

How to Purchase or Renew a PeriFACTS Subscription

Starting February 1, 2023, PeriFACTS Subscription Purchases and Renewals will change. To purchase follow the instructions in this guide or on our website www.perifacts.com.

PLEASE NOTE: Information displayed in this guide are subject to change without notice. This guide is to help you navigate our website to purchase or renew effective February 1, 2023. See our website for full details.

If you would like to purchase access to the full 2023 curriculum at any time in 2023, please [email us](#) for a custom invoice for the full 2023 access. **NOTE:** All 2023 curriculums will expire on 12/31/2023, regardless of purchase date. See our [Terms and Conditions](#) policy for full details.

INDIVIDUALS

Purchase a NEW Individual Subscription:

1. Visit our [website](#) and click on the **Individual Resources** page.
2. Click on **PeriFACTS Individual Subscription**.
3. Review the **Program Type** and **Credit Type** Options to determine which subscription (we currently have four different options) you would like to purchase.
 - **IMPORTANT:** You can only purchase one subscription per person. All subscribers will receive the same curriculum each month. We offer each customer the option to customize the subscription based on the type of credit you would like to earn and if you would like to include/exclude fetal monitoring credit. Do NOT purchase more than one type of subscription.
4. Once you know which type of individual subscription you would like to purchase, click on the **Purchase a NEW Individual Subscription HERE** link.
5. **Select one** of the subscription options to purchase.
6. **Add to Cart**.
7. Review your shopping cart and **Proceed to Checkout**.
8. **If you are NEW to PeriFACTS**, follow the instructions to register for a new PeriFACTS learning management system (LMS) account and place your order. **If you are Already a User**, click the link to [LOGIN](#) to purchase inside our LMS. **Do NOT create a new account if you already have an active PeriFACTS LMS account.**
9. **Fill in all the required fields** on each registration page until your account is created and your purchase is complete.
 - When registering for an account, make sure to select a **Program Type** on the respective registration page. **If you do not select a program type, you will not be enrolled.**
 - If you receive an error saying the **Username/Email** are already used, click the [LOGIN](#) link at the bottom of the registration page to log into your active PF account.
 - If you do not know your password, follow the **Forgot Password** link to reset your password. Then start at step 1 to complete your new subscription purchase.
 - **If you are unable to login or reset your password**, contact [PeriFACTS](#) to reset your account password and ensure your account information is up-to-date in our LMS.
10. Once your order is successfully placed, **you will automatically be enrolled** within 24 hours of placing your order in the most current curriculum.

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NOTES:

- Do NOT Purchase a new individual subscription if you are already actively enrolled. Follow the instructions to **RENEW** as an Individual instead.
- You will not be able to purchase a New Individual subscription on our LMS, if you are actively enrolled in the curriculum. This is intentional to prevent double-payments or duplicate accounts. Follow the instructions to **RENEW** as an Individual instead.

How to RENEW as an Individual Subscriber or a Self-Paying Group Participant:

1. Visit our [website](#) and click on the **Individual Resources** page.
2. Click on **PeriFACTS Individual Subscription**.
3. Click on **Renew your Active Subscription HERE** link.
4. You have **two options** to renew your subscription:
 - 1) **Renew inside the LMS:**
 - **Log in** to your PeriFACTS LMS account.
 - **Search for “Renewal”** in the search box, located on the top right-hand corner of the LMS.
 - **Select the Renewal learning object** available to you. You will only see one renewal item in the LMS, your current subscription plan. If you would like to change your subscription type, please [contact us](#) before purchasing/renewing.
 - **Follow the instructions to add the renewal item to your cart and checkout.**
 - **Once your renewal purchase is successfully completed**, you are all set for the remainder of the calendar year.
 - 2) **Pay online with a credit card:**
 - Click the link to navigate to the **PeriFACTS Online Payment page**.
 - Enter all **required** fields.
 - **If you do not have your Invoice #, enter your full name/name of the participant you’re submitting this renewal payment for to ensure the payment is applied to the correct participant.**
 - Click the **Review Order** button.
 - Review the information entered. Once correct, click the **Pay** button.
 - Pay by credit card. **We currently accept Visa, MasterCard or Discover.** We DO NOT accept American Express.
 - **You will receive an email confirming your payment with 1 hour once your payment is successfully submitted.**
 - **If your credit card is declined**, please double-check you entered the correct card number, billing zip code, and/or card type before re-processing. **If your card is declined by your bank**, please contact your bank before resubmitting your payment.

NOTE: All subscriptions are moving to a calendar year access and billing, and all 2023 renewals will be pro-rated to purchase for the rest of 2023.

5. **Once your payment is completed successfully, you are all set for your 2023 renewal.**

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GROUPS

Purchase a NEW Group Subscription:

1. Visit our [website](#) and click on the **Group Resources** page.
2. Click on the **PeriFACTS® Group Subscription** page.
3. Review the **Program Type** and **Credit Type** Options available to each participant in your group.
4. Review the **Cost** according to the month of your desired start date.
5. **Determine the total number of participants** (employees) you would like in your group **by Credit Type**.
 - a. **NOTE:** Groups will be able to **select the Program Type by participant AFTER you are invoiced**. We do not need this information before your invoice is created and finalized. Once your order is approved and confirmed, we will send you a Participant Form to submit your participant information, including selecting a Program Type by participant.
6. Navigate to the **How to Purchase** section.
7. **Click the link** provided to request a new invoice for a new group subscription.
8. Click the **New Group Subscription** button.
9. **A pop-up window will open in your default email application** to request an invoice by email.
10. **Fill in the required fields** in the email window in order for us to generate an invoice.
11. **After completing and sending the email, you will receive a group invoice within 2 business days.**
12. **If you have any issues with the email invoice request**, you can send us an email directly to perifacts@urmc.rochester.edu with the **Subject: Group Subscription Invoice Request** and the following **required** information:
 - Contact Name:
 - Email:
 - Group Location/Hospital:
 - City:
 - State:
 - Country:
 - Phone:
 - # of Participants by CREDIT TYPE:
 - CNE Contact Hours Total:
 - CME Credits Total:
 - Requested Start Date:

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How to RENEW as a Group:

1. Visit our [website](#) and click on the **Group Resources** page.
2. Click on **PeriFACTS Group Subscription**.
3. Navigate to the **How to Purchase or Renew** section.
4. **Click the link** provided to renew a group subscription.
5. Click the **Group Subscription Renewals** button to the PeriFACTS Online Payment page.
6. Enter all **required** fields.
7. **Please reference the Order ID/Invoice # sent with your renewal email when submitting your group payment.** This will ensure the payment will be applied to the correct group. If you do not enter the correct order ID or invoice #, your group may not be enrolled until the payment is reconciled.
8. Click the **Review Order** button.
9. Review the information entered. Once correct, click the **Pay** button.
10. Pay by credit card. **We currently accept Visa, MasterCard or Discover. We DO NOT accept American Express.**
11. **You will receive an email confirming your payment** within 1 hour once your payment is successfully submitted.
12. **If your credit card is declined**, please make sure you entered the correct card number, billing zip code, and/or card type before re-processing. **If your card is declined by your bank**, please contact your bank before resubmitting your payment.
NOTE: All subscriptions are moving to a calendar year access and billing, and all 2023 renewals will be pro-rated to purchase for the rest of 2023.
13. **Once your payment is completed successfully, you are all set for your 2023 renewal.**

Questions? Concerns? Need Help? [Contact Us](#)