Change your edition, contact limit, or user licenses⚭

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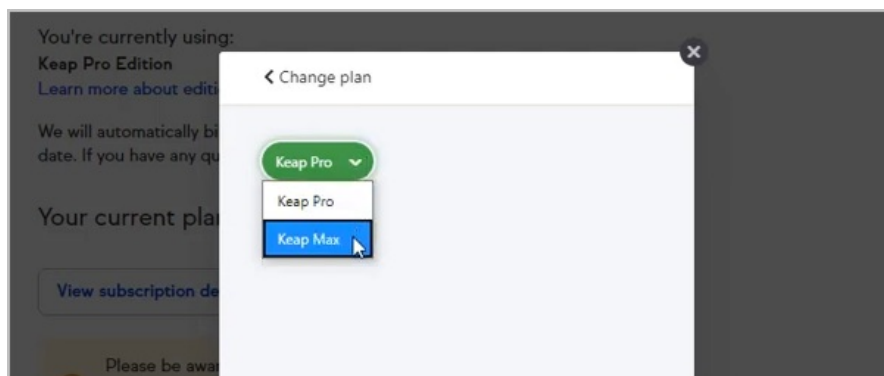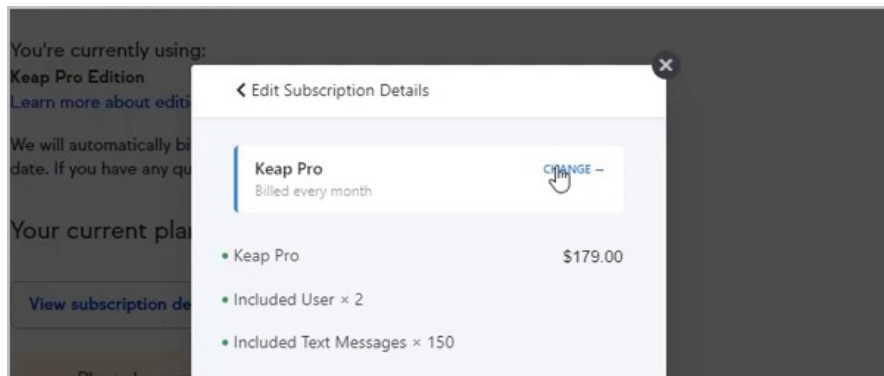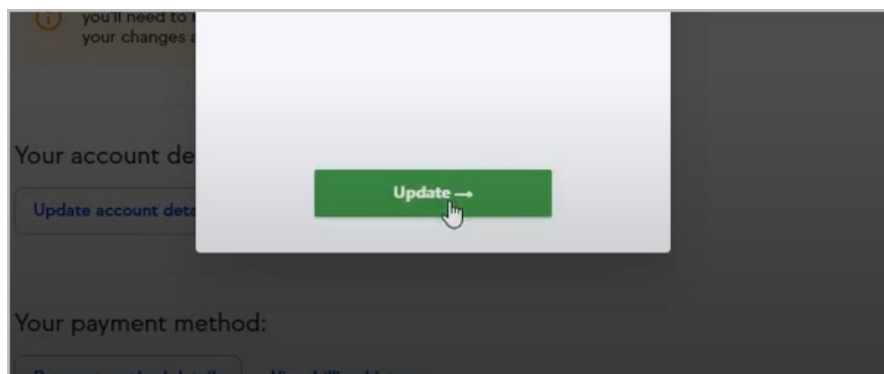
As your business grows, you may want to upgrade your account to a newer edition, add user (employee) licenses, increase your contact limit, or add services for plug-ins and additional products. You can always **contact us** for assistance.

