

Upgrading Your Account

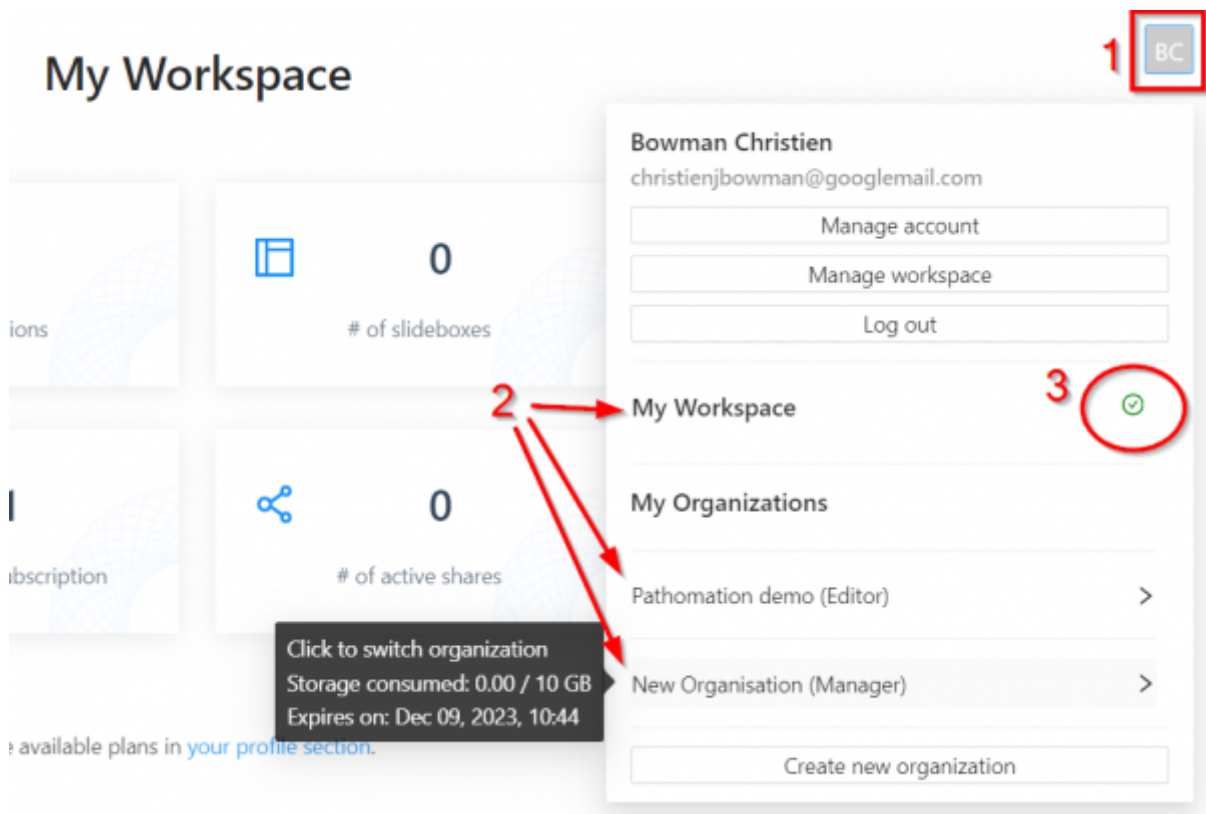
Whether you're looking for more cloud storage beyond the free 10GB, or you need to collaborate with others in your organisation, it's time to upgrade your account.

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.

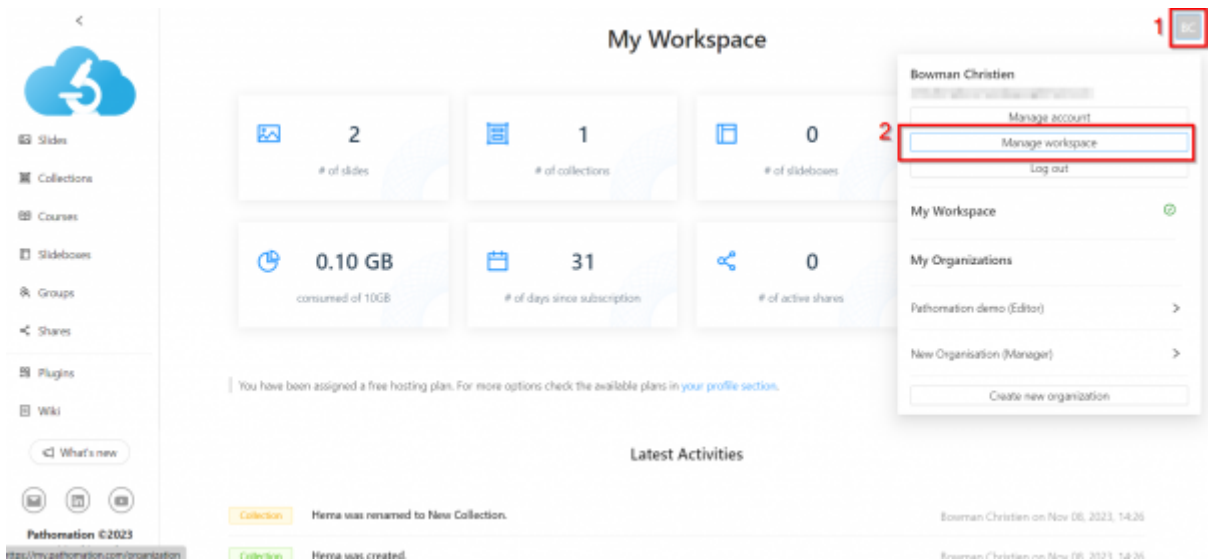
You can confirm which workspace/organisation you are currently in by looking for the green check mark (3)



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			
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: 100%;">100% (0.10 GB)</div></div>		
Expiration date	Apr 13, 2024, 11:02		

Here's how it looks for an Organisation - note that you will also see the remaining days of your organisation's 30 day trial in parentheses here:

Organization			
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%;"><div style="width: 0%;">0.00% (0.00 MB)</div></div>	Actions	Leave Organization
Expiration date	Dec 09, 2023, 10:44	Annotation tools	Manage Tools

3. Choosing your plan

In the next window you will be presented with the storage options.

Change plan for New Organisation X

1 Storage — 2 Payment — 3 Confirmation — 4 Result

Choose storage plan

Storage	Price per month
25 GB	30 €
50 GB	60 €
100 GB	110 €
200 GB	200 €
500 GB	436 €
1,000 GB	710 €

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