

How to Renew an eNCPT Subscription

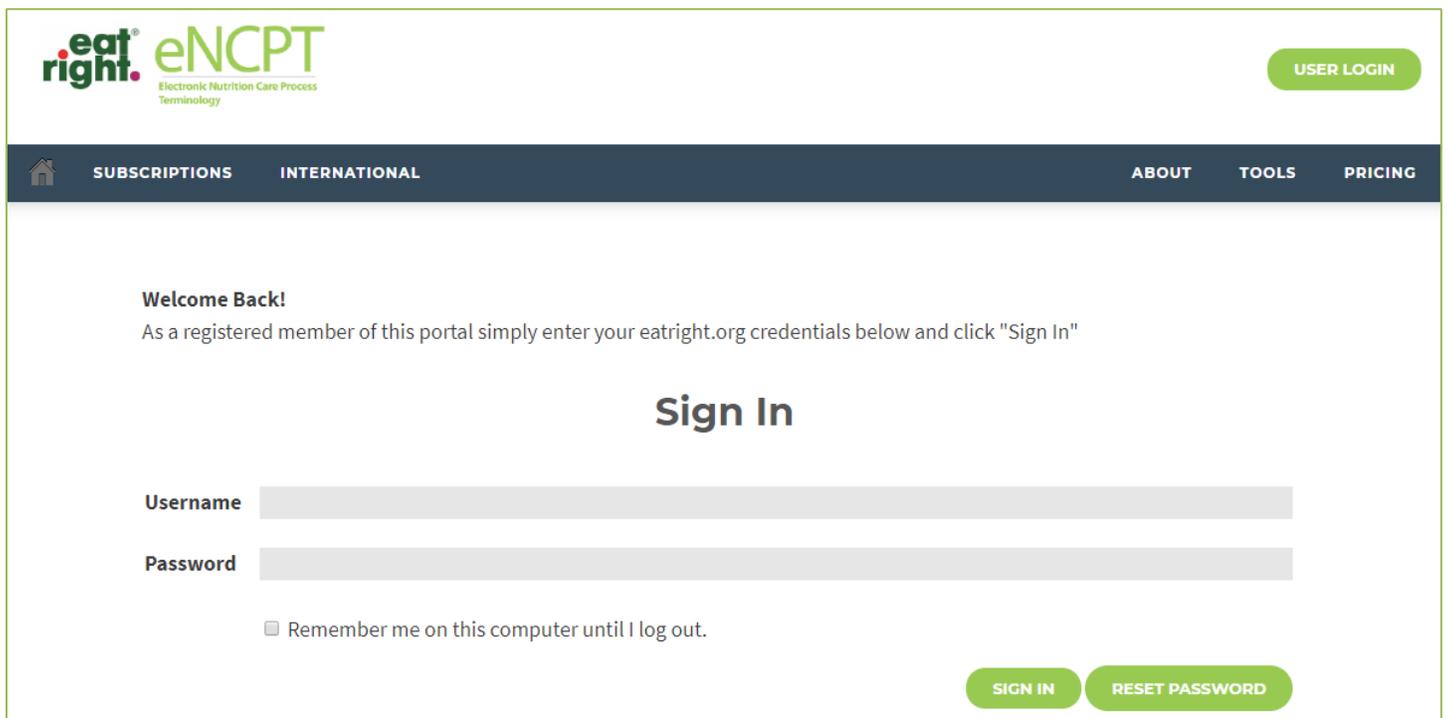
Note: A subscription can only be renewed if expiring in less than 90 days.

