How to Pay for Job Posting Credits by Credit Card

> **In order to publish a job on the careersearch.ihg.com, you will need to purchase single 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 bundle of job posting credits 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: 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 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 an external, secure online payment site. Click on

"Checkout" to complete the transaction.
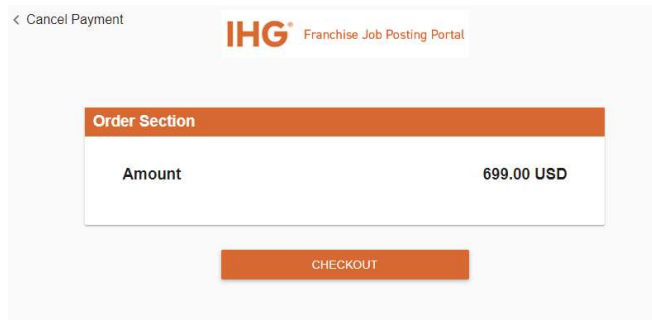
You will be asked to provide your credit card information and billing address information to complete the purchase.
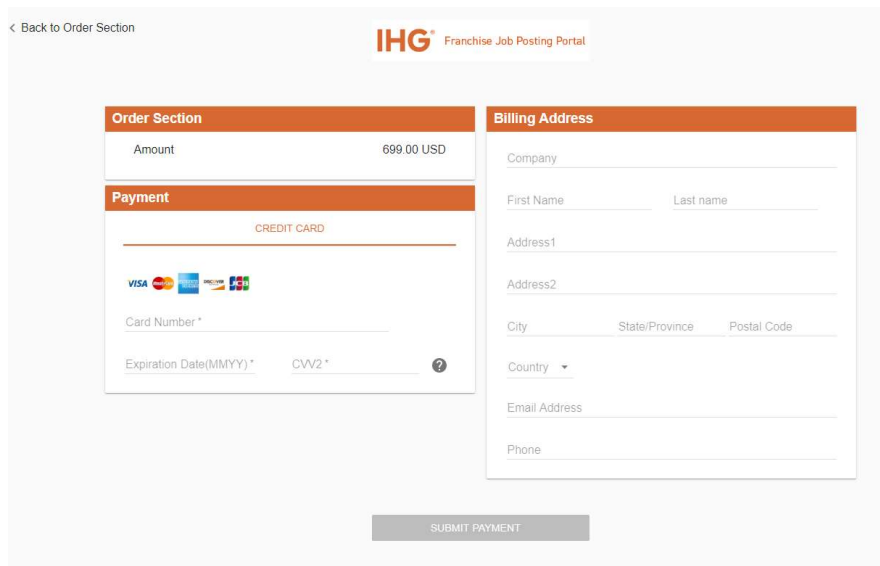
Complete the form and click on "Submit Payment".

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.

Purchase Confirmed

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

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

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		