

# How to extend an active job or renew an expired job

- 1) Click on [Your jobs](#) on the left-hand side of the page
- 2) Choose which job you would like to extend (if the job is still online) or renew (if the job has expired) and click **Renew**
- 3) Choose how long you would like to advertise your job for and click **Proceed to checkout**
- 4) Select the billing address and click **Use this address**
- 5) Select a payment method, fill in the details, and click **Continue**
- 6) In the **Review order** step, you can add a purchase order number by clicking **Add purchase order**
- 7) Click **Purchase now**. Your job ad is now extended or reactivated on ResearchGate
- 8) An order confirmation email will be sent to the email address of the ResearchGate account.