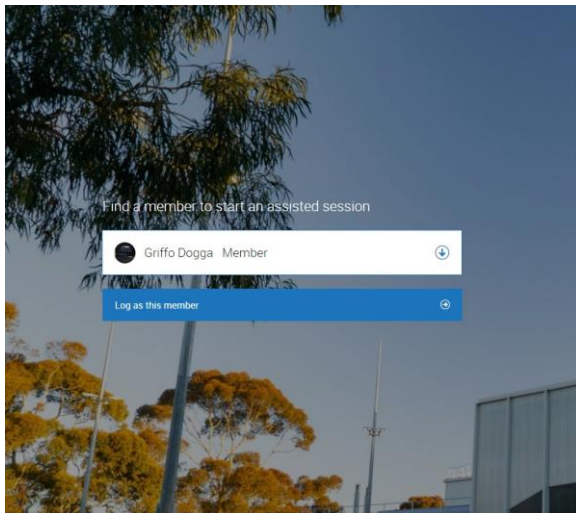


# Newsletter Suspension Instructions

## How to Freeze Your Membership

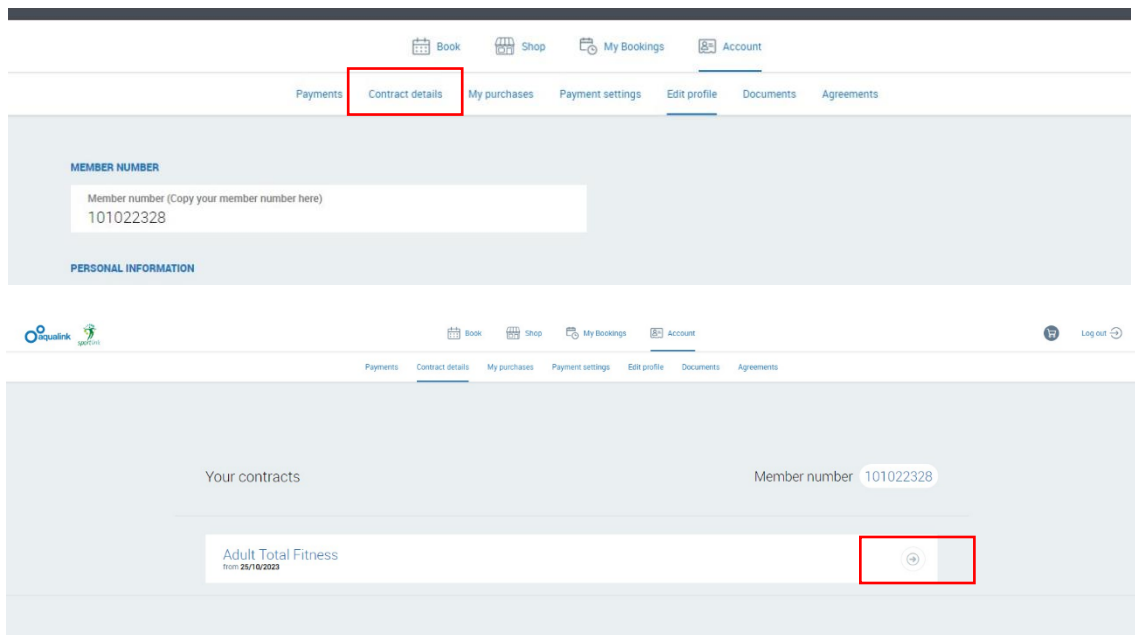
### Step 1: Visit the Member Portal

1. Log in to your member portal using your credentials.



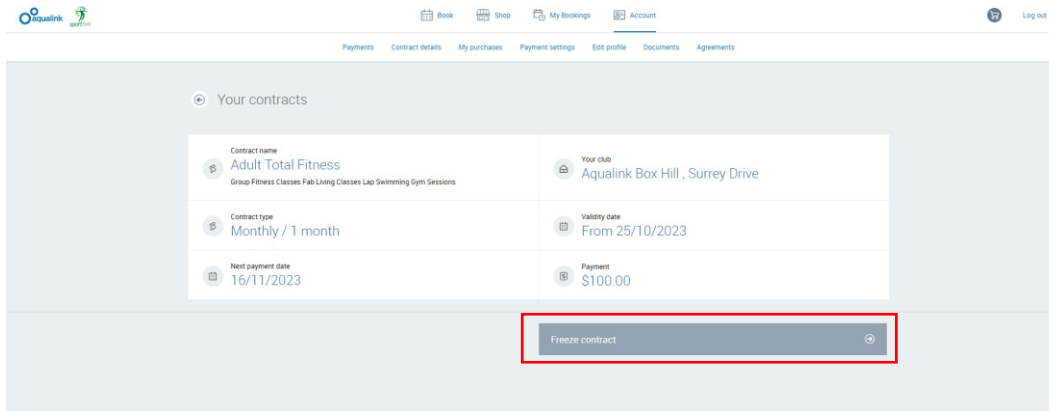
### Step 2: Locate the Freeze Option

2. Once logged in, navigate to the Contract details section.



### Step 3: Select "Freeze Contract"

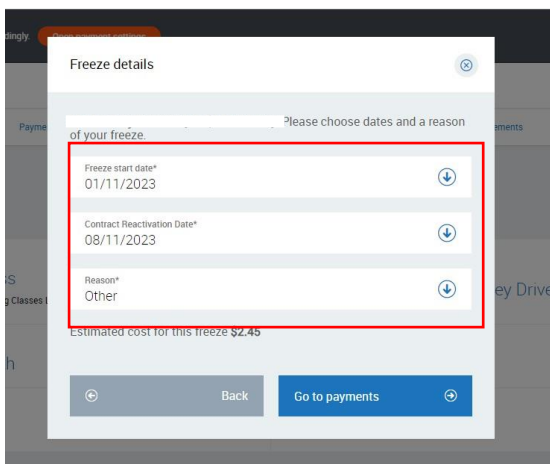
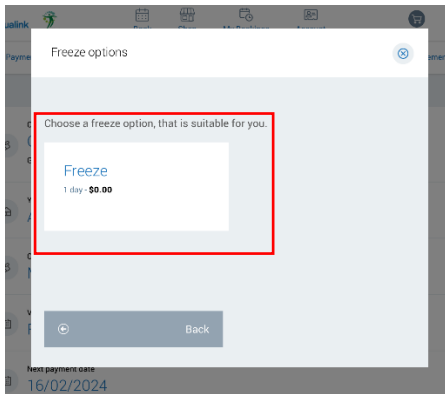
3. Look for the option to freeze your membership. It will be labelled as **freeze contract**.



### Step 4: Enter Freeze Details

4. You will be prompted to provide the following information:

- **Start Date:** Choose the date on which you want the freeze to begin.
- **End Date:** Select the date when you want your membership to automatically reactivate.



**Step 5: Review and Confirm**

5. Double-check the start and end dates to ensure they match your preferences. Confirm that there are no outstanding balances on your account.

**Step 6: Confirm Freeze**

6. Confirm your freeze request. This may involve clicking a "Submit" or "Confirm" button. Your request will be processed, and you will receive a confirmation message.

**Important Notes:**

- Freezes must be for a minimum of 7 days.
- Make sure your outstanding balance, if any, is cleared before processing the suspension. If you have unpaid fees, you can pay through your online portal.

By following these steps, you can easily suspend your membership through the member portal. If you have any questions or encounter issues during the process, don't hesitate to contact customer support for assistance.