Upgrade to Keap Max

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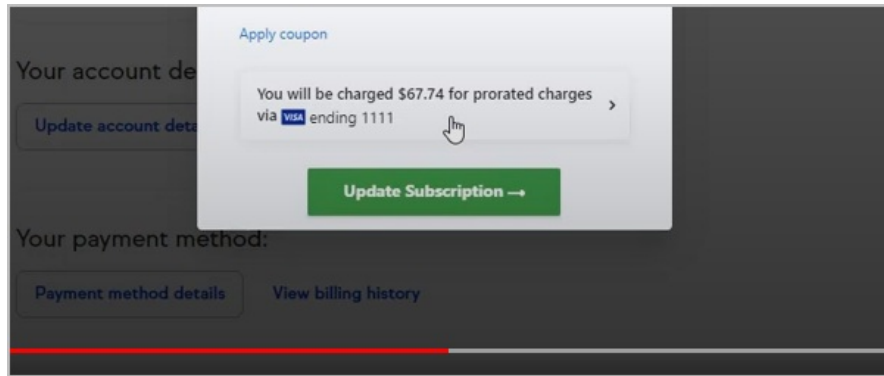

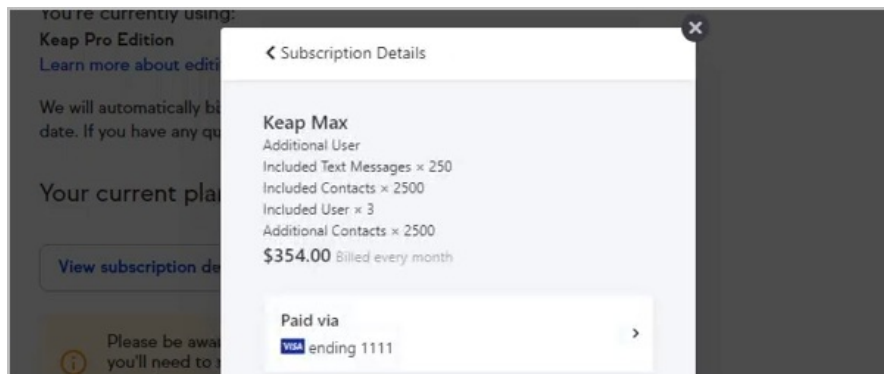2. Then, click the **update** button.

3. Now, click the **Update Subscription** button. Note that there is a prorated charge
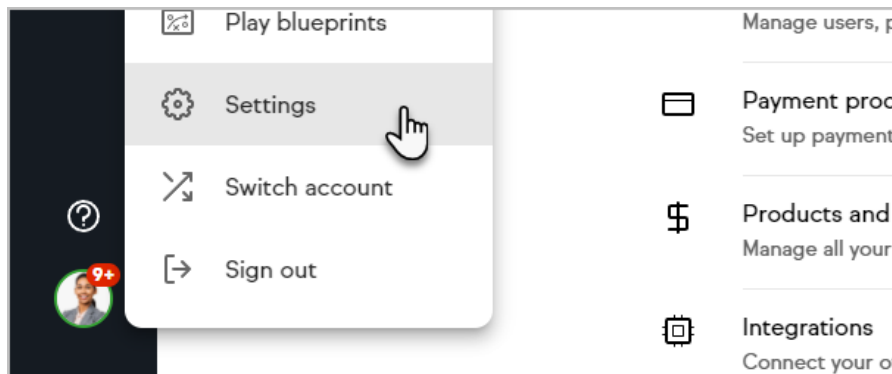
for upgrading.

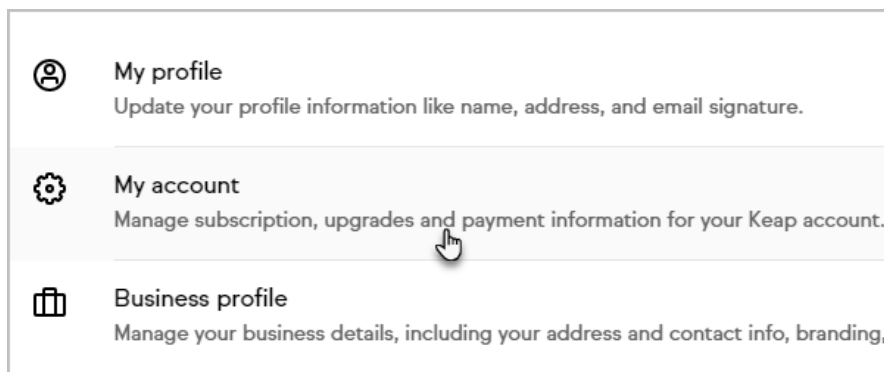4. Your subscription details will now reflect your changes

