

Online Renewal & Direct Debit User Guide

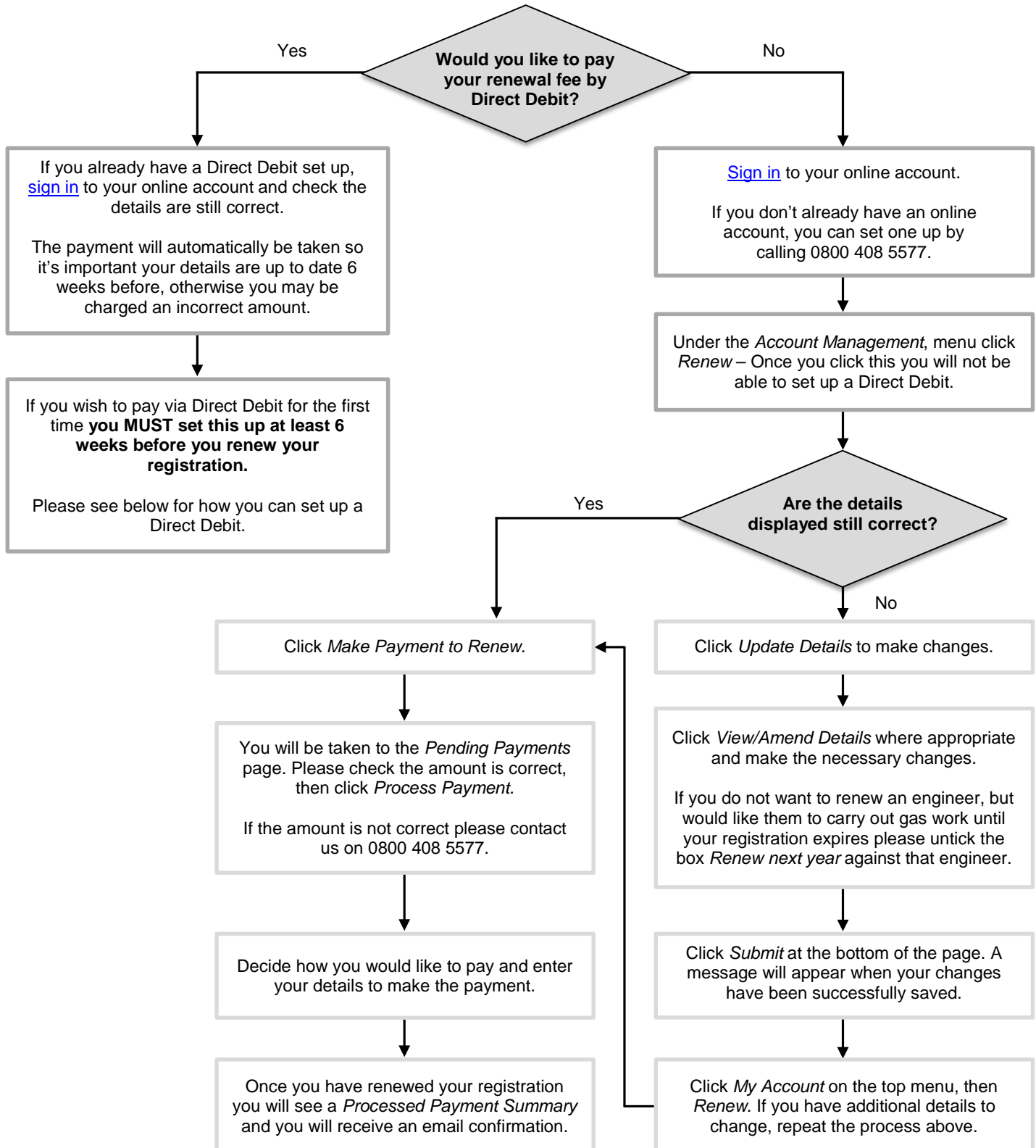
Revised April 2016

How to renew your registration online

You can renew your registration up to 8 weeks before it's due to expire and you will not lose anytime from your 12 month registration. You will not be able to renew your registration earlier than 8 weeks.

If you chose to renew your registration online you are agreeing to receive all communications from us electronically.

If you would like to pay for your renewal via Direct Debit please **do not** click the 'Renew' button. If you do the facility to set up a Direct Debit will be blocked. Please follow the steps below to set up a Direct Debit.



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How to set up a Direct Debit

Setting up a Direct Debit is an easy way to manage your registration and it's convenient as payments will be taken automatically. To pay your renewal by Direct Debit you must make sure that you set this up 6 weeks before your registration is due to expire.

