

Changing your plan details

BRIEFING

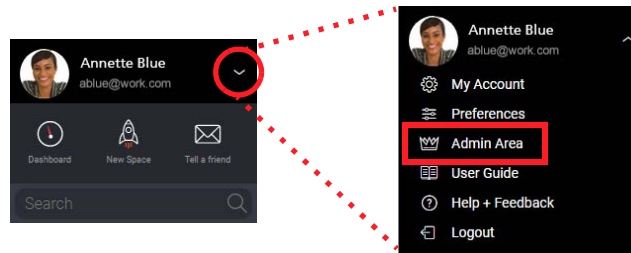
Once you have your account setup and working, there may come a time when you need to make some changes to your Plan: add new users, upgrade accounts, or add more features. This is easy to do, and involves the Zang Spaces Administrator.

From the Admin portal, you can change:

- The numbers and types of users (Free, Plus, or Business).
- Your billing cycle (monthly or annual).
- Add a new company or domain.
- Change your conference calling accounts.
- Modify your billing information and credit card details.

LAUNCH

1. Open and login to Zang Spaces with your administrator credentials.
2. Click the arrow beside your picture in the upper left corner of the Dashboard. From the dropdown menu, choose **Admin Area** to open the Admin Portal.



3. The Plans tab shows you your current setup. To make changes, click the **Upgrade** button.

The screenshot shows the 'Spaces Unlimited Setup' page in the Zang Spaces interface. The left sidebar has 'Plans' highlighted with a yellow arrow. The main content area displays a progress bar with four steps: 1. Setup Your Domain, 2. Invite Users, 3. Configure Your Plan (active), and 4. Done. Below the progress bar, there are three plan cards: 'Spaces Plus' (2 purchased, 0 used, Auto Allocation checked), 'Spaces Business' (2 purchased, 0 used, Auto Allocation unchecked), and 'Spaces Dial' (1 purchased, 0 used). A red arrow points to the 'UPGRADE' button in the top right corner of the plan cards area.

4. Adjust the number of users from this page. You can also change the billing period if required. Your updated fee will be calculated automatically as you make changes. Changes take place immediately, and any amounts owing will be prorated accordingly. When ready, click **Continue with your purchase**.

The screenshot shows the pricing page for Zang Spaces. It features three plan cards: 'FREE' (\$0.00), 'PLUS' (\$5.00), and 'BUSINESS' (\$25.00). The 'PLUS' plan is selected, and the number of users is set to 5. The 'BUSINESS' plan is also shown with 0 users. At the bottom, a summary shows 'You're purchasing Zang Spaces for Spaces Unlimited' for \$25.00 / MONTHLY (\$300.00 / BILLED ANNUALLY) on a 1 Year Plan. A red button labeled 'Continue with your purchase!' is at the bottom.

5. Enable **Choose an existing company**, or create a new one and click **Next**.

The screenshot shows a setup screen titled "Let's set-up your Team". Below the title is the instruction: "Simply select the type of the team you want to create and set-up your private environment." There are two radio button options: "Choose an existing company" (which is selected) and "Create a new team". Under "Choose an existing company", it says "Select one of the companies you're currently administrating." and lists "Fubar Unlimited, fubarunltd.com". Under "Create a new team", it says "Provide a team and domain name." At the bottom, there are "Back" and "Next" buttons.

6. Make any desired changes to **Online Conferencing** and click **Next**.

The screenshot shows a screen titled "Configure your Add-ons" with the instruction: "Select a quantity for each of the available Add-ons." Below this, there is a section for "Dial-in Capabilities for Online Conferences". It shows a quantity of "5" in a grey box, with minus and plus signs on either side. Below the quantity, it says "Maximum quantity for this addon is 5" and "This addon is only available for Plus". At the bottom, there are "Back" and "Next" buttons.

7. Change your account address and billing information.
If necessary, click **Manage Credit Cards** to change your payment details.

| Account Information | Billing Information | |
|---|--|-------------------------------------|
| * First Name Annette | * Address 30 West Beaver Creek, Unit 101 | |
| * Last Name Blue | * Country Canada | |
| * Industry Travel | * City Richmond Hill | |
| * Contact Phone Number +19057079700 | * State/Province Ontario | * Zip/Postal Code L4B 3K1 |
| * Email Address ablue@work.com | * Credit Card Paymaster | Manage Credit Cards |

Enable **I have read and agree to the following**. Click **Place My Order**.

| Order Summary | |
|--|---|
| Plan Details EDIT | Quantities EDIT |
| Zang Spaces Company Name Company Domain | 1 Year Plan Spaces Unlimited spacesunltd.com |
| | 5 Plus Users @ \$5.00 x 12 Months 5 Dial-in Capabilities for Online Conferences @ \$5.00 x 12 Months |
| | \$300.00 \$300.00 |
| | Sub-total Taxes |
| | \$600.00 <i>Included</i> |
| | Total (\$USD) \$600.00 <i>(Billed Annually)</i> |
| | Create a Quote |
| <input checked="" type="checkbox"/> I have read and I agree to the following: Terms Of Service Privacy Statement | |
| Place My Order | |
| Clear My Order | |

Changes made are effective immediately.