



**Alert Auto-Renewal Guide**

Last Updated: 2025-09-26

**Overview**

If you have saved your credit card, you can opt in for auto renewal so your subscriptions can be renewed automatically. All **New Enrollments** will have the option to enable auto-renewal that appears during payment at checkout. If you have set up automatic renewal, moving forward, on the renewal date of an enrollment, an Action Item will appear within each Enrollment requiring you to review, confirm, and update (if needed) critical program details. Failure to complete the action item within 30 days will result in non-compliance. For all existing enrollments, follow the instructions in this guide to enable the auto renewal feature.

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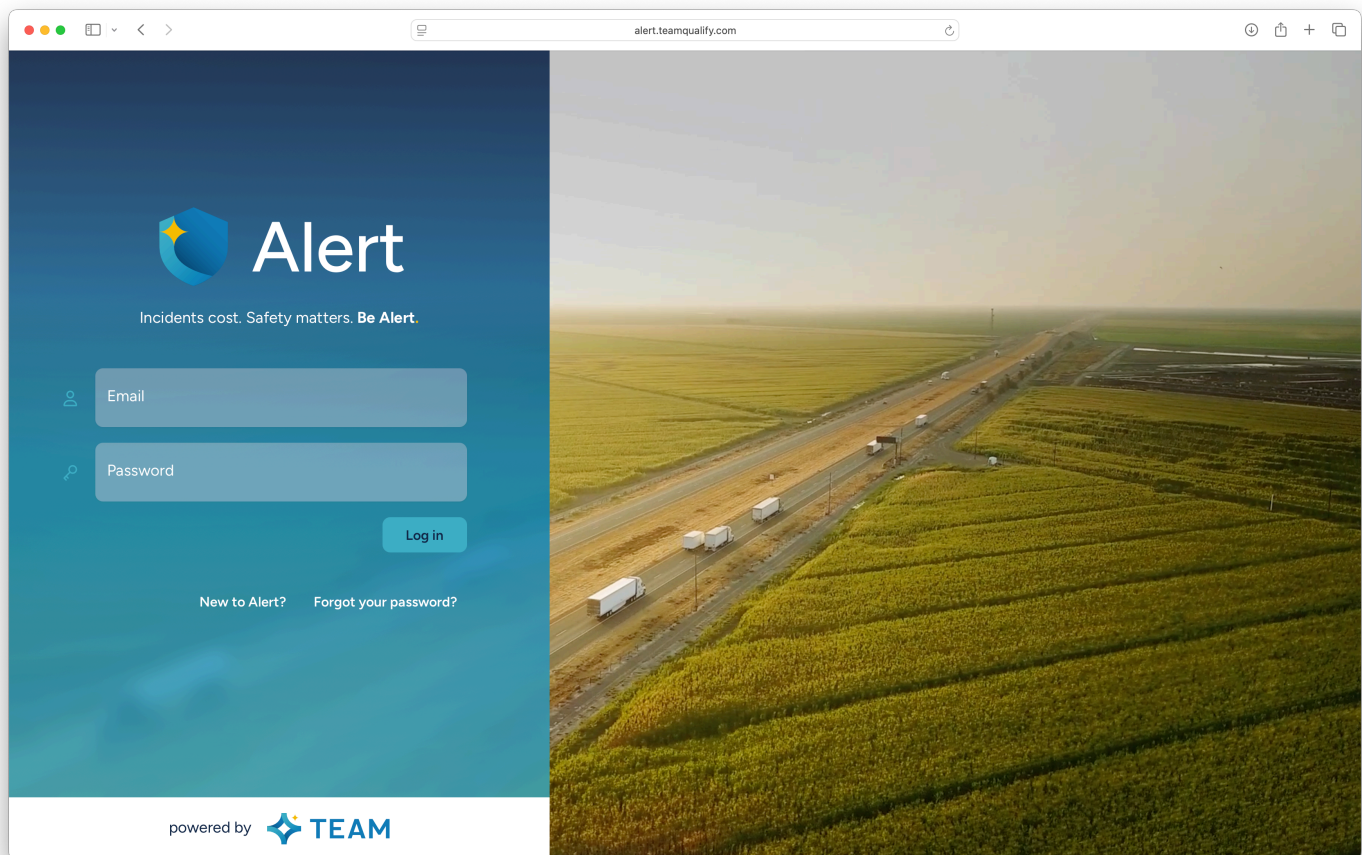
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## Welcome to Alert

