

How to Pay for a Pay-Per-Post by Invoice

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 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.

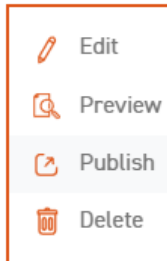
Jobs for Sample Intercontinental Hotel

Holidex Code: 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" option for the Job Posting you would like to publish.



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 learn how to purchase an unlimited subscription.

3. Purchase a Pay-Per-Post Job Posting
 When purchasing a single Pay-Per-Post job posting, you can pay by credit card or by invoice. Below, we will cover how to pay by Invoice. Your job posting will be visible on the 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 Invoice”

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 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.

Invoice Confirmation for Sample Intercontinental Hotel

Single Job Posting 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: Single Job Posting
 Price: \$109

Holidex Code: H0LPETER1
 Hotel Name: Sample Intercontinental Hotel
 Job Number: FRH0LPETER1194
 Job Title: Job Title
 Expiration Date: 08 Sep 2019

Please Send Invoice

CONFIRM ACCOUNT

6. After you agree to pay the invoice, you will be redirected to the job purchase confirmation screen where you can print out a summary of your order. An invoice will be sent to your hotel via IHG SmartPay. 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: Single Job Posting (30 Days)
 Price: \$109

Holidex Code: H0LPETER1
 Hotel Name: Sample Intercontinental Hotel
 Expiration Date: 08 Sep 2019

PRINT SUMMARY

MANAGE JOBS

Your job posting will be published immediately. Please allow up to one hour before your job is visible in the search results of the IHG Career Search site.