

COMPANY – TERMINATE SUBSCRIPTION

| Step # | Step | Business Rules if Applicable |
|--------|--|---|
| 1 | Log into Onsite Track Easy | Web Address: https://secure.onsitetrackeasy.com.au |
| 2 | Enter Realm or Site (wherever the portal is linked to) | |
| 3 | Go the reports tab > pending data > logs | |
| 4 | <ul style="list-style-type: none"> ➤ From the Data Type dropdown menu select Company Compliance Subscription ➤ Click on the hand icon and enter part of the company name, click search and then click on the matching company ➤ Change Between date to start from a suitable date ➤ Click apply | |
| 5 | Under description click on the subscription you wish to terminate | <i>If there are multiple subscriptions please ensure you check the date listed before terminating</i> |
| 6 | Once loaded click on terminate | |
| 7 | Click OK to the pop up message if you would like to proceed with the termination | |
| 8 | Enter reason for termination and click apply | |
| 9 | The pending data log will appear and the subscription will appear as terminated | |