Purchase Additional Capacity within Renaissance Place™

This feature allows customers to purchase additional student capacity for their existing Renaissance Place™ applications when they are running low or out. To purchase additional capacity with a credit card or bill my school through a Purchase Order option, please follow the steps below when logged into Renaissance Place™.

1. Go to Product Administration and select View Subscriptions and Capacity.
   
   (If your site has received the most recent update, click on your user profile in the upper-right corner, select Manage Apps & Users and you will find the Product Administration link that looks like this.

   After clicking the Product Administration link, select Subscriptions and Capacity.)

2. Click on Purchase Add-On Capacity next to the specific product and District or School location.

3. Enter Capacity-Enter the quantity of additional student capacity for existing products.

<table>
<thead>
<tr>
<th>Product</th>
<th>*Level</th>
<th>Current Student Capacity</th>
<th>Subscription End Date</th>
<th>$/Student Fee</th>
<th>Additional Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Math</td>
<td>School Level</td>
<td>240</td>
<td>12/31/2018</td>
<td>$2.75</td>
<td></td>
</tr>
<tr>
<td>Accelerated Math 2</td>
<td>School Level</td>
<td>240</td>
<td>12/31/2018</td>
<td>$2.75</td>
<td></td>
</tr>
<tr>
<td>Accelerated Reader 360</td>
<td>School Level</td>
<td>240</td>
<td>12/31/2018</td>
<td>$4.05</td>
<td></td>
</tr>
<tr>
<td>English in a Flash</td>
<td>School Level</td>
<td>100</td>
<td>12/31/2018</td>
<td>$1.15</td>
<td></td>
</tr>
<tr>
<td>MathFacts in a Flash</td>
<td>School Level</td>
<td>100</td>
<td>12/31/2018</td>
<td>$1.15</td>
<td></td>
</tr>
<tr>
<td>Star 360</td>
<td>School Level</td>
<td>100</td>
<td>12/31/2018</td>
<td>$5.70</td>
<td></td>
</tr>
</tbody>
</table>
4. Verify student capacity totals and enter billing information

### Enter Billing Info

Please enter your billing information and click Next. Required fields are indicated by "*".

[Product Table]

<table>
<thead>
<tr>
<th>Product</th>
<th>Start Date</th>
<th># Students</th>
<th>$/Student Ex</th>
<th>Pre-Rated Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acclaim Reader</td>
<td>6/30/2015</td>
<td>1</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>STAR Early Literacy</td>
<td>6/30/2015</td>
<td>1</td>
<td>$1.28</td>
<td>$1.28</td>
</tr>
<tr>
<td>STAR Math</td>
<td>6/30/2015</td>
<td>1</td>
<td>$0.75</td>
<td>$0.75</td>
</tr>
<tr>
<td>STAR Reading</td>
<td>6/30/2015</td>
<td>1</td>
<td>$0.75</td>
<td>$0.75</td>
</tr>
</tbody>
</table>

Sub Total: $5.00
Tax: $0.00
Order Total: $5.00

How is extended price calculated?
The pro-rated extended price is based on the length of time that is left on your current subscription.

5. Scroll down to enter the Payment Method and Billing information. Select Credit Card or Bill my School to enter a Purchase Order. Click Next to continue.

### Payment Method:
Please select one type of payment below:
- Credit Card
- Bill my School

### Contact Information:
- *Contact Name:
- *Contact Email:

### Billing Information:
- *First Name:
- *Last Name:
- *Address 1:
- Address 2:
- *City:
- *State/Region: [Select]
- *Zip Code:
- *Country: United States
- *Phone Number:
6. Review your order information, and press Submit to complete your order.

7. Order Complete. An email confirmation will be sent.

| Purchase Additional Capacity |
| hosted56.renlearn.com/2199444 |
| RP Enterprise Test Elementary |

Thank you for your order! An email confirmation has been sent to ksjohnso@renlearn.com.

**Online Order Information**

- **Confirmation Number:** 1386497
- **Order Date:** 2/12/2014
- **Payment Method:** Purchase Order
- **Purchase Order Number:** xxxxxxx
- **Ordered By:** Katie Johnson

Standard payment terms are net 30 days from invoice date.

Thank You for Your Order!
Capacity orders are given priority and will be processed as quickly as possible. If you have any questions, please email us at orders@renaissance.com.