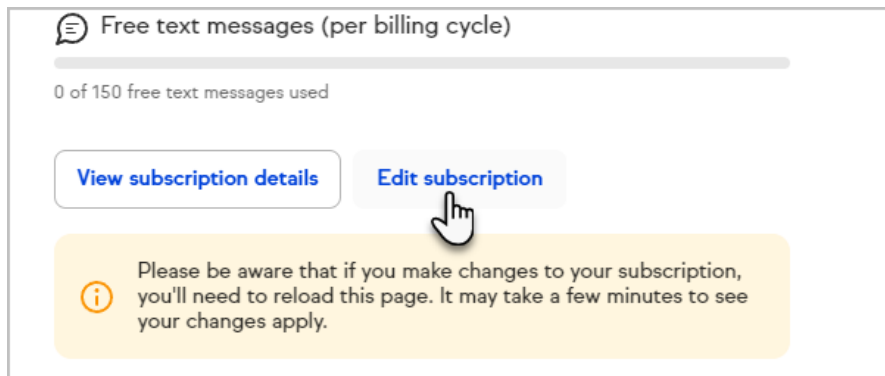## Adding Contacts and Users

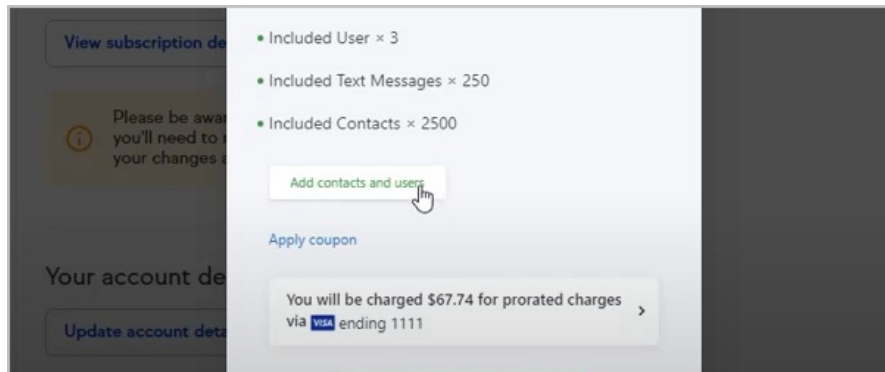1. Click your profile icon and select **Settings**
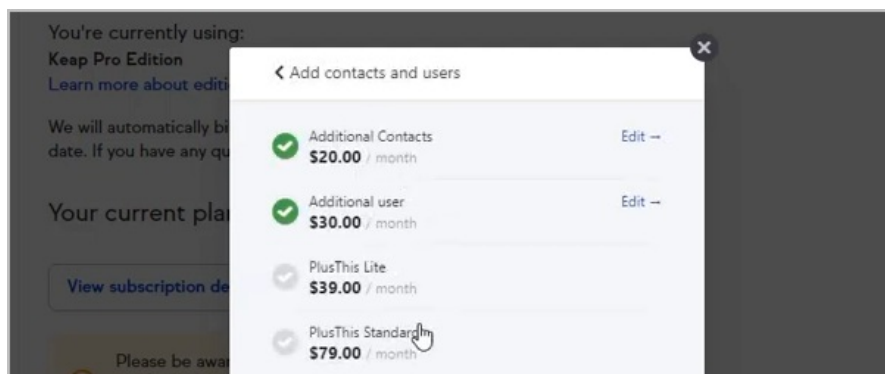

