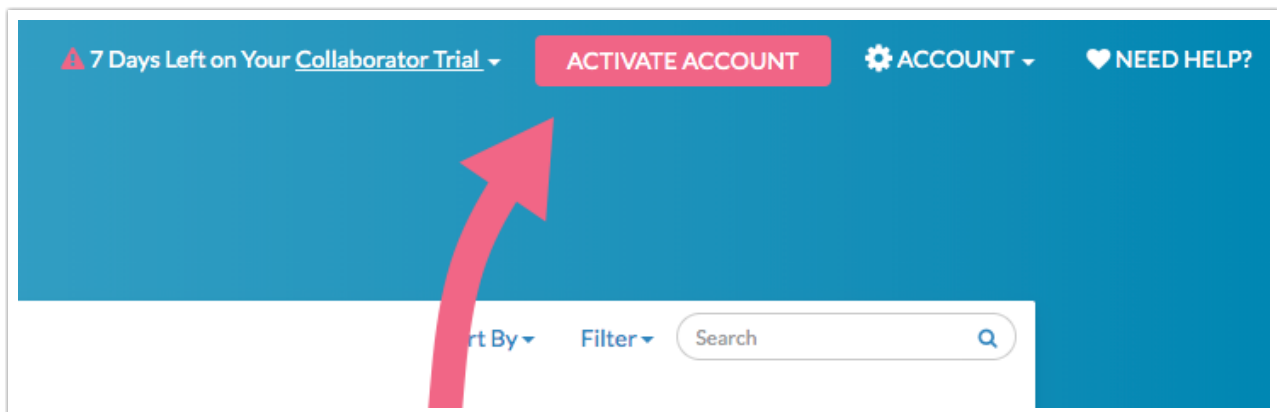


Payment: Account Activation

To activate your SurveyGizmo account, you will need to submit payment.

SurveyGizmo accounts are available on a monthly or annual basis. During your trial period, you can click on the **Activate Account** button at any time to select your desired plan level and submit payment.



The following SurveyGizmo plans can be paid for in the application with a credit card (we also accept check and transfers as payment for annual accounts):

- Collaborator Plan
- Professional Plan
- Full Access Plan

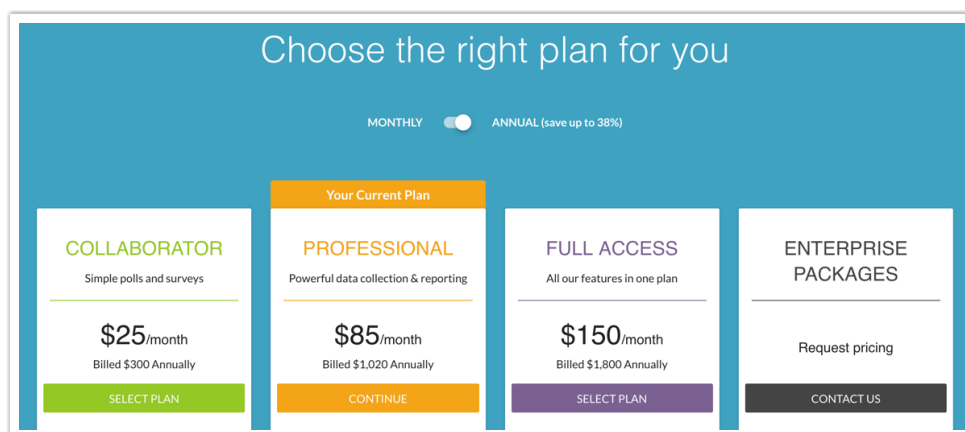
Compare the above plans by visiting our [pricing page](#).

If you started a trial of a SurveyGizmo plan and would like to explore SurveyGizmo's Enterprise Packages, click **Activate** and then click the **Contact Us** button associated with the Enterprise Packages column.

You will be asked to fill out a short form and a SurveyGizmo representative will reach out to you to discuss!

Activate Your Trial

1. In order to activate your account and submit payment, click **Activate Account**. You will be navigated to the plan selection page and the plan that you are currently trying will be selected by default. Here, you will also see a high-level overview of some of the plan offerings and you will have the option to toggle between monthly and annual pricing.



- Click the **Continue** button if you are ready to proceed with this license.
 - If you want to choose one of the other available licenses, click the corresponding **Select Plan** button.
2. After you select your plan, you will proceed to **Checkout** where you can provide credit card and billing information, make changes to your order, and review your purchase. You can make changes to your order at any time via the **Your Order** section. Here, you can add additional users, choose between monthly or annual billing, and change your plan, if needed.
 3. Provide your **Credit Card Information** in the provided fields and click the **Next** button to proceed to the next section.

The image shows a 'Secure Checkout' form with the following fields: 'Credit Card Number' (blurred), 'Name On Credit Card' (Jon Smith), 'Security Code' (blurred), 'Month' (06), and 'Year' (2020). Below the fields are logos for American Express, Discover, Mastercard, and Visa. A blue 'NEXT' button is highlighted with a red box.

4. Next, provide your **Billing Information** including address, phone number, and email address. Make sure that all required information is provided and click the **Next** button to review your order.
5. Last, the **Review** section will show a summary of your order. This will include the **Subscription**, number of **Users** and any applicable taxes (see below).

If applicable you will see an option to enter a promo code*. If you have a promo code, click the **Enter Discount Code** link and enter your code in the pop-up.

The image shows the 'Review' section of the checkout process. A pop-up window titled 'Enter Discount Code' is open, containing an 'Add a Promo Code' field with the code '1234'. Below the field is a note: '*Please note that promotional codes will only be applied for the first year. Next year's subscription will be auto-renewed at list price.' There is also a 'Nonprofit Discount 25% discount off list price' option. At the bottom of the pop-up are 'NEVER MIND' and 'APPLY DISCOUNT' buttons. The background shows the 'Review' section with 'Your Order' summary.

**Please note that promotional codes will only be applied for the first year. Next year's subscription will be auto-renewed at list price.*

6. Click **Complete Your Order** to finish the activation process.

Taxes

Depending on your location and the services that you are purchasing from

SurveyGizmo, you may be required to pay a sales/use tax. If applicable*, this tax will be calculated and presented to you during account activation (at checkout). Please [contact our support team](#) with questions.

Learn more by visiting the SurveyGizmo [Sales Tax FAQ](#) .

States/locations affected:

- AR, CT, KS, KY, ME, MD, MA, MI, MN, NY, PA, TN, TX, UT, WA, WI
- CO (City of Boulder only)
- Washington DC
- Canada (GST)

*If you are a Non-Profit organization, taxes will not be applied.

Related Articles