

ONLINE RENEWAL INSTRUCTIONS

- Go to www.wagnernoel.com and click on the **SYMPHONY** tab in the navigation bar, click the "**Subscription**" feature. Or click the "**Renew My Subscription - Online**" button above/on the email you received from Wagner Noël PAC (info@wagnernoel.com)

Log In or Create an Account:

- Enter your username and password. In most cases your username is your email. If you forgot your password or have never set one up, click "**Having trouble logging in?**" and enter your email address in appropriate box and click "**Reset Password**."
- You will be sent password reset instructions via email that will include a temporary password. This password will expire in 10 minutes. You'll now be able to login to your account.
- **If no email is found, please call the box office at 432.552.4437 to obtain Username.**

Review Your Account:

- After logging into your account, you will be on your Account Overview Page.
- Click on the **Order ID #** listed under **My Invoices** (A) to verify order details.

My Invoices

Order ID	Item	Amount	Actions
226927160	Total Invoice Amount	\$303.00	Past Invoices
A	Amount Paid To Date	\$0.00	Payment History
	Overdue Amount	\$0.00	
	Next Payment Amount	\$303.00	Pay Now

- Verify contact information (B).
 - If anything needs to be changed or updated click on **Account** (at the top right of the page) (C) to make changes.
 - **Please note** It is recommended for you to change your temporary password to one that you will remember. (C).**

Details for Order: 226927160

[View All Orders](#)

B

Customer User Name:	lori.proffitt@wagnernoel.com	Confirmation Code:	16081546
Organization:	University of Texas of the Permian Basin (UTPB)	Balance:	\$303.00 Transaction History
Customer Name:	Lori Proffitt	Total:	\$303.00
Address1:		Order Fee:	\$7.00
Address2:		Delivery Fee:	\$0.00
City, State/Province:	, TX	Delivery Method:	Regular Mail
Country/Territory:	United States	Last Printed Time:	 May 5, 2021 1:06:35 PM EDT
Passcode or Member Code:		Order Date:	May 5, 2021 1:06:35 PM EDT

Order Tickets:

[REQUEST CHANGE](#)

E

Status	Package	Performance	Venue	Section/Row/Seat	Price Code	Total
RESERVED	MOSC GRAND SERIES 2021-2022	GET THE PICTURE (MOSC MASTERWORKS) (Sep 11, 2021 7:30 PM)	Wagner Noel Performing Arts Center	GALLERY•J•10	GRAND PACKAGE	\$148.00

D

- Verify Package & Seat Information under **Order Tickets** (D).
 - If you wish to change seats or change to a different subscription package, click on the **REQUEST CHANGE** button (E) and fill out the change form. Someone from the box office will contact you within 3-5 business days to take your request. No further action is needed at this time.
 - If everything is correct and you are ready to renew your seats as listed with no change, click on the **MAKE A PAYMENT** button (F) to complete your renewal.
- Once your renewal is complete, you will receive an email confirmation from confirmation@etix.com that will serve as your receipt of purchase.
- MOSC will mail your Season Tickets to the address on the account in August 2021.
- If you have any questions or need help with the online renewal process, please contact the box office at 432-552-4437 during normal business hours. **** Please Note **** If you call, please expect a delay in response.