2. Click **My Account**

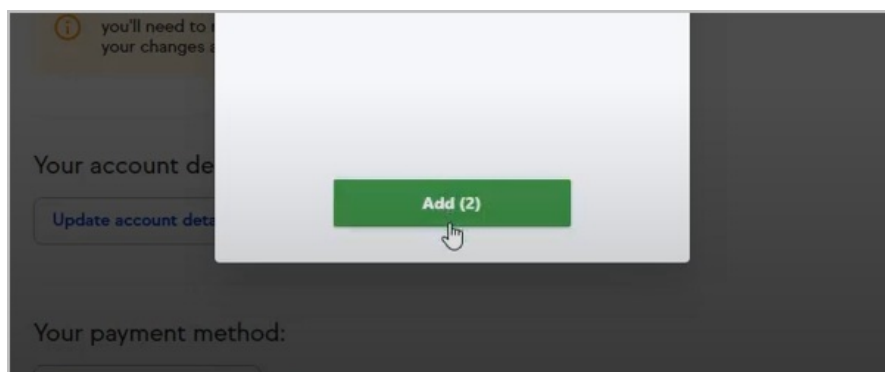3. Click the **Edit Subscription** button

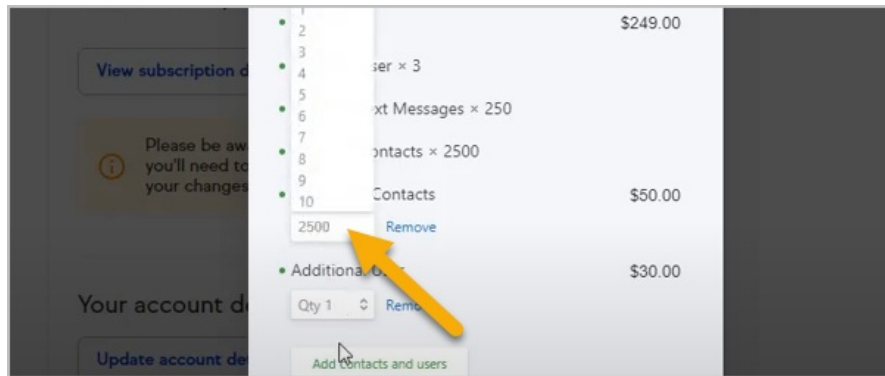4. Click the **Add contacts and users** button

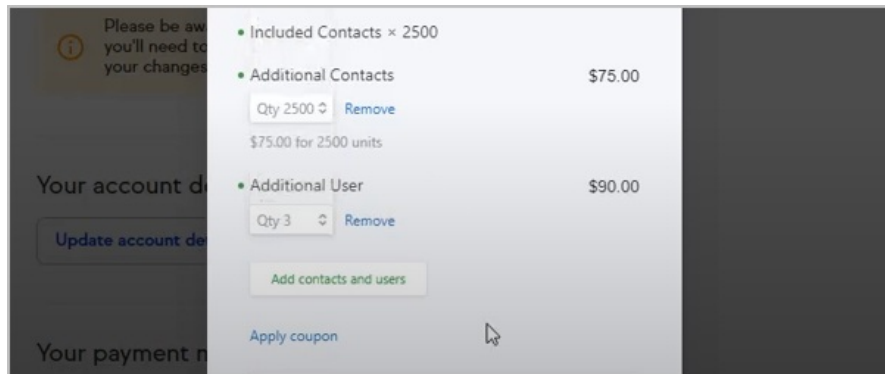5. Choose which items you would like to add

