1. Once logged into the Clerk Connect portal, you should be at the “My Subscriptions” page
2. Click the “See More Subscription Options button at the bottom of the My Subscriptions page



1. Opens the “Select a Parish” dropdown 🡪 Select the Parish you wish to purchase a subscription for



1. Select a subscription *NOTE: These may vary by parish*
2. Select your Subscription option (Daily/Monthly/Yearly) and add an optional pre-pay amount to your account and click the BUY button located at the bottom left



1. Confirm your Subscription option selected to purchase as well as any pre-pay amount totals are correct. If everything is correct, click the YES button. If you need to make changes to your purchase, like a different Subscription level or pre-pay amount, click NO



1. If you have a credit card or multiple cards saved, you will see the below screen. You may select to use a specific card listed or to use a different card not saved. If using a saved card you will see the below screen. If you choose to use a different card not saved, you will be taken to a payment screen allowing you to enter your card and other related information

