**New Customers**

- From the subscription portal dashboard, enter your street address and zip code into the right hand column labeled "Subscribe Now!" and select "lookup zip code".

- Choose which type of subscription you would like between "Home", "Digital", or "Mail" and click "Next". Take note that both "Home" and "Mail" subscriptions include the digital package as well.

- Choose which package you want within your chosen delivery type and click "Check Out". Take note of the fourth column "Options" and whether the package you are selecting is a "One Time Payment" or "Autopay".

- Enter your full name, best contact phone number, and best contact email.

- If you were referred by another subscriber, enter their name and they will receive a free week added to their subscription.

- Enter the information for your preferred payment method and click "Submit".

- If you chose an autopay package, read the notice and either agree or cancel.

- Enter the information for your preferred payment method and click "Submit".

- Verify that all information is correct. If everything is correct, click "Purchase".

Congratulations, you have finished the subscription process. The Durango Herald thanks you for supporting local journalism.

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**How To Log In**

- From the homepage of durangoherald.com, click the login icon in the top lefthand corner. Doing so will open a login box. Enter your username and password and click sign in.

- If you see this screen, do not re-enter your information immediately. Click "Clear" in the right box. This will clear out the incorrect information and you can re-enter your address.

- Enter your full name, best contact phone number, and best contact email.

- If you were referred by another subscriber, enter their name and they will receive a free week added to their subscription.