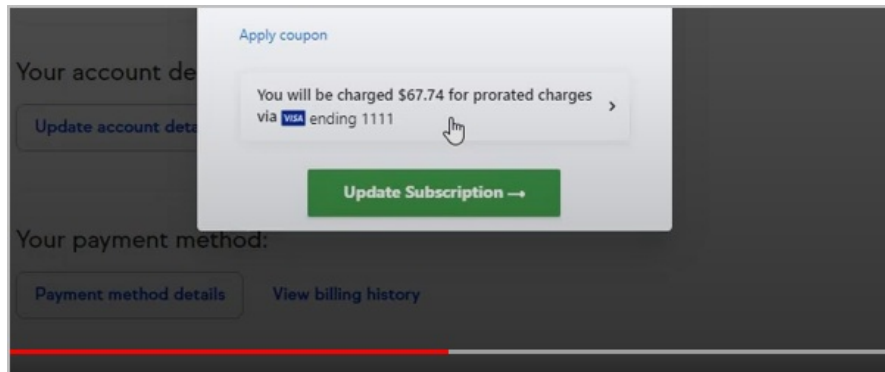

6. Click the **Add** button

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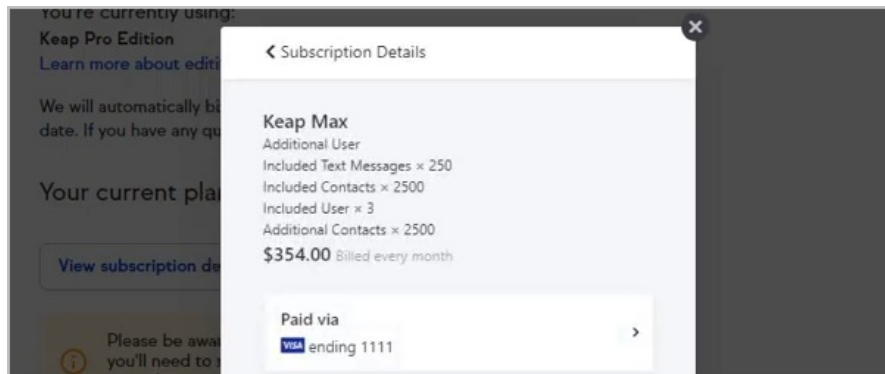
8. After adding 2500 contacts and 3 new users, you'll see the additional cost to the right of the item

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

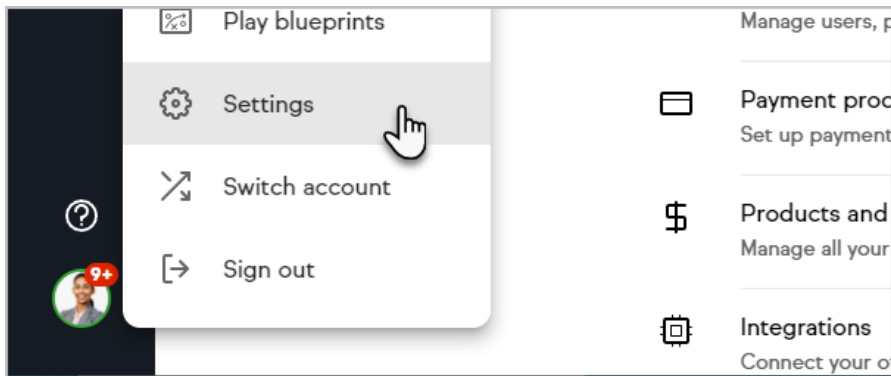10. Your subscription details will now reflect your changes

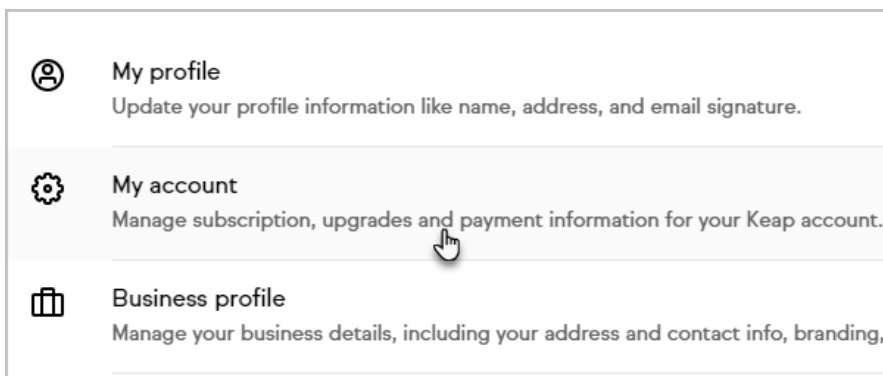# Decrease your contact or user limit

You can reduce the quantity of additional contacts or users you have purchased for

