

When you log into your account and your subscription is about to expire, you will see a renew link to the right of the subscription that is expiring. Simply click the [Renew](#) link in order to renew your subscription.

Subscription	Expiration Date	
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/18 11:59 PM	Search Now Renew
E-Recording/E-Filing	N/A	GO

Once you click the [Renew](#) link, you will be brought to the screen below. This screen allows you to see the subscription level you are renewing as well as the amount. You may also add a Pre-Authorized or a Pre-Paid amount to your account.

Pre-Authorizations allow you to add an available amount to your account. Any amount of the Pre-Authorization not used that day will be returned to your card the next day.

Pre-Payments allow you to add an amount to your account that will be charged to your card and is non-refundable. It must be used completely before another pre-payment may be added.

Inquiry

There is an additional cost for printing images. \$0.40 per page. This subscription also includes the following features: Civil Inquiry, Criminal Inquiry, Records Inquiry, Marriage License Inquiry, View Images

Yearly Pass \$350.00 ← This is the subscription level and amount for the renewal

In order to purchase copies (print), you must have an account balance. You can do a pre-authorization or pre-payment. It is recommended that you do this now and choose an amount much greater than you plan to spend to reduce credit card transaction fees

Click [here](#) for an explanation of payment options

Pre-Authorization ← These are optional selections to add money to your account for printing
 Pre-Payment

Additional Amount to Pre-Auth for printing (optional but recommended)

If you wish to add money, the amount is specified here

← Once this form is complete, simply click the BUY button.

Once you have decided on an amount, if any, for your Pre-Authorization or Pre-Payment, click the BUY button.

Please note that if you are a CashAR customer, there are no Pre-Auth or Pre-Pay options. Once you click the BUY

button you will be asked to confirm (next image) and once you confirm, your purchase will be complete and you will be brought back to the My Subscription page shown at the end of this document.

The next screen is simply a confirmation screen that gives you the opportunity to review your purchase and to make changes to your Pre-Auth/Pre-Pay amount prior to completing your purchase.

Please Confirm

You are about to purchase a subscription for **Inquiry (Yearly Pass \$350.00)** from the **Caddo** Parish Clerk of Court.

You didn't enter any additional amount for printing. This is not advisable as it may result in higher credit card transactions fees.

Is this correct?

When you are satisfied with your selection(s), click the YES button. If you do not have a saved Credit Card, you will be taken to a page to enter your Credit Card information such as your information as well as your card information. After this information is entered and the purchase has been completed you will be brought back to the My Subscriptions page where you may begin using your subscription.

Choose Payment Method

Base Amount: \$350.00

Nickname	Type	Last 4	Fees	Total	
Card 1	VI	0060	3.50	353.50	Pay with this card

[I'll be using a different card to pay.](#)
Click this link to use a different card than the one above

If you have a saved Credit Card on file, you will be brought to the screen below. In order to pay with your saved card, click the [Pay with this card](#) to complete your purchase.

You will notice on your My Subscriptions page that your expiration date for the subscription you just renewed will be updated to the new expiration date (see image below).

Clerk Connect | **My Subscriptions** | Transaction History

My Subscriptions

Subscription	Expiration Date	
Allen - Marriage License Inquiry	N/A	Search Now
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E-Recording/E-Filing	N/A	GO