

Online Subscription Help Guide

Your guide to subscribing online

Are you a new customer who wants to subscribe to the Print Edition of the St. Albans Messenger only?

- Step 1:** On the subscriber webpage go to the “Pick Your Subscription” dropdown list and select Print Edition - on the web. Click the “Get Started” button.
- Step 2:** Enter your email address and select “New Subscriber”.
- Step 3:** Enter your personal information to start account setup, then click “Continue”.
- Step 4:** Click “Subscribe to ST. ALBANS MESSENGER”. Select start date and method of delivery. Click “Subscribe”. Then click “Continue”.
- Step 5:** Select “Make payment for ST. ALBANS MESSENGER”. Enter payment information. Select “Make Payment” and “Continue” then save changes. **For auto pay, enter promo code AUTOPAY to receive discounted rate. *SEE BELOW to set up future automatic payments.**

Are you a new customer who wants to subscribe to the Digital Edition of the St. Albans Messenger only?

- Step 1:** On the subscriber webpage go to the “Pick Your Subscription” dropdown list and select Digital Edition - on mobile, tablet & desktop. Click the “Go Digital” button.
 - Step 2:** Enter your email address and select “New Subscriber”.
 - Step 3:** Enter your personal information to start account setup, then click “Continue”.
 - Step 4:** Click “Subscribe to MESSENGER DIGITAL EDITION ONLY”. Select start date. Click “Subscribe”. Then click “Continue”.
 - Step 5:** Select “Make payment for ST. ALBANS MESSENGER”. Enter payment information. Select “Make Payment” and “Continue” then save changes.
- *FOR AUTOPAY SEE BELOW**

Are you a new customer who wants to subscribe to both the Print and Digital Edition of the St. Albans Messenger?

- Step 1:** On the subscriber webpage go to the “Pick Your Subscription” dropdown list and select Print Edition - on the web. Click the “Get Started” button.
 - Step 2:** Enter your email address and select “New Subscriber”.
 - Step 3:** Enter your personal information to start account setup, then click “Continue”.
 - Step 4:** Click “Subscribe to ST. ALBANS MESSENGER”. Select start date and method of delivery. Click “Subscribe”. Then click “Continue”.
 - Step 5:** Select “Make payment for ST. ALBANS MESSENGER”. Select “Promotion Code” and enter promo code PRINTDIG. Enter payment information. Select “Make Payment” and “Continue” then save changes.
- *FOR AUTOPAY SEE BELOW**

Are you a pre-existing Print Edition subscriber who wants to add the Digital Edition to your subscription?

Step 1: On the subscriber webpage go to the “manage your current print or digital edition subscription” link.

Step 2: Login to your account by entering your email address and password. (if you don't have a username and password yet, contact Messenger circulation, circulation@samessenger.com)

Step 3: Under the subscriptions tab select publication "St. Albans Messenger" from the dropdown list.

Step 4: Go to the Payments tab and enter Promotion Code PRINTDIG to view the subscription rates for Print + Digital. Enter payment information, then click “Save Changes”.

In some circumstances, you may have enough funds available on your account to add the digital edition without making a payment. If you wish to add the digital edition without making a renewal payment, please contact Messenger circulation, circulation@samessenger.com

Are you a pre-existing Digital Edition subscriber who wants to add the Print Edition to your subscription?

Step 1: On the subscriber webpage go to the “manage your current print or digital edition subscription” link.

Step 2: Login to your account by entering your email address and password. (if you don't have a username and password yet, contact Messenger circulation, circulation@samessenger.com)

Step 3: Under the subscriptions tab select publication "St. Albans Messenger" from the dropdown list. Change status from “Non-subscriber” to “Start New Subscription”

Step 4: Go to the Payments tab and enter Promotion Code PRINTDIG to view the subscription rates for Print + Digital. Enter payment information, then click “Save Changes”.

***AUTO PAY SUBSCRIBERS:**

Follow steps above for subscribing to the print edition, digital edition, or both. Once account is set up and initial payment has been made, log back into your account and set up automatic payments under the Subscriptions tab. You will need to select a withdrawal cycle (the date that it will be withdrawn from your account), and a payment term. Change status to “Authorized” and then enter credit card information. Click “Save Changes” and verify that all information is correct.