


If you started a trial of an Alchemer plan and would like to explore Alchemer's Enterprise Packages, click **Activate** and then click the **Contact Us** button associated with the Enterprise Packages column.

You will be asked to fill out a short form and an Alchemer representative will reach out to you to discuss!

Activate Your Trial

1. In order to activate your account and submit payment, click **Activate Account**. You will be navigated to the plan selection page and the plan that you are currently trying will be selected by default. Here, you will also see a high-level overview of some of the plan offerings and you will have the option to toggle between monthly and annual pricing.
 - Click the **Continue** button if you are ready to proceed with this license.
 - If you want to choose one of the other available licenses, click the corresponding **Select Plan** button.
2. After you select your plan, you will proceed to **Checkout** where you can provide credit card and billing information, make changes to your order, and review your purchase. You can make changes to your order at any time via the **Your Order** section. Here, you can add additional users, choose between monthly or annual billing, and change your plan, if needed.
3. Provide your **Credit Card Information** in the provided fields and click the **Next** button to proceed to the next section.

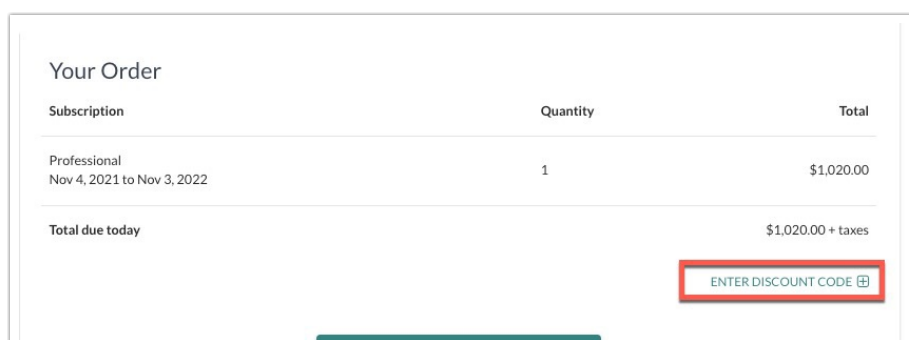


The screenshot shows a form titled "4 Credit Card Information". It contains the following fields: "Credit Card Number" with a card icon, "Name On Credit Card", "Security Code" with a card icon, "Month" with a dropdown arrow, and "Year" with a dropdown arrow. Below the fields are logos for American Express, Discover, Mastercard, and Visa. A green "NEXT" button is located at the bottom right of the form.

4. Next, provide your **Billing Information** including address, phone number, and email address. Make sure that all required information is provided and click the **Next** button to review your order.
5. Last, the **Review** section will show a summary of your order. This will include the **Subscription**, number of **Users**, and any applicable taxes (see below).

If applicable you will see an option to enter a promo code*. If you have a promo code, click the **Enter Discount Code** link and enter your code in the pop-up.

**Please note that promotional codes will only be applied for the first year. Next year's subscription will be auto-renewed at list price.*



The screenshot shows a "Your Order" summary table. The table has three columns: "Subscription", "Quantity", and "Total".

Subscription	Quantity	Total
Professional Nov 4, 2021 to Nov 3, 2022	1	\$1,020.00
Total due today		\$1,020.00 + taxes

Below the table, there is a red-bordered button labeled "ENTER DISCOUNT CODE" with a plus icon. At the bottom of the form, a green button labeled "COMPLETE YOUR ORDER" is partially visible.

COMPLETE YOUR ORDER

6. Click **Complete Your Order** to finish the activation process.

Taxes

Depending on your location and the services that you are purchasing from Alchemer, you may be required to pay a sales/use tax. If applicable*, this tax will be calculated and presented to you during account activation (at checkout). Please [contact our support team](#) with questions.

Learn more by visiting the Alchemer [Sales Tax FAQ](#).

States/locations affected:

- AR, CT, KS, KY, ME, MD, MA, MI, MN, NY, PA, TN, TX, UT, WA, WI
- CO (City of Boulder only)
- Washington DC
- Canada (GST)

*If you are a Non-Profit organization, taxes will not be applied.

Related Articles