

## How to Pay for an Unlimited Subscription by Credit Card

**In order to publish a job on the [careersearch.ihg.com](http://careersearch.ihg.com), you will need to purchase single Pay-Per-Post or an unlimited subscription. This document outlines the steps to purchase an Unlimited Subscription 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 “Purchase Subscription”  
 On the job board header, next to the “Subscription Expiration Date” label click the “Purchase Subscription” link.

Subscription Expiration Date: [Purchase Subscription](#)

3. Purchase a Unlimited Subscription  
 When purchasing an unlimited subscription, you can pay by credit card or by invoice. Any job posted using this subscription will be visible on the website for 30 days, and can be reposted when the job expires. When you select the Unlimited Job Posting Subscription, you will be able to choose four different durations for the subscription 30, 90 180, or 365 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](http://careersearch.ihg.com).

Subscription Type:

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

Subscription Duration

- 1 Month (30 days) - USD \$299.00
- 3 Month (90 days) - USD \$449.00
- 6 Month (180 days) - USD \$749.00
- 12 Month (365 days) - USD \$799.00 \$999.00

Payment Type:

- Pay by Credit Card
- Pay by Invoice

[PURCHASE](#)

4. Select “Pay by Credit Card”  
 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 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 transaction. You will be asked to provide your credit card information and contact information for the purchase.



Cancel Payment

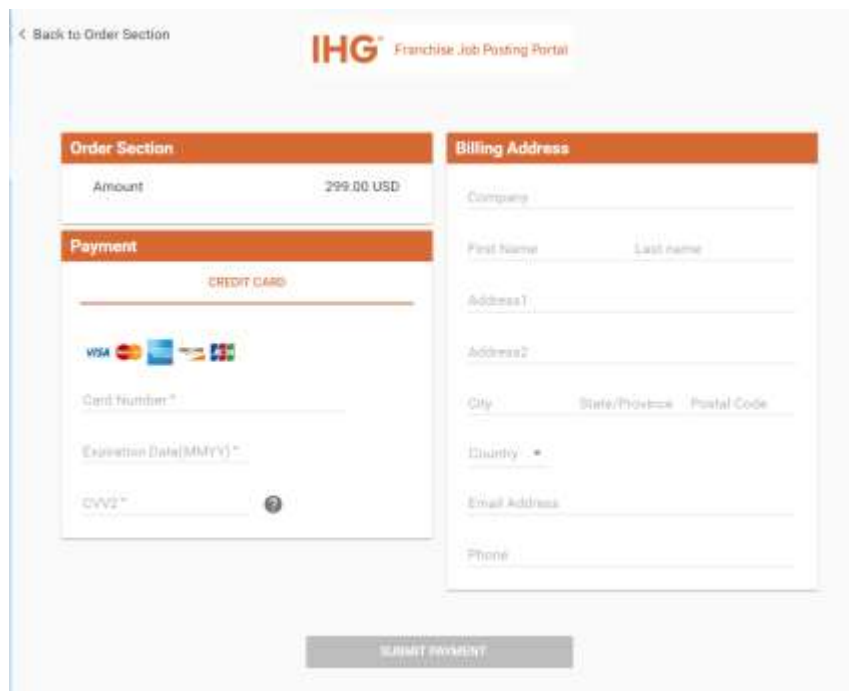
**IHG** Franchise Job Posting Portal

**Order Section**

Amount	299.00 USD
--------	------------

CHECKOUT

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



Back to Order Section

**IHG** Franchise Job Posting Portal

<b>Order Section</b>	<b>Billing Address</b>
Amount: 299.00 USD	Company
<b>Payment</b>	First Name: Last Name
CREDIT CARD	Address1
VISA, MasterCard, American Express, Discover	Address2
Card Number *	City: State/Province: Postal Code
Expiration Date (MM/YY) *	Country *
CVC2 *	Email Address
	Phone

SUBMIT PAYMENT

Complete the form and click on “Submit Payment”.

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. 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: Unlimited  
Subscription Status: Paid  
Product: Unlimited Job Posting Subscription (30 Days)  
Price: \$299

Holder Code: HOLPETER1  
Hotel Name: Sample Intercontinental Hotel  
Expiration Date: 08 Sep 2019

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