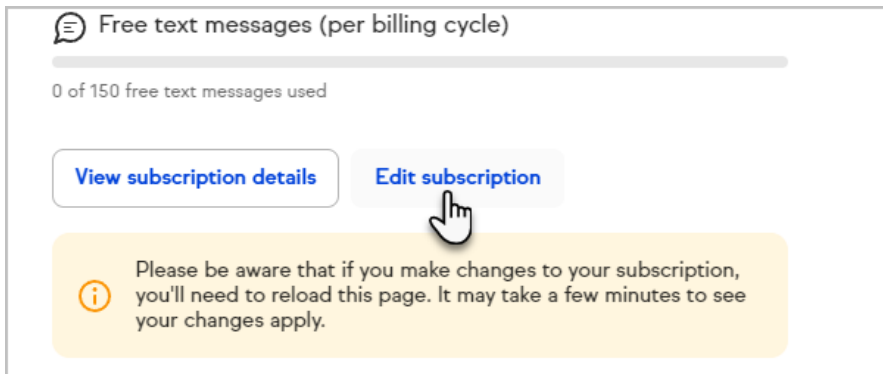your application. In order to completely remove all additional contacts or users, please contact Keap.
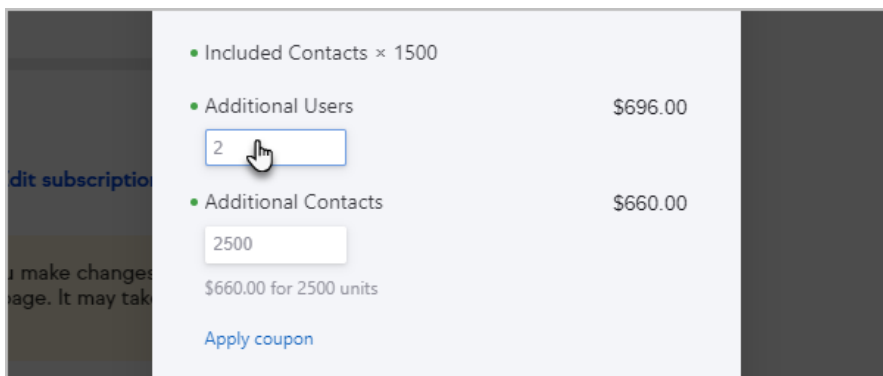
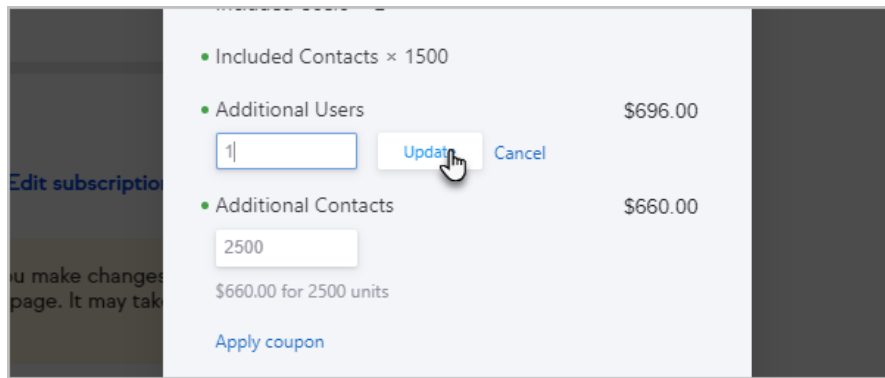1. Click your profile icon and select **Settings**

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**