

Creating and Managing Your Boardmaker Subscription: Quick Guide

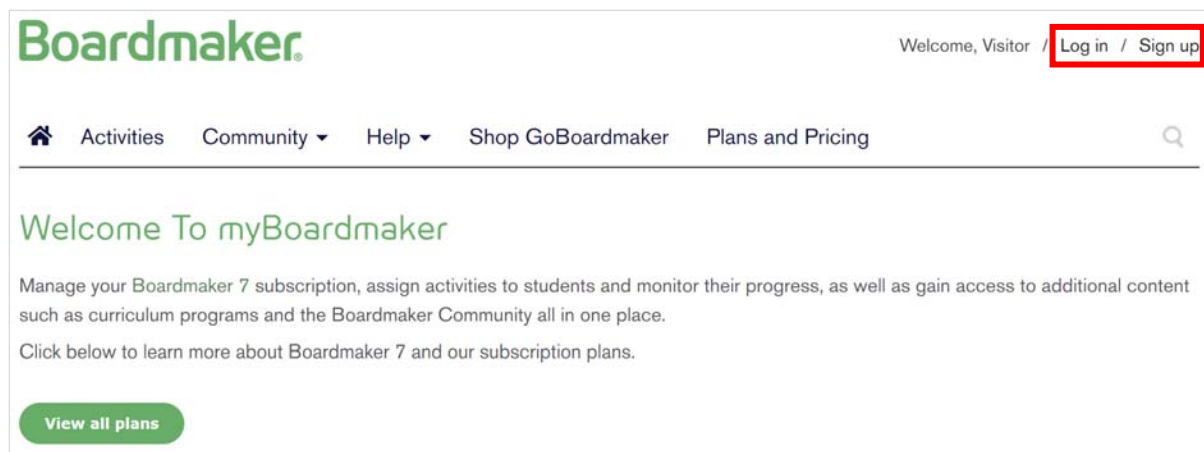
This quick guide explains different Boardmaker subscription types and provides step-by-step instructions on how to sign up for a new account and manage your subscription. Frequently asked questions and answers are also included.

Boardmaker Subscription Types

- Community Subscription - Single account with free access to Boardmaker online community, as well as materials and activities made by the Boardmaker Education Team, other educators, parents, and therapists.
- Personal Subscription - Single account to support one student, which provides access to the online community and pre-made curriculum. This subscription allows you to create your own activities or edit activities from a variety of templates.
- Professional Subscription - Single account to support multiple students, which allows you to print, create, and edit activities with the added benefit of managing and assigning the activities to multiple students. Access your content from any computer; allow your students to access their assigned individualized content from their device; collect data and track student progress toward IEP and therapy goals. This subscription provides access to the online community and pre-made curriculum.
- Organizational Subscription - Allows multiple accounts (five or more educators and therapists) from one organization to assign activities and view progress for multiple students.

Launch myBoardmaker

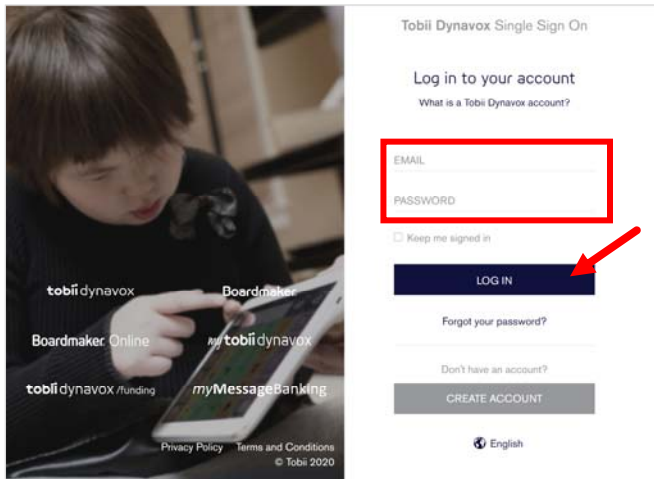
- Go to <https://myboardmaker.com>.



