Change your edition, contact limit, or user licenses

This article applies to:

Pro
Max

As your business grows, you may want to upgrade your account to a newer edition, add user (employee) licenses, increase your contact limit, or add services for plug-ins and additional products. You can always contact us for assistance.

Upgrade to Keap Max

1. To upgrade your Keap edition, click the change button and select the edition you would like to upgrade to.

2. Then, click the update button.

3. Now, click the Update Subscription button. Note that there is a prorated charge
4. Your subscription details will now reflect your changes

Adding Contacts and Users
1. Click your profile icon and select **Settings**

2. Click **My Account**

   - **My profile**: Update your profile information like name, address, and email signature.
   - **My account**: Manage subscription, upgrades and payment information for your Keap account.
   - **Business profile**: Manage your business details, including your address and contact info, branding,

3. Click the **Edit Subscription** button
4. Click the **Add contacts and users** button

5. Choose which items you would like to add

6. Click the **Add** button

7. If you chose to add additional contacts, enter the number of contacts you would like to add
8. After adding 2500 contacts and 3 new users, you’ll see the additional cost to the right of the item.

9. Now, click the **Update Subscription** button.

10. Your subscription details will now reflect your changes.

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**Decrease your contact or user limit**

You can reduce the quantity of additional contacts or users you have purchased for
your application. In order to completely remove all additional contacts or users, please contact Keap.

1. Click your profile icon and select Settings

2. Click My Account

3. Click the Edit Subscription button

4. Edit the number of Contacts or Users

5. Click Update
6. Click **Update Subscription**