### Login

1. Go to [alert.teamqualify.com](https://alert.teamqualify.com)
2. Enter your **username** (your chosen email)
3. Enter your **password**
4. Select **Log in**

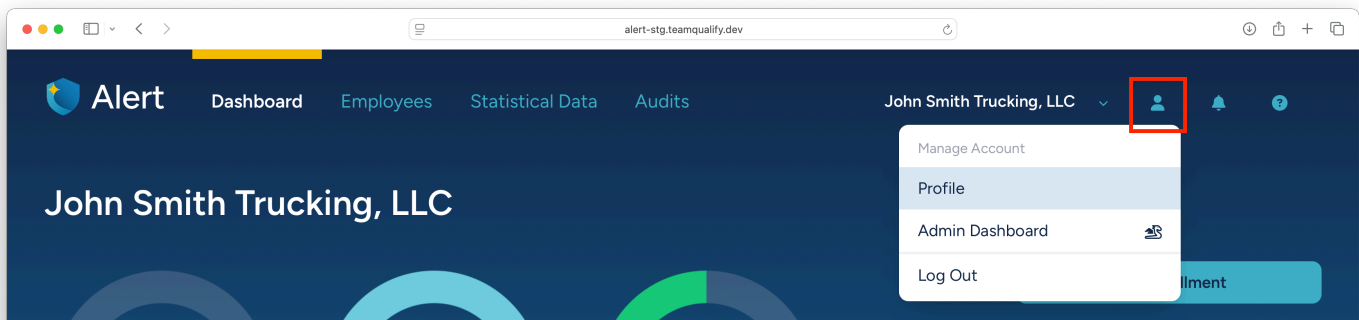


Move forward **faster.**

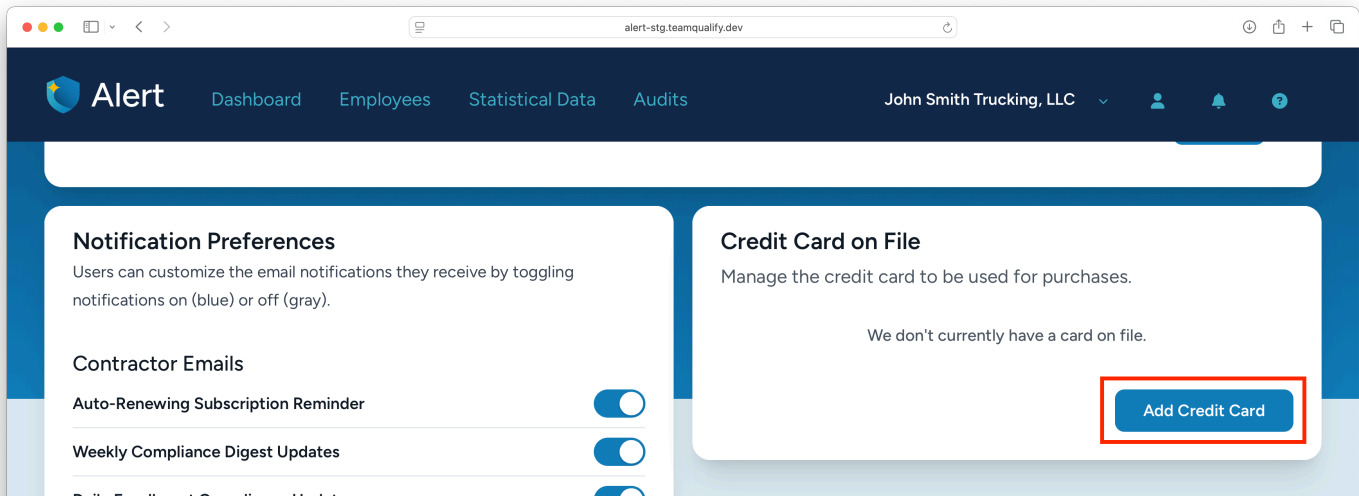
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## Save Credit Card

