



## Changing your plan details

### BRIEFING

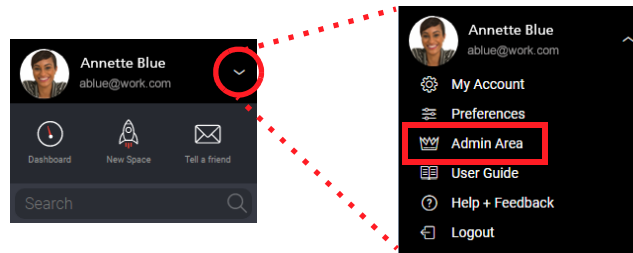
Once you have your account setup and working, there may come a time when you need to make some changes to your Plan: add new users, upgrade accounts, or add more features. This is easy to do, and involves the Avaya Spaces Administrator.

From the Admin portal, you can change:

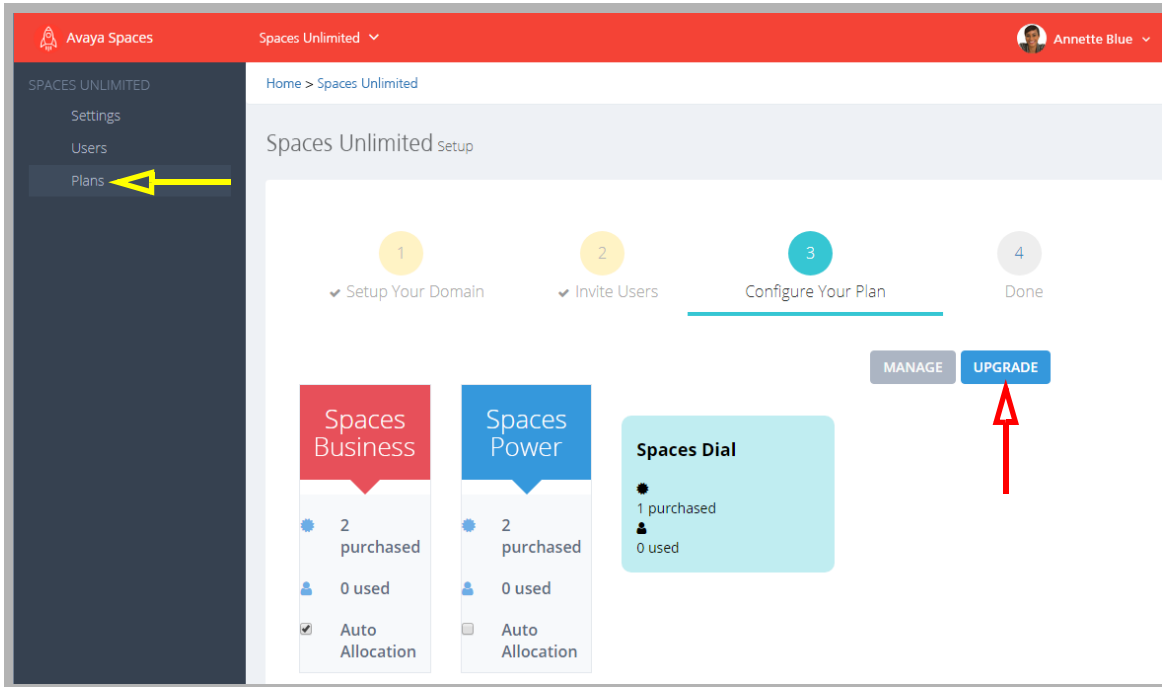
- The numbers and types of users (Essential, Business, or Power).
- Your billing cycle (monthly or annual).
- Add a new company or domain.
- Change your conference calling accounts.
- Modify your billing information and credit card details.

