

## How to Pay for an Unlimited Subscription by Invoice

**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. An unlimited subscription allows you to publish as many job postings as you like during the subscription period. This document outlines the steps to purchase an unlimited subscription 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.



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 after 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 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.

### Invoice Confirmation for Sample Intercontinental Hotel

#### Job Posting Subscription 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: Unlimited  
Product: Unlimited Job Posting Subscription - 1 Month (30 days)  
Price: \$299

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

Please Send Invoice

**CONFIRM ACCOUNT**

6. Purchase Confirmed

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

Holidex Code: HOLPETER1  
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.