1. Go to the **user icon** at the top right-hand corner of your Alert **Dashboard**
2. Select **Profile**



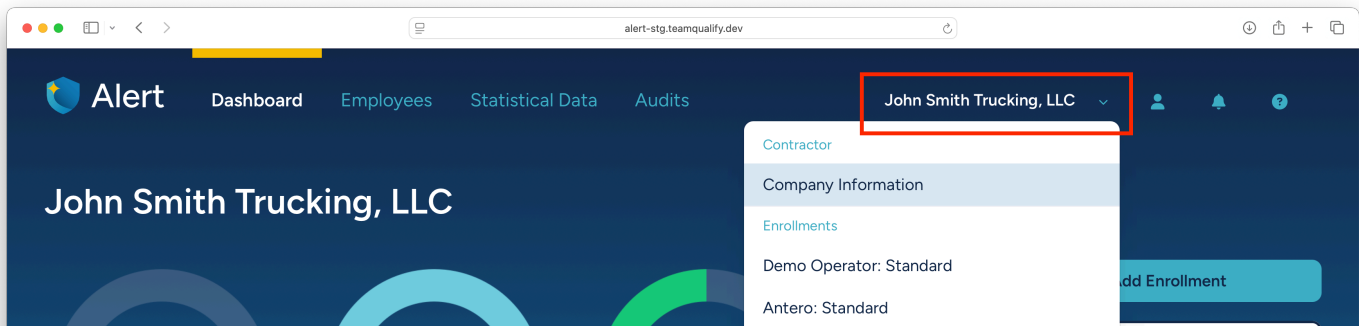
3. Go to the **Credit Card on File** widget located to the right of the page
4. Select **Add Credit Card**
5. Input your card details
6. Select **Save**



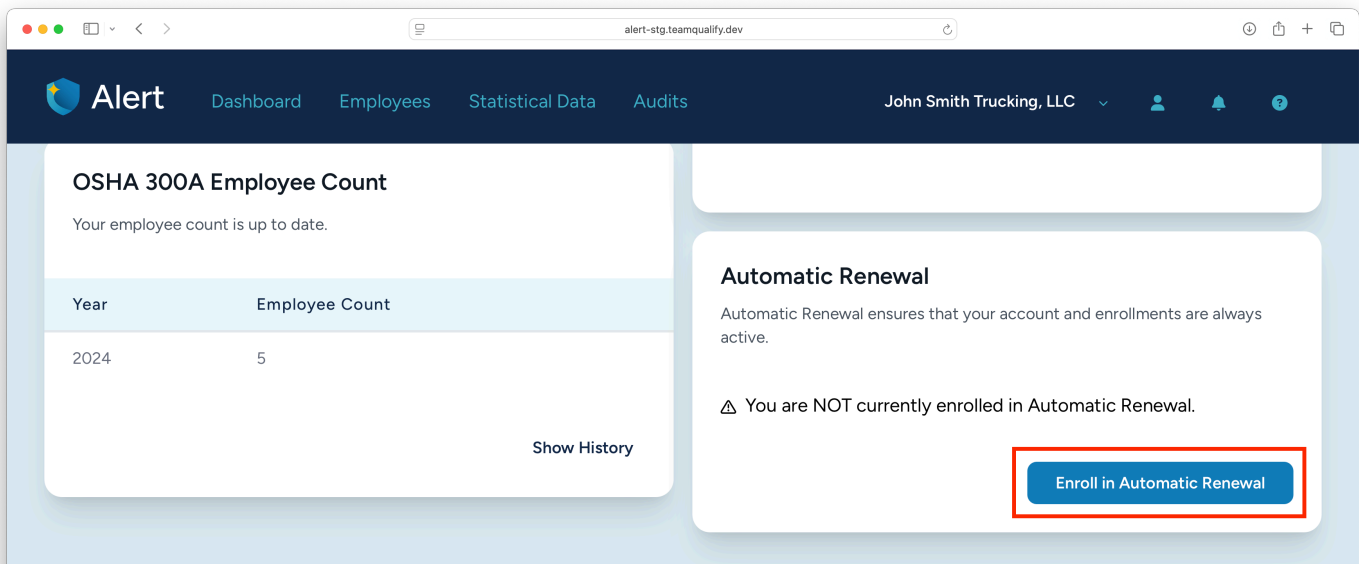
## Enable Auto-Renewal

Once enabled, the saved card will automatically be charged 2 days before the renewal date.

