

To Change from Basic Service to the Premium Service

Sign onto the system at <https://eproc.nassaucountyny.gov/Login>

Select Profile Mgmt in the Upper Left Hand part of the welcome page  
Select Service Level on the next page.

If you select, Premium Subscription Level,

- i. hit the Save Key
- ii. On the following page uncheck the box that is towards the top of the page and is next to Contact info is same as Supplier info
- iii. Enter the billing information of the credit card holder exactly as it appears on the monthly credit card statement.
- iv. Enter the credit card type, the credit card number, the credit card security code and the credit card expiration date
- v. Hit the Next Key
- vi. Review and follow the remaining instructions on the screen

If you select Basic Subscription

- i. Hit the Save Key

Please note that Premium Subscription service is not required to do business with Nassau County.

Let me know if you have any questions.

Thank you.