

Dear Iowa Bar Association members and IowaDocs subscribers:

We write to update you on slight change to the way you will purchase and/or renew your subscription to IowaDocs in 2017. **Please note this change only impacts how you purchase and update the software. You will still have access to the desktop program as you have for the past 18 years.** Most current subscribers will not be affected by this change, but effective immediately, all new and renewal subscriptions to IowaDocs will be handled through HotDocs Market using your credit card. **We are no longer able to accept checks for subscriptions to IowaDocs.** If your credit card details are up to date in your IowaDocs account on HotDocs Market no action is required; your subscription will be automatically renewed.

With IowaDocs on HotDocs Market you can:

- Receive automatic updates to the content
- Ensure that you are using the most recent version of the forms
- Use the service on any web-enabled device (PC, Mac, iPad, etc.)

If you have not entered your credit card details yet, the following steps should be taken before December 31, 2016 to ensure your subscription to IowaDocs continues in 2017:

1. Visit <http://www.hotdocsmarket.com/> and select 'Sign In'. If you have previously registered, enter your email address and password. If you have not registered, select "click here" to register and establish your account. Please use the email address on your IowaDocs license as it will automatically populate your subscription information.
2. Under 'My Account' (found in the upper right hand corner of the webpage), go to 'My Details' and select 'Update Card Details'.
3. A Subscription Details screen will open and you will see an option to 'Enter Payment Details'; click that link and update your business and billing address and credit card details. You then select the product you want the updated credit card information to apply to, i.e. IowaDocs.

Company Name

Address
 *

City
 *

State
Alabama

Zip Code
 *

Phone Number

Email Address
hallie.downey@gmail.com

Address
 *

City
 *

State
Alabama

Zip Code
 *

Credit Card Details

Card Number
 *

Expiration Date
Month: 03 Year: 2017

Card Type
 VISA MasterCard AMERICAN EXPRESS DISCOVER

CSC
 * ?

Do you have a Tax Exemption Code?
No

Select subscriptions to update

Subscription	Current Details	Renewal Period	Status
<input type="checkbox"/> All subscriptions			

- Then accept the terms and click the Submit Payment Details button at the bottom. Your subscription to IowaDocs will now be automatically renewed!

If you have additional questions regarding this process, the HotDocs Customer Service team is available to assist: support@hotdocsmarket.com or 844-536-4343.