1. Click on your **company name** at the top right-hand side of your Alert **Dashboard**
  - a. If you are a user for multiple Alert accounts, select the desired account name
2. Select **Company Information**



3. Scroll down below the **Addresses** widget to the **Automatic Renewal** widget and select click **Enroll in Automatic Renewal**



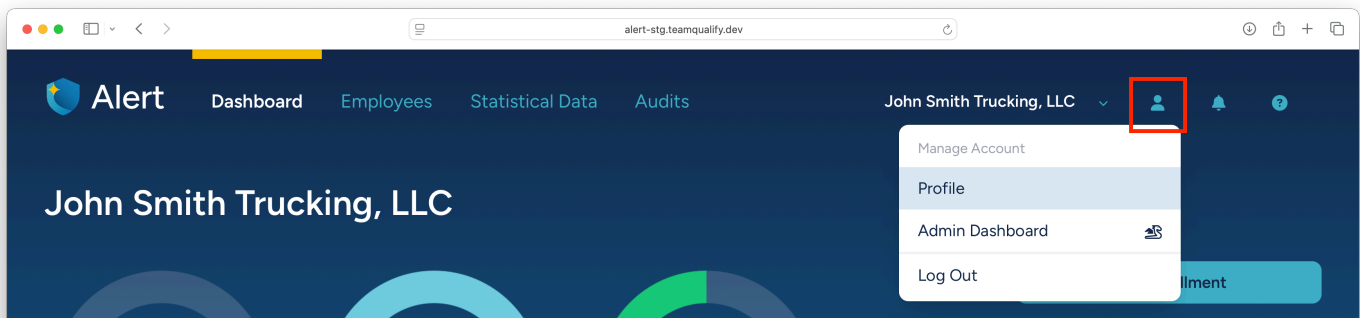




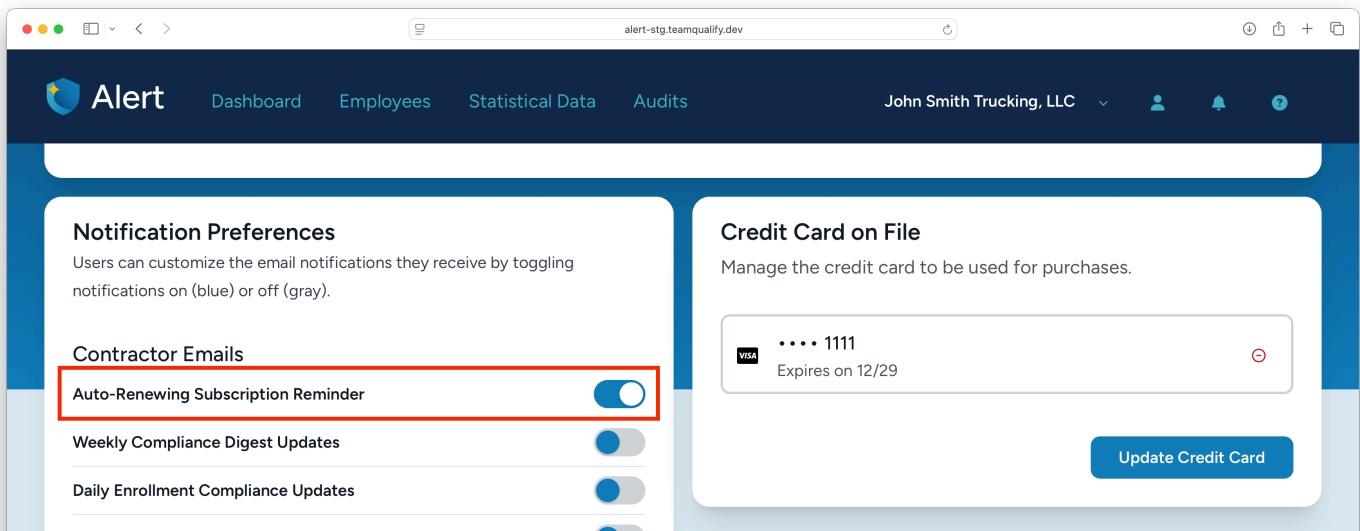
## Enable Renewal Notification *(Optional)*

You can choose to receive an auto-renewal email reminder 15 days before your renewal. To enable this feature, follow the steps below.

1. Go to the **user icon** at the top right-hand corner of your Alert **Dashboard**
2. Select **Profile**



3. Go to the **Notification Preferences** widget
4. Click the button located to the right of the **Auto-Renewing Subscription Reminder** notification



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## Support

We are happy to help serve you at the highest level. If you're in need of assistance, please give us a call, send us an email, or chat with us using the chat widget on your Alert dashboard.

### **Customer Excellence TEAM:**

#### **Alert Contractor Compliance Inquiries**

- [support@teamqualify.com](mailto:support@teamqualify.com)  
(918) 970-4990