## Step-by-step cancellation of subscription

**Important Note:** Cancellation will result in losing access to your subscription immediately. If you do not wish to lose your access to MTC resources, plan your cancellation so that it's at least 48 hours before the subscription renewal so that the system can properly execute the instruction or you can contact us for further support if you're experiencing difficulty.

To cancel your subscription, make sure you're logged in to <u>https://members.mathteachercoach.com/</u> using your username/email address and password.

Please contact support jeff@geometrycoach.com if you're having any difficulty logging in.

Navigate to My Profile > Billing

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<b>55</b> My Profile	😂 My Settings	Grade
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You'll be taken to a new page to fill in your email address to receive a cancellation link. Make sure you supply the email address that your subscription is linked to and click "Send me my Link".

Language: English 🗸 🗸
Update info / view purchase history
Enter the <b>email address</b> you used when purchasing and we'll email you a link to access this area.
hello@thrivecart.com
Send me my link
Language: English 🗸
Update info / view purchase history
Please check your email in a few minutes, and click the link we've sent you!
Go back
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After a few minutes, go to your email inbox where you'll see an email from ThriveCart and the subject link Update info / View Purchase History.

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If the email is not in your primary inbox, check promotions, updates, spam and junk in case it's landed there.

## Open the email and follow the link as instructed



You'll now be able to view your subscription. In this example, it's a monthly subscription to 3rd grade. However, your's may be different, depending on what you subscribed for.

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## Click View

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You'll now be given the opportunity to cancel your subscription. Click on the red button that says "Cancel subscription" and confirm your decision with "Yes, cancel my subscription" and an extra layer of confirmation, "Yes, I'm sure!"

	Cancel your subscription	h
	Are you sure you want to cancel this subscription? You will no longer be charged, and may lose access to your purchase.	
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All set. Your subscription is now cancelled.