- Choose either **Log in** or **Sign up** to proceed.
 - If you are using an existing account (e.g., myTobiiDynavox, district provided) for a new plan, select **Log In**. ([Use this link to follow the Log in instructions.](#))
 - If this is your first time using Boardmaker, select **Sign up**. ([Use this link to follow the Sign up instructions.](#))

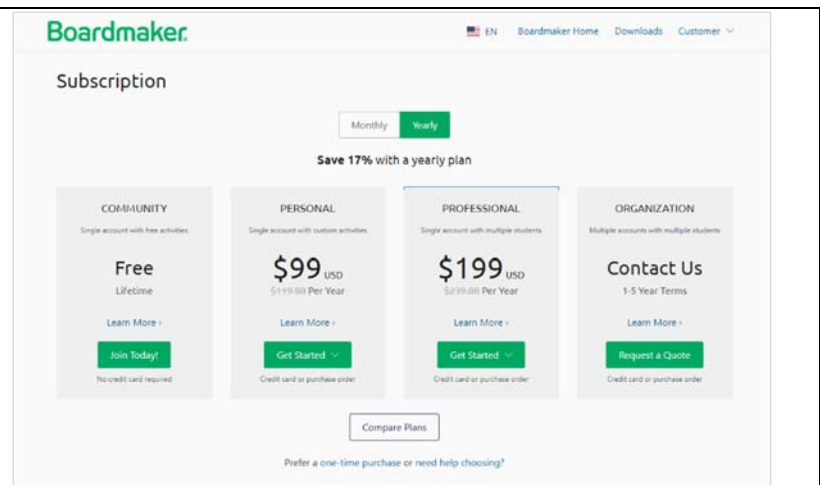
Log in using an Existing Account

- Once you select **Log in**, you are taken to the Tobii Dynavox Single Sign On (SSO) page. Enter your email and password, then select **LOG IN**.

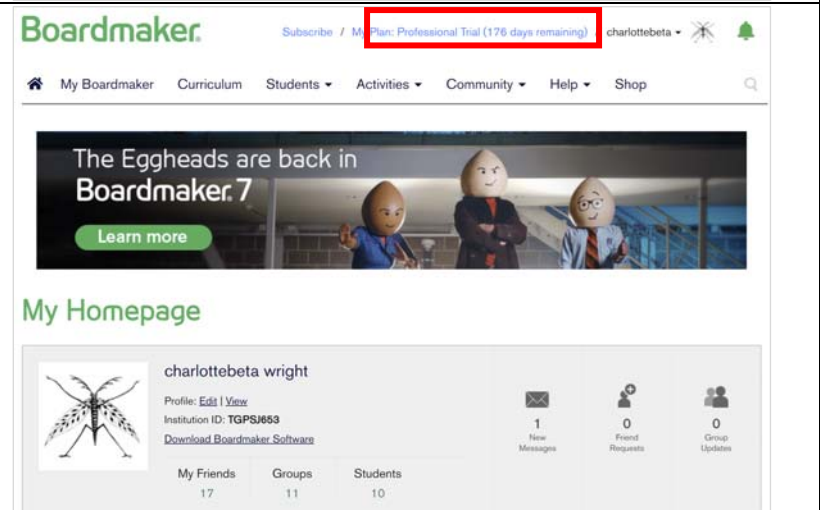


Depending on your account settings, you will take one of the following actions.

1. If your account doesn't have prior access to Boardmaker, you will be directed to the **Subscription** page. You can then proceed to the [sign up instructions](#).



2. If you currently have a free Community Subscription or have a free trial of a subscription, select **My Plan** on the top right of your screen to be redirected to the **Subscription** page. You can proceed to the [sign up instructions](#).



3. If you currently have a Personal or Professional subscription, select **My Plan** then **Modify** to update your subscription.

(**Note:** If you used a Purchase Order to buy your current subscription, you will need to contact Customer Service to modify your existing plan.)

