



WELCOME TO VERDIGRID

We want to make sure you have received or completed the following items:

- Service Agreement
- Commercial Account Application
- Have a copy or link to our Office Hours & Tech Support
- Understand our Terms & Conditions
- Have received your Verdigrd Account Card

HOW TO MAKE PAYMENTS TO US

To Pay via credit card:

* Simply email to office@verdigrd.com and let us know you want to pay by credit card. We will email you the link where to enter your credit card information securely thru Paypal. Please note: do not email your credit card information to us!

Pay by check:

* Simply send a check to our mailing address after you've receive an invoice from us.

Verdigrd
8 Faneuil Hall Mktplc
Third Floor
Boston, MA 02109

Please note: you will only and continue to receive an invoice from us via mail if you continue to pay by check. Once you've made an online payment, your next invoice will be sent through email only. After your payment was made online, you will then receive a receipt via mail.

HOW TO PLACE A TECH SUPPORT QUERY

via Helpdesk:

* Using your Account Card, log onto: account.verdigrd.com and click on Login. After submitting your designated user id and password, click on My Account. Find the link to "Open a Trouble Ticket" and submit your query by filling out the online form.

via Email:

* Email your query to sohosupport@verdigrd.com and make sure to include your name, company name, phone number and the domain name which we are hosting.

via phone:

* Call our toll-free main number 1-800-881-0825, then press 2 for Tech Support.