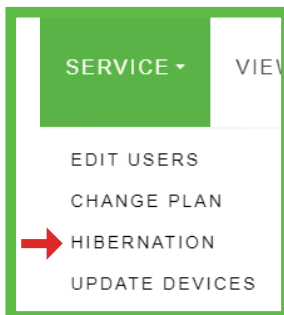


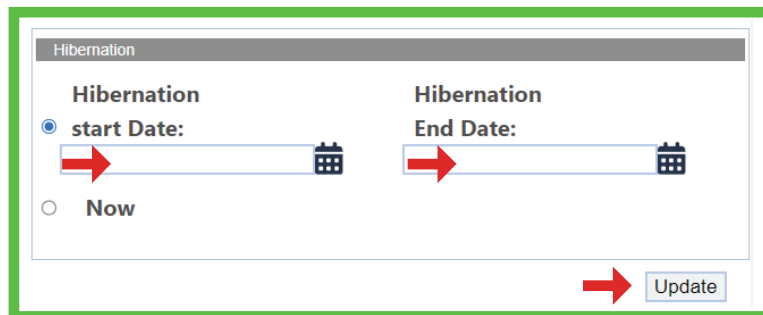
***DISCLAIMER*:** This walkthrough is strictly for **Recurring Billing** account, daily and weekly accounts don't apply.

1. Login to your account using your Keswick credentials.
2. Hover over the **"Service"** Button on the top Navigation.
3. Click **"Hibernation"** under the service dropdown section.
4. Fill the future dates you wish to be hibernated or select **"NOW"**
NOTE: If you select a start date that has already past, your account will not hibernate.
5. Click **"Update"**
6. To reactive your account: Please wait to be **ON-SITE**.
Login on the Keswick Portal Splash page.
THIS MUST BE DONE ONSITE ONLY VIA YOUR WEBROWSER.

STEP 3



STEP 4 & 5



DREAMS CONNECTED