

Upgrading Your Account

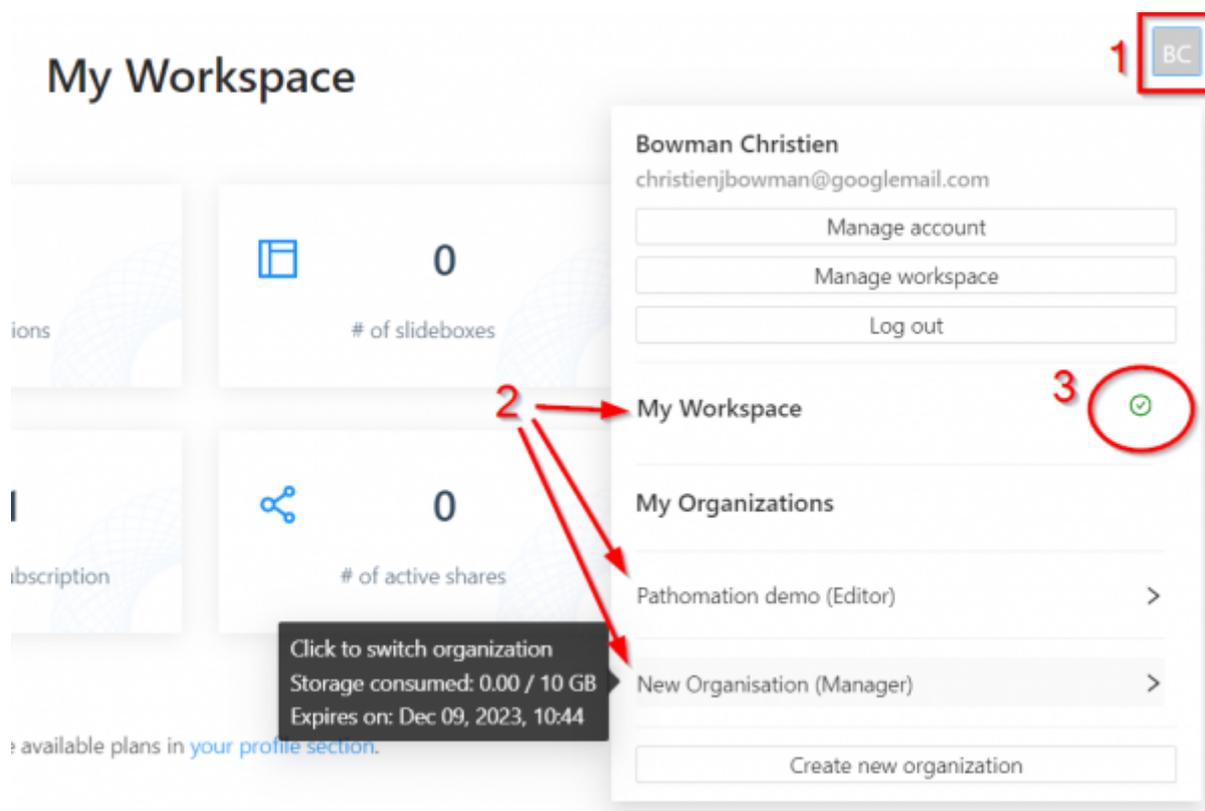
Whether you're looking for more cloud storage beyond the free 10GB, you want to explore featuring fully interactive slides embedded in course / exam content, or you need to collaborate with others through an [organisation](#), it's time to upgrade your account.

[pricing_and_upgrading_plan.mp4](#)

In this video above, you'll learn how to upgrade your plan for your Personal Workspace and/or Organisation account.

1. Selecting the workspace

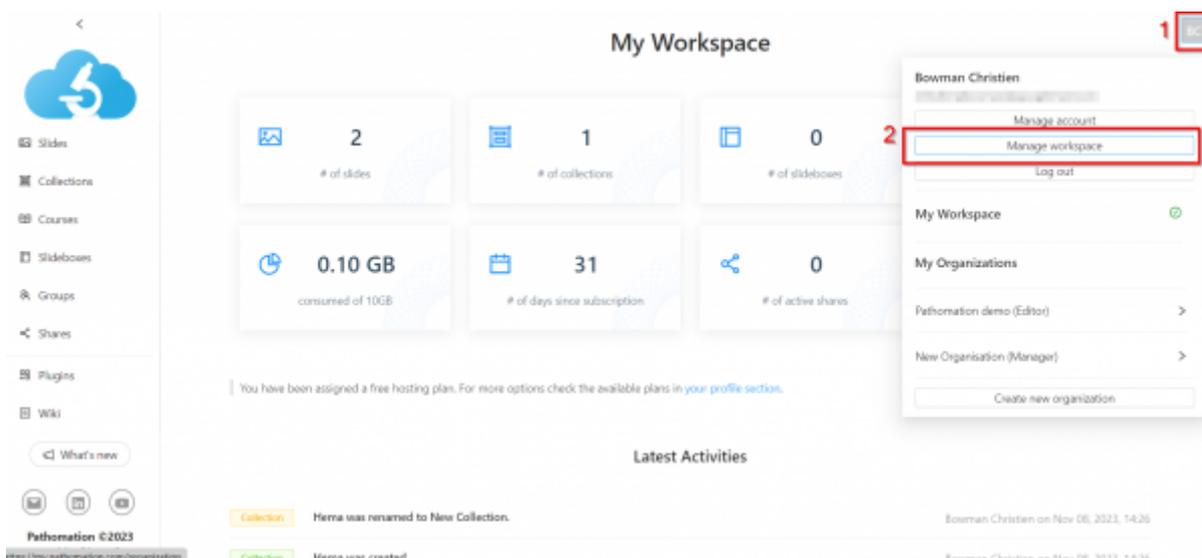
You can manage the plans for your personal workspace and your organisation(s) separately. First select the workspace you want to manage by clicking the account button with your initials in the top right of the screen (1). Then select your personal account (My Workspace) or one of your Organisations (2). If you hover your mouse over the organisation, details about it will pop out in the black speech box. You can confirm which workspace/organisation you are currently in by looking for the green check mark (3)



2. Managing your workspace

Now you are in the correct workspace, it's time to upgrade! First navigate to the account drop down menu by clicking the account button (1).

Then select "Manage Workspace" (2)



You will see the option to “Change Plan” in the “Plan Type” section. Click on the bluetext to see the account options. Here's how it looks for My Workspace:

Workspace		BC	
Name	My Workspace	Payment scheme	-
Role	Manager	Payment type	-
Plan type	Free Change plan	Payments history	View History
Total space	10GB	Annotation tools	Manage Tools
Consumed space	<div style="width: 100%;"><div style="width: 1.00%;"></div></div> 1.00% (0.10 GB)		
Expiration date	Apr 13, 2024, 11:02		

Here's how it looks for an Organisation - note that you need to create your organisation first before you can upgrade from the free 30 day plan to a paid plan. In case your free plan has expired when you login the software will bring you direct to the payment options. You will also see the remaining days of your organisation's 30 day trial in parentheses here:

Organization		BC	
Name	New Organisation ↗	Payment scheme	-
Role	Manager	Payment type	-
Plan type	Free (30 days) Change plan	Payments history	View History
Total space	10GB	Management	View members and invitations Send invitations Generate open invitation
Consumed space	<div style="width: 0.00%;"><div style="width: 0.00%;"></div></div> 0.00% (0.00 MB)	Actions	Leave Organization
Expiration date	Dec 09, 2023, 10:44	Annotation tools	Manage Tools

