TECHNICAL GUIDE
Renewal Email Notifications

**REQUIREMENTS**

**Alliance Admin** must do the following:

- Enable the renewal functionality for the alliance by visiting **Edit Alliance Info** and answering “Yes” to this question: **Do you want to enable the Renewal Email Notifications for your alliance?**

**District Admins** must do the following:

- Ensure a valid email is entered for their user account.

**ORIGINATORS/SUBSCRIBERS ARE NOTIFIED VIA EMAIL**

- Each day the SDPC site will automatically **send an email** to all district admins that have an originating agreement expiring within **90 days**. There will be a unique url provided that will allow them to choose if they choose to renew or not to renew.

- If they **choose to renew**, all subscribers’s district admins will receive an email notifying them and inviting them to subscribe to the progress of the renewal. If they choose **not to renew** then all subscribers will receive an email asking if they would like to become the originator.

- If a subscriber **agrees to renew** as the originator then, all subscribers will be notified and again invited to subscribe to the progress of the renewal. If a subscriber attempts to become the originator after another subscriber accepts the role then, they will be notified that there is already a pending originator.

- If no one agrees to become the originator then another email will be sent to repeat this process thirty days later.

- In all cases, when there is a pending originator, the vendor will be notified and sent a blank copy of the agreement to review.

**Let’s Get Started!**

**AUTHENTICATION**

Visit [sdpc.a4l.org](http://sdpc.a4l.org) and **login** with your credentials.

**VIEW LISTING OF EXPIRING AGREEMENTS**

Visit **Your District’s Agreements** drop-down menu and select **View Expiring Agreements**. This listing will include active agreements that will be expiring within 90 days.

**ACTIVE BECOMES INACTIVE**

Automatically each day, all active agreements that have expired will automatically change to an inactive status.

**SUPPORT**

For assistance, please visit the SDPC Registry and select Help > Contact Support. Search the listing for your Alliance’s Administrator.

If you need technical assistance, please contact the SDPC webmaster.