

# The Washington Post

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## Group Subscriptions

Authorized Users Guide

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How to **Activate your Enterprise Subscription**



# Subscription Activation



You can now receive Digital Subscription access provided by your organization. Follow these steps to activate your free subscription to enjoy unlimited access to The Washington Post online and on our app.

1. Visit <https://www.washingtonpost.com/subscribe/signup> to sign-up with your organization's email address
  - Enter your associated email address, agree to the Terms of Service and hit Continue
  - Choose a password and click create an account

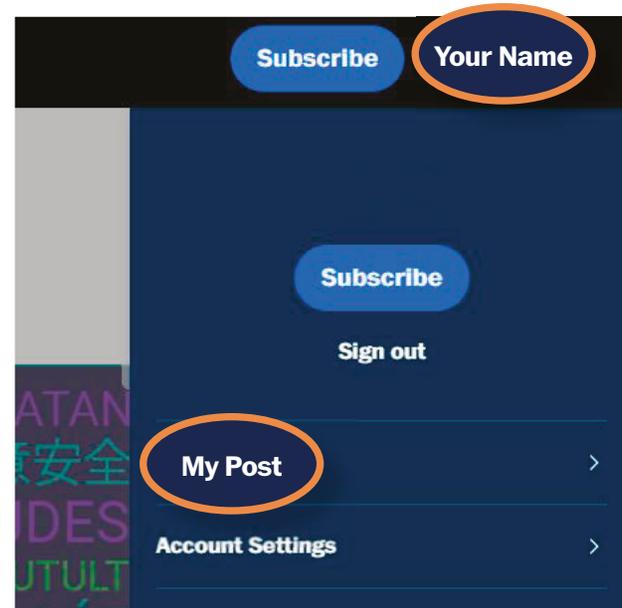
The screenshot shows the 'Sign up' page for The Washington Post. At the top, the logo 'The Washington Post' is displayed. Below it, the heading 'Sign up' is centered. There is a text input field labeled 'Email address'. Underneath the field is a checkbox with the text 'I agree to The Washington Post's [Terms of Service](#) and [Privacy Policy](#).\*'. A large, light gray 'Continue' button is positioned below the checkbox. Below the button, the word 'or' is centered. There are four rounded rectangular buttons for social login: 'Continue with Amazon' (with the Amazon logo), 'Continue with Facebook' (with the Facebook logo), 'Continue with Google' (with the Google logo), and 'Continue with Apple' (with the Apple logo). At the bottom of the page, there is a link that says 'Already have an account? [Sign In](#)'.



# Subscription Activation



2. Click on **Your Name** in the upper right-hand corner
3. Click **My Post**
4. Once you are in **My Post**, click **Manage Account** on the right hand side.





## Signing In

5. Make sure your email address is Verified, if not, click “Unverified” to be sent a verification email.
  - If your email address is already verified, you will not see the below prompt
6. Once verified, click over to the **Subscription & Billing** tab.

The screenshot shows the 'Account' page on The Washington Post website. At the top, the logo 'The Washington Post' is centered, and a blue 'Subscribe' button is in the top right corner. Below the logo, there is a navigation bar with 'My Post' and a back arrow. The main heading is 'Account'. Underneath, there are four tabs: 'Profile' (which is underlined), 'Subscription & Billing', 'Interests', and 'Newsletters' with an external link icon. The 'Email' section is expanded, showing the text: 'Use this email to sign in. This is also where we'll send email communication and newsletters.' To the right of this text is an 'Edit' link. At the bottom of the email section, there is a light orange warning box that says: '⚠ Your email address is unverified. [Send verification email](#)'. A blue arrow from the text above points to this warning box.



# Signing In

## 7. Click **Activate free digital access**

The Washington Post

< My Post

### Account

Profile **Subscription & Billing** Interests Newsletters

#### Activate your free subscription

Your email address  is eligible for free digital access through

**Activate free digital access**



# The Washington Post

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**Thank You**

Enterprise Solutions | Account Management Team

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