

How to Pay for a Pay-Per-Post Subscription by Credit Card

In order to publish a job on the careersearch.ihg.com, you will need to purchase single Pay-Per-Post or an unlimited subscription. This document outlines the steps to purchase a Pay-Per-Post job posting and pay by credit card.

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

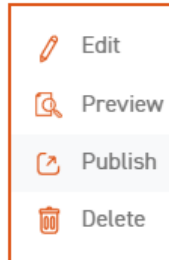
[Jobs for Sample Intercontinental Hotel](#)

Holidex Code: HDLPETERI
 Subscription Type: Pay Per Post
 Subscription Expiration Date: [Purchase Subscription](#)
 Total job postings: 5

Sort by:

[+ Add New Job](#)

2. Click "Publish"
 On job board screen, next to each job title is a drop-down menu. Select the Publish the Job Posting



In order to publish a job, you will need to purchase a single job posting or a subscription. When you attempt to publish a job without a subscription, you will be prompted to purchase the job posting or subscription. View the "How to Pay for an Unlimited Subscription" to view how to purchase an unlimited subscription.

3. Purchase a Pay-Per-Post Job Posting
 When purchasing a single job posting, you can pay by credit card or by invoice. With each Pay Per Post job posting, your job posting will be visible on the IHG career search website for 30 days.

Account for Sample Intercontinental Hotel

Please Note: You must purchase a job posting or subscription in order to publish jobs to careersearch.ihg.com.

Subscription Type:

- Pay Per Post - USD \$109.00
- Unlimited Job Posting Subscription

Subscription Duration:

Individual Job Posts are visible for 30 days

Payment Type:

- Pay by Credit Card
- Pay by Invoice

[PURCHASE](#)

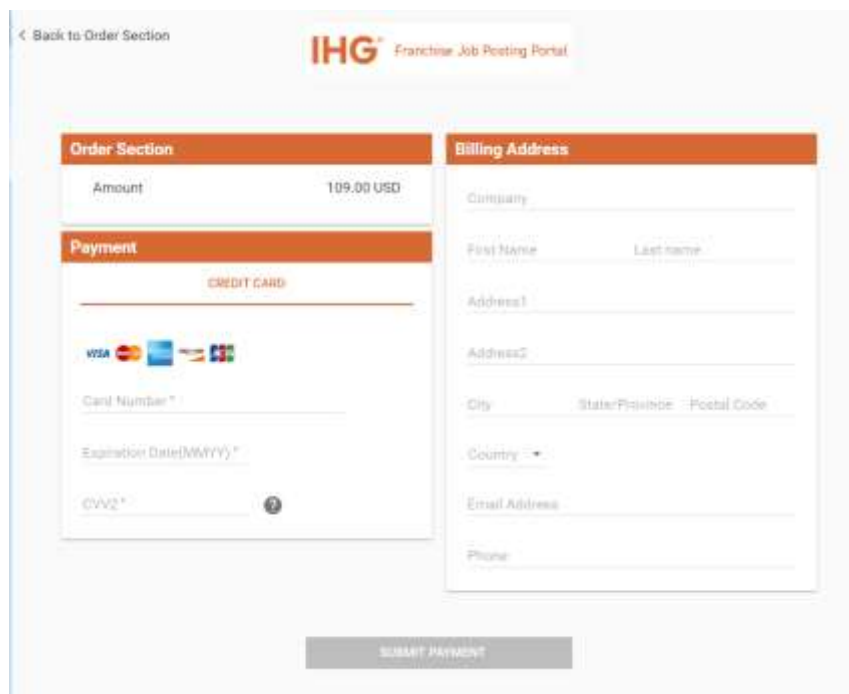
4. Select "Pay by Credit Card"
 There are two options for paying for your job posting. Both "Pay by Credit Card" and "Pay by Invoice" will allow you to immediately publish your job. In this case we will select "Pay by Credit Card."

5. Pay by Credit Card

When you pay by credit card, you will be redirected to the secure online payment site. Click on “Checkout” to complete the credit card transaction.



You will be asked to provide your credit card information and billing information to complete the purchase.



Complete the form and click on “Submit Payment”.

6. Purchased 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. Your job will be immediately published, but please allow for up to one hour before your job is visible in the search results of the IHG Career Search website.

Purchase Confirmed

Subscription Type: Pay Per Post
Subscription Status: Paid
Product: Single Job Posting (30 Days)
Price: \$109

Holidex Code: HOLPETER1
Hotel Name: Sample Intercontinental Hotel
Job Number: FRHOLPETER1193
Job Title: Job Title
Expiration Date: 08 Sep 2019

[PRINT SUMMARY](#)[MANAGE JOBS](#)