TECHNICAL GUIDE
Renewal Email Notifications

REQUIREMENTS

Alliance Admin must do the following:

- Enable the renewal functionality for the alliance by visiting **Edit Alliance Info** and answering "Yes" to this question: *Do you want to enable the Renewal Email Notifications for your alliance?*

District Admins must do the following:

- Ensure a valid email is entered for their user account.

Let's Get Started!

AUTHENTICATION

Visit **sdpc.a4l.org** and **login** with your credentials.

VIEW LISTING OF EXPIRING AGREEMENTS

Visit **Your District's Agreements** drop-down menu and select **View Expiring Agreements**. This listing will include active agreements that will be expiring within 90 days.

ACTIVE BECOMES INACTIVE

Automatically each day, all active agreements that have expired will automatically change to an inactive status.

ORIGINATORS/SUBSCRIBERS ARE NOTIFIED VIA EMAIL

- Each day the SDPC site will automatically **send an email** to all district admins that have an originating agreement expiring within **90 days**. There will be a unique url provided that will allow them to choose if they choose to renew or not to renew.

- If they **choose to renew**, all subscribers's district admins will receive an email notifying them and inviting them to subscribe to the progress of the renewal. If they choose **not to renew** then all subscribers will receive an email asking if they would like to become the originator.

- If a subscriber **agrees to renew** as the originator then, all subscribers will be notified and again invited to subscribe to the progress of the renewal. If a subscriber attempts to become the originator after another subscriber accepts the role then, they will be notified that there is already a pending originator.

- If no one agrees to become the originator then another email will be sent to repeat this process thirty days later.

- In all cases, when there is a pending originator, the vendor will be notified and sent a blank copy of the agreement to review.

SUPPORT

For assistance, please visit the SDPC Registry and select Help > Contact Support. Search the listing for your Alliance's Administrator.

If you need technical assistance, please contact the SDPC webmaster.