**VISIONWEB SUBSCRIPTION MANAGEMENT WEBC-1**

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| --- | --- | --- | --- | --- |
| **Name of Contact:** |  |  | **E-mail Address:** |  |
| **Phone Number** |  |  | **City/State:** |  |

Before installation of the Web to Circulation Interface on your system, we need some information to set up your web page properly. The web page needs to represent the specific subscription options your want to allow for self-service in an easy to use format for your customers. Behind the scenes, we will match them to your existing Vision Circulation codes during the upload process. In order to do that, we need to match what the customer views to the correct codes through the use of the tables below.

**Please make a copy of this page for EACH of your publications**.

|  |  |
| --- | --- |
| **Publication Name** |  |
| **City/State of Publication** |  |
| **Current Web Page (www.)** |  |
| **Contact: Name** |  |
|  **Email Address** |  |
|  **Phone Number** |  |

The tables below represent the available website options for your customers when placing comments and subscriptions via the web portal. The shaded boxes are samples only, please enter your current circulation codes for each of the comment codes and the Subscriber codes listed in the columns headed **Code**.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please indicate the following Comment Codes: |  | Please specify the following information: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Comment Description** | **Example** | **Code** |  | **Description** | **Example** |
| No Paper/Missed Delivery | NOP |  |  | Prepaid Subscriber Code | SP |
| Wet Paper | WET |  |  | Mail Subscriber Code | SM |
| Late Paper | LAT |  |  | Carrier Collect Code (if desired) | SC |
| Paper Damaged | DMG |  |  | Mail Route Number | 9999 |
| Sections Missing/Partial Paper | PAR |  |  | Default Start Reason Code | INT |
| Missing Inserts | INS |  |  | Default Origin Code | WEB |
| See Placement Instructions | DLV |  |  | Allow New EFT’s from Web? | Yes |

**VISIONWEB SUBSCRIPTION MANAGEMENT WEBC-2**

For the Publication listed above, please indicate the Delivery types of subscriptions allowed for new subscribers starting through the website. For each type, please include Delivery Days/Schedules allowed, and their corresponding regular Rate Codes and Rate Term options, corresponding rate amounts and the new EFT rate code for each delivery type, should they choose the EasyPay/EFT option. (See Examples on page 3)

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| Delivery Type: |  | Delivery Type: |  |  |  |  |  |
| Delivery Days | Rate Code | Rate Options | Rate Amount | EFT Rate Code |  | Delivery Days | Rate Code | Rate Options | Rate Amount |
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| Delivery Type: |  |  |  |  |
| Delivery Days | Rate Code | Rate Options | Rate Amount | EFT Rate Code |  |  |  |  |  |
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