The screenshot shows the Boardmaker homepage. At the top, there is a navigation bar with 'Boardmaker.' logo, 'Subscribe', and a notification 'My Plan: Professional Trial (176 days remaining)' highlighted with a red box. Below the navigation bar is a main banner for 'The Eggheads are back in Boardmaker.7' with a 'Learn more' button. Underneath is a 'My Homepage' section for user 'charlottebeta wright', showing profile information, a 'Download Boardmaker Software' button, and statistics for 'My Friends' (17), 'Groups' (11), and 'Students' (10).

The screenshot shows the 'My plan details' page. It has tabs for 'Subscription' and 'Software'. Under the 'Subscription' tab, there are sections for 'BILLING' and 'PAYMENT'. The 'BILLING' section shows the user's name 'Charlotte Wright', address '2100 Wharton St, Pittsburgh, PA 15203, United States', and an 'Auto-Renewal: On' status. A red box highlights the 'Modify' button next to the auto-renewal status. The 'PAYMENT' section shows 'Visa' as the payment method, ending with '****', and an expiration date of '04/2020'. At the bottom, it states 'Your plan includes a recurring payment that will renew January 12, 2021.'

4. If you are currently part of an Organization Subscription **contact your Account Manager** to make changes to your plan.

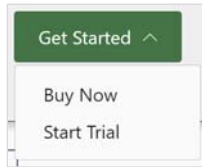
Sign Up for a New Subscription Plan

- If you select **Sign up** on the home screen, you are taken to the **Subscription** page.

The screenshot shows the 'Subscription' page. At the top, there is a navigation bar with 'Boardmaker.' logo, 'EN', 'Boardmaker Home', and 'Downloads'. Below the navigation bar is a 'Subscription' section with 'Monthly' and 'Yearly' tabs. The 'Yearly' tab is selected and has a red '2' next to it. Below the tabs is a 'Save 17% with a yearly plan' message. There are four plan cards: 'COMMUNITY' (Free Lifetime), 'PERSONAL' (\$99 USD Per Year), 'PROFESSIONAL' (\$199 USD Per Year), and 'ORGANIZATION' (Contact Us). Each card has a 'Learn More' link and a 'Get Started' or 'Request a Quote' button. At the bottom, there is a 'Compare Plans' button with a red '1' next to it and a note 'Prefer a one-time purchase or need help choosing?'.

- 1) Select **Compare Plan** to review the details of each option as needed. (**Note:** The currency will be automatically updated to CAD if you are logging in from Canada. All other regions will show USD as the currency option.)
 - 2) Select **Monthly** or **Yearly** payment.
- Use the green **Join Today**, **Get Started**, or **Request a Quote** button to sign up under your preferred subscription plan.

Note: Personal and **Professional** plans provide a free trial option. Select **Start Trial** if you choose to do so.



- Select **Buy Now** if you decide to purchase the plan.
- Enter your payment and billing information.
 - Select either **Credit Card** or **Purchase Order** as your payment method.

Note: If you select **Purchase Order** as your payment method, you will need to contact [customer support](#) to make any changes to your plan such as canceling or changing plan type in the future.

IMPORTANT NOTE: If you or your organization is tax exempt, please use the **Tax Exemption** link at the top of the Payment Details section.

Credit Card Payment	Purchase Order Payment
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment details</p> <p>Payment Method</p> <p> <input checked="" type="radio"/> Credit Card <input type="radio"/> Purchase Order <input style="border: 2px solid red;" type="checkbox"/> Tax exemption </p> <p>Card Number Expiration Date (MM/YYYY)</p> <p> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p>Cardholder Name Card Security Code</p> <p> <input type="text"/> <input type="text"/> </p> <p><small>Please enter your name exactly as it appears on the card. Need help finding your card security code?</small></p> <p>Billing Details</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Payment details</p> <p>Payment Method</p> <p> <input type="radio"/> Credit Card <input checked="" type="radio"/> Purchase Order <input style="border: 2px solid red;" type="checkbox"/> Tax exemption </p> <p><small>Purchase Orders are only processed once your order is submitted, so they can be modified anytime before that.</small></p> <p>Purchase Order Number</p> <p><input type="text"/></p> <p>Organization Notes (optional)</p> <p><input style="width: 100%; height: 40px;" type="text"/></p> </div>

