

## How to Pay for Job Posting Credits by Invoice

**In order to publish a job on the [careersearch.ihg.com](https://careersearch.ihg.com), you will need to a single Pay-Per-Post, a bundle of Job Posting Credits or an Unlimited Subscription. A job posting bundle allows you purchase a set amount of job posting credits that can be used to publish jobs in the future. This document outlines the steps to purchase a job posting bundle and pay by invoice. The invoice will be sent to your hotel via IHG SmartPay.**

1. Log in to the IHG Franchise Jobs Portal and go to the Job Board page.

### Jobs for Sample Intercontinental Hotel

Holidex Code: DHMHA  
 Subscription Type: Pay Per Post  
 Subscription Expiration Date [Purchase Subscription](#)  
 Job Posting Credits: 0 [Purchase More Job Posting Credits](#)  
 Total job postings: 2

2. Click “Purchase More Job Posting Credits”  
 On the job board header, next to the “Job Posting Subscription” label click the “Purchase More Job Posting Credits” link.

Job Posting Credits: 0 [Purchase More Job Posting Credits](#)

3. Purchasing Job Posting Credits  
 When purchasing a job posting credit bundle, you can pay by credit card or by invoice. Any job posted using a job credit will be visible on the website for 30 days. When purchasing a job posting bundle you can choose two different size bundles of job credits, 10 or 25 credits.

### Account for Sample Intercontinental Hotel

Please Note: When you purchase a Job Posting Bundle, they are applied to your account. You can use them to publish jobs for all your hotels. They cannot be transferred to other franchise accounts.

Subscription Type:

- Pay Per Post - USD \$109.00
- Unlimited Job Posting Subscription
- Job Posting Bundle (10) - USD \$699.00
- Job Posting Bundle (25) - USD \$1500.00

Subscription Duration  
 Individual Job Posts are visible for 30 days

Payment Type:

- Pay by Credit Card
- Pay by Invoice

[PURCHASE](#)

4. Select “Pay by Invoice”  
 There are two options for paying for your subscription. Both “Pay by Credit Card” and “Pay by Invoice” will allow you to immediately publish jobs with the subscription. In this case we will select “Pay by Invoice.”
5. Invoice Confirmation  
 When you pay by invoice, you agree to pay the invoice in a timely manner. Check the “Please Send Invoice” checkbox and click “Confirm Account” to confirm that the invoice should be sent to your hotel. Your hotel will be invoiced through IHG SmartPay.

## Invoice Confirmation for Sample Intercontinental Hotel

### Job Posting Bundle (10) Will Be Invoiced

An invoice will shortly be available via IHG SmartPay. You will now be able to post job advertisements however please note that if payment is not received after 90 days from today's date your job posting services may be suspended.

Subscription Type: Pay Per Post  
Product: Job Posting Bundle (10)  
Price: \$699

Holidex Code: DHMHA  
Hotel Name: Sample Intercontinental Hotel  
Expiration Date: N/A

Please Send Invoice

[CONFIRM ACCOUNT](#)

#### 6. Purchase Confirmed

After completing the transaction, you will be redirected to the job purchase confirmation screen. From the purchase confirmation screen you can print out the purchase summary by clicking the "Print Summary" button.

## Purchase Confirmed

Subscription Type: Pay Per Post  
Subscription Status: Unpaid  
Product: Job Posting Bundle (10)  
Price: \$699

Holidex Code: DHMHA  
Hotel Name: Sample Intercontinental Hotel  
Expiration Date: 23 Aug 2019

**These Job Posting Credits will be applied to your hotel. They are non-refundable.**

[PRINT SUMMARY](#)

[MANAGE JOBS](#)

The job posting credits can be immediately used to publish jobs. But, please allow for up to one hour before your job is visible in the search results of the IHG Career Search website.

Note: If you are publishing a job while purchasing this subscription a job posting credit will be immediately applied.