PDS Subscription Manager Help Page
June 2, 2020

New Subscriber Signup and Login
- Go to [Subscription Service](#)
- In the New Subscriber box, enter your email address.
   - Then fill in the fields on the New User Signup page. Only the fields marked with an asterisk are required.
   - Click Submit. You will receive a confirmation email which will guide you to subscribe.
   - You also will see a Signup Confirmation Page on screen which will lead you to [Subscription Service](#), click it and you can start from Current Subscribers box. After entering your email address and password, click the Login Now button.
   - You will then see the Select Subscription Page.
- In the New Subscriber box, if you enter an email address that is already in the system, you will be informed that you already have a subscription record with that email address. You have the option to request the associated password to be sent to that email address.

Returning Subscriber Login
- Go to the Current Subscribers box; enter your email address and password.
- You will then see the Select Subscription Page.
- If you have forgotten your password, click on the 'Did you forget your password?' link right above the 'Login Now' button. You will be asked to enter your email address. After you submit your email address, your password will be sent to that email address.

Viewing and Changing Subscriptions
- You may subscribe to Mission Data Sets, Software and/or Documents. Each category appears on its own tab at the upper right-hand corner of the page.
- Mission data sets are listed by instruments within the Data Sets page. You may choose to filter the list of missions by using the 'Choose Mission' pulldown.
- To subscribe to an item, click the checkbox next to the item. To unsubscribe, click the checkbox again to clear it.
- You have the option to subscribe to all items or clear all items by selecting the 'check all/clear all' link at the bottom of each page, or you can use the toggle box at the top of the page.
- Once you have made your selections, click 'Change Subscription' to save your choices. Moving to another tab will automatically save your changes on the previous page. Clicking 'Change Subscriptions' will take you to a confirmation page which summarizes your current subscriptions. You can also click on Current Subscription in the left menu area to view your subscription summary.
- To return to the Select Subscription page, click Manage Subscriptions in the blue navigation bar; alternatively, you can click on the 'Manage' links on the right hand side, or click the Data Products, Software or Document links on the left hand side.
- To exit the Subscription Manager, click Logoff in the left menu area or on the blue navigation bar.

Unsubscribe PDS Service
- You may unsubscribe PDS release notification service.
- Once you login Subscription Service, Click 'Unsubscribe Release Notifications' from left Subscription Service side bar.
- A screen displays full name and email address to be unsubscribed release notification service and removed from PDS contact, click 'Confirm' button to exit the PDS system.