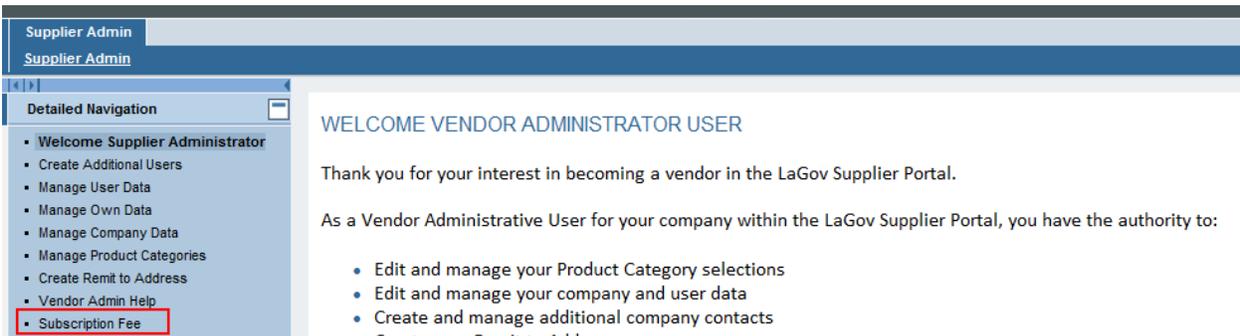
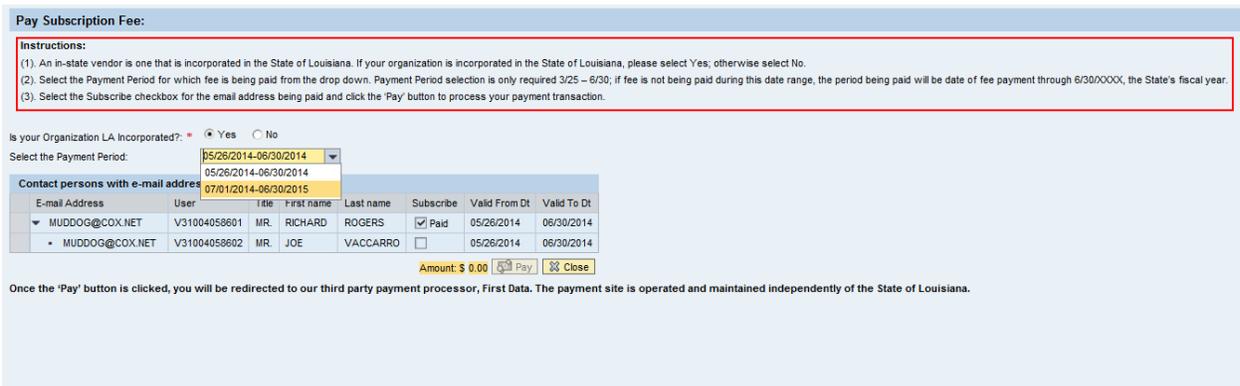


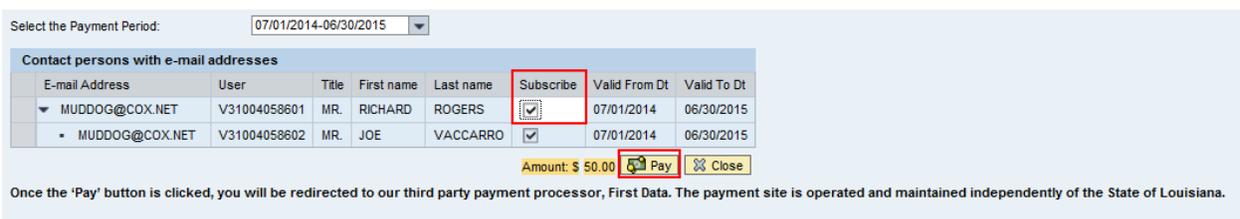
All new vendors wishing to register in the State of Louisiana vendor data base and receive email notification of bid opportunities; or, currently enrolled vendors wishing to receive email notifications of bid opportunities must use the vendor enrollment portal and pay subscription fees.



After clicking on the Subscription Fee link, you are redirected to the 1<sup>st</sup> in a series of screens to pay subscription fees online. At this 1<sup>st</sup> screen, note the Instructions at the top of the page.



After designating if your organization is LA incorporated and selecting the applicable Payment Period, you will click the Subscribe checkbox for the email address being paid and click the Pay box.



Once you click the Pay box, you are redirected to the State's third party payment processor where you will proceed with payment. Credit cards accepted are Visa, Master Card, American Express, and Discover. Click the Next button to enter credit card information.

Your Information
Vendor ID: 0310040586
Fiscal Year: 2015
Amount Due: 50.00

Choose method of payment
<input checked="" type="radio"/> Pay by credit card
   
<input type="button" value="Back"/> <input checked="" type="button" value="Next"/> <input type="button" value="Exit"/>

Once payment is successfully processed, you will receive a Payment Confirmation that can be printed for your records if desired. Or you can return to the Pay Subscription Fee page to make payment for additional email addresses by clicking the Return box.

Payment Confirmation:	
<b>Thank you for your payment.</b>	
Payment Status:	Success
Confirmation Number::	14052024208450
Total Amount::	1.00
Payment Date::	5/21/2014
Authorization Code::	02064B
<input checked="" type="button" value="Print"/>	<input checked="" type="button" value="Return"/> <input type="button" value="Close"/>
To return to the 'Pay Subscription Fee' page click Return.	