### LAUNCH

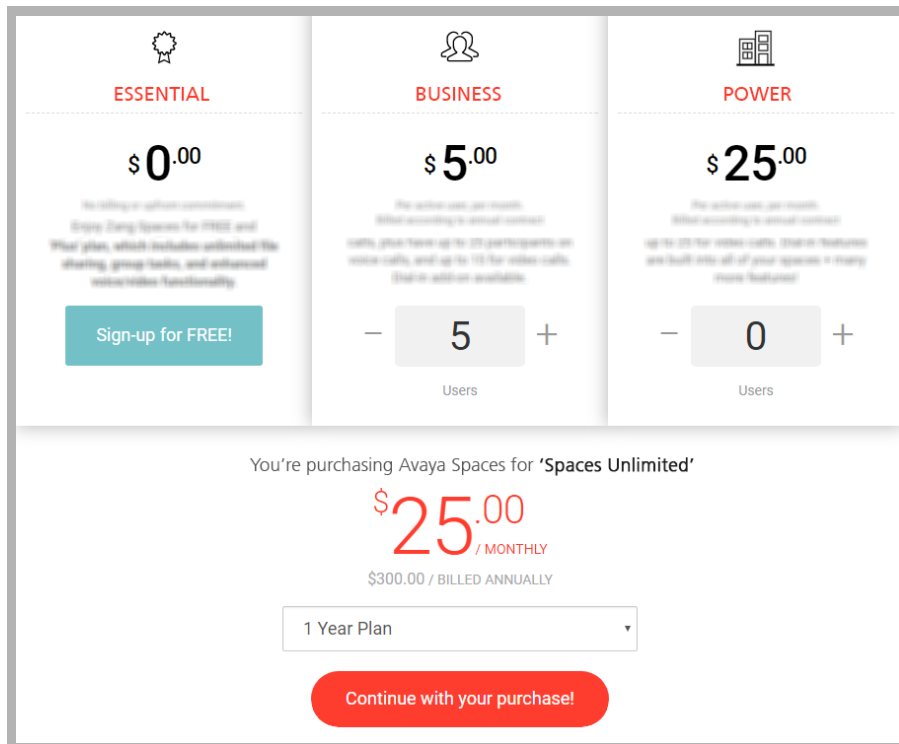
1. Open and login to Avaya Spaces with your administrator credentials.
2. Click the arrow beside your picture in the upper left corner of the Dashboard. From the dropdown menu, choose **Admin Area** to open the Admin Portal.



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



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**.



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

The screenshot shows a configuration 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". The "Choose an existing company" option includes the text "Select one of the companies you're currently administrating." and "Spaces Unlimited, spacesunltd.com". The "Create a new team" option includes the text "Provide a team and domain name." At the bottom of the screen are two buttons: "Back" and "Next".

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

The screenshot shows a configuration screen titled "Configure your Add-ons". Below the title is the instruction: "Select a quantity for each of the available Add-ons." There is a section for "Dial-in Capabilities for Online Conferences" with a quantity selector set to "5". The selector includes a minus sign, the number "5", and a plus sign. Below the selector, it says "Maximum quantity for this addon is 5" and "This addon is only available for Plus". At the bottom of the screen are two buttons: "Back" and "Next".

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

[Manage Credit Cards](#)

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

**Order Summary**

<p><b>Plan Details</b> <span style="float: right;"><a href="#">EDIT</a></span></p> <p>Avaya Spaces <span style="float: right;">1 Year Plan</span></p> <p>Company Name <span style="float: right;">Spaces Unlimited</span></p> <p>Company Domain <span style="float: right;">spacesunltd.com</span></p>	<p><b>Quantities</b> <span style="float: right;"><a href="#">EDIT</a></span></p> <p>5 Plus Users @ \$5.00 x 12 Months <span style="float: right;">\$300.00</span></p> <p>5 Dial-in Capabilities for Online Conferences @ \$5.00 x 12 Months <span style="float: right;">\$300.00</span></p> <p>Sub-total <span style="float: right;">\$600.00</span></p> <p>Taxes <span style="float: right;"><i>Included</i></span></p> <p><b>Total (\$USD) <span style="float: right;">\$600.00</span></b> <i>(Billed Annually)</i></p> <p style="text-align: right;"><a href="#">Create a Quote</a></p>
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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.