Fill out the form and use the **Browse** button to choose the tax-exempt form, certificate, or letter to send to us. Once you click the **Submit** button, the account creation process will be paused until we verify your tax-exempt status. You will receive a response from Customer Service within 72 hours. Until then, you will be able to access the Boardmaker Community. Once you receive a response from Customer Service, log back into your account and complete the upgrade to your desired subscription.

Tax exempt

United States and Canada only

Submit your tax exempt documents using this form. We will contact you by email within 3 business days to confirm your tax exempt status. After you have received the confirmation email, you may place your order tax free. If you place your order before receiving the confirmation email, you will be charged non-refundable tax.

Country

State / Province / Region Zip / Postal Code

Upload Document

Supported file types: pdf, jpg, jpeg, tif, xlsx, png

I agree to the Boardmaker Online Terms and Conditions and Boardmaker Online Terms of Service

- Once your billing information has been entered, select **Next**.

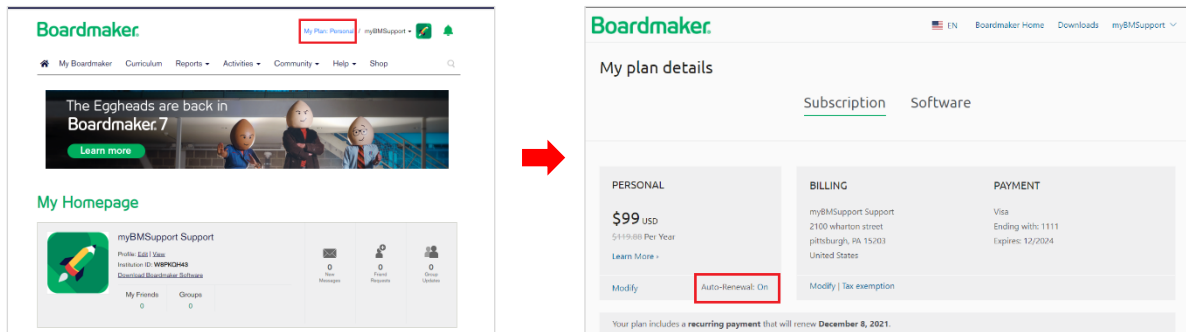
A form for entering billing information. It includes a dropdown for 'Select your country', text boxes for 'State / Province / Region' and 'Zip / Postal Code', and a text box for 'Phone Number'. At the bottom, there are two buttons: 'Next' (highlighted with a red box) and 'Cancel'.

- Review your order. If everything is correct, click **Submit**. This completes the sign-up process for a new Boardmaker subscription. An email with your invoice will be sent to the **Accounts Payable Email** address that you provided in the Billing Details. You will have immediate access to your subscription.

Frequently Asked Questions (FAQs)

How do I turn off auto renewal?

Log into myBoardmaker.com > Select **My Plan** on the top right > Toggle between **auto renewal on/off**



How do I change from Personal account to Professional account?

- Credit Card users: Log into myBoardmaker.com > Select **My Plan** > **Modify** (on the left) to upgrade your account
- Purchase Order users: Reach out to [customer support](#) for assistance.

How do I update my credit card information?

Log into myBoardmaker.com > Select **My Plan** > **Modify** (under BILLING) > Follow the prompts to update

How do I cancel my account?

- Credit Card users: Log into myBoardmaker.com > Select **My Plan** > Toggle **off** auto renewal
- Purchase Order users: Reach out to [customer support](#) for assistance.

I was paying for my yearly account via Credit Card, but now my school is going to renew it via Purchase Order. How do I change my payment information?

You can't change your payment method from Credit Card to Purchase Order from within your account. Contact [customer support](#) for assistance.