1. Visit www.ncpro.org and click on the “Login” button in the upper right corner.



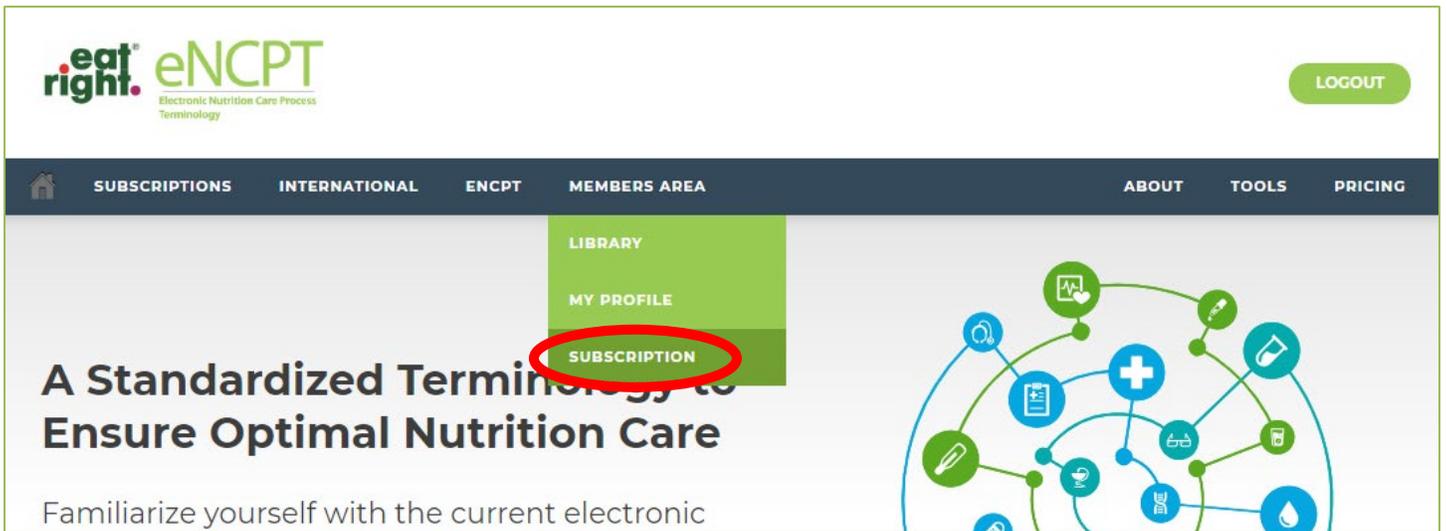
The screenshot shows the homepage of the eat right. eNCPT website. The logo is in the top left, and the 'USER LOGIN' button is in the top right, circled in red. The navigation menu includes 'SUBSCRIPTIONS', 'INTERNATIONAL', 'ABOUT', 'TOOLS', and 'PRICING'. The main content area features the heading 'A Standardized Terminology to Ensure Optimal Nutrition Care' and a 'PURCHASE SUBSCRIPTION' button. A circular diagram of medical and nutrition icons is on the right.

2. Login with your Administrative Username and Password.



The screenshot shows the login page of the eat right. eNCPT website. The 'USER LOGIN' button in the top right corner is highlighted. The page includes a 'Welcome Back!' message, instructions to enter credentials, and a 'Sign In' heading. There are input fields for 'Username' and 'Password', a 'Remember me' checkbox, and 'SIGN IN' and 'RESET PASSWORD' buttons at the bottom.

3. Hover your mouse over “Members Area” and click “Subscription.”



4. Click the blue “Renew Now” button.

The screenshot shows the 'Subscription Details' page. At the top, there are tabs for 'Account Summary' and 'Subscription Details'. Below the tabs, it shows 'Individual Non-Member' with an 'Active' status and '1' license. A table with columns 'Customer', 'Subscription', 'Status', 'Expires On', and 'Individual Licenses' is visible. Below the table, there is a '+ Add Filter' button and a pagination control showing 'Page 1 of 1' and 'Records per page: 100'. A table with columns 'ID', 'Licenses', 'Price', 'Order Total', 'Total Paid', 'Status', 'Order Date', and 'NF Order' is also present. On the right side, there is an 'Account Standing' section with a 'Get a Quote' button and a 'Renew Now' button circled in red. Below these buttons are fields for 'Days Left' and 'Subscriber Since'.

5. If you have a Promotion Code (such as a publisher code from purchase of a hardcopy *Abridged Nutrition Care Process and Terminology Reference Manual*), enter the code in the Promotion Code field and click Apply Promo Code.

If account billing information has changed, please update your profile in the eatright.org website by using your Academy login.

Order Bill To

Name	Subscriber Name
Address	
Phone	
E-mail	

Cancel Continue

Order Summary

Subscription Plan	Individual Member
Price	\$50.00 Yearly
Number of Licenses	1
Promotion Code	<input type="text"/>
	<input type="button" value="Apply Promo Code"/>
Subtotal	\$50.00
Order Total	\$50.00



6. Follow the remaining prompts to complete your purchase.

If you have any questions, contact NCP staff at ncp@eatright.org.