# 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

for upgrading.



4. Your subscription details will now reflect your changes



## Adding Contacts and Users

1. Click your profile icon and select Settings

	°∕°	Play blueprints		Manage users, p
	٢	Settings		Payment proc Set up payment
0	7	Switch account	\$	Products and
<b>*</b>	[→	Sign out		Manage all your
			Ö	Integrations
				Connect your o

2. Click My Account

8	My profile Update your profile information like name, address, and email signature.
0	My account Manage subscription, upgrades and payment information for your Keap account.
۵	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

You're currently using: Keap Pro Edition Learn more about editi	Add contacts and users	×
We will automatically bi date. If you have any qu	Additional Contacts \$20.00 / month	Edit
Your current pla	S30.00 / month	Edit
View subscription de	PlusThis Lite \$39.00 / month	
Please be awar	PlusThis Standard S79.00 / month	

6. Click the Add button

i you'll need to r your changes r		
Your account de		
Update account deta	Add (2)	
Your payment method:		

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

Please be aw you'll need to your changes	<ul> <li>Included Contacts × 2500</li> <li>Additional Contacts Qty 2500 \$\$ Remove         </li> </ul>	\$75.00	
	\$75.00 for 2500 units		
Your account de	Additional User	\$90.00	
Update account de	Qty 3 C Remove		
	Add contacts and users		
Your payment n	Apply coupon		

9. Now, click the Update Subscription button

A	pply coupon	
Your account de	You will be charged \$67.74 for prorated charges via vise ending 1111 ↓ Update Subscription →	>
Your payment metho Payment method details	d: View billing history	

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

	×	Play blueprints		Manage users, p
	٩	Settings		Payment proc Set up payment
0	7	Switch account	\$	Products and
	[→	Sign out		Manage all your
			Ū.	Integrations
				Connect your o

2. Click My Account

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

3. Click the  ${\bf Edit} \; {\bf Subscription} \; {\rm button}$ 



4. Edit the number of Contacts or Users

	• Included Contacts × 1500		
	Additional Users	\$696.00	
dit subscription	Additional Contacts	\$660.00	
	2500		
a make changes age. It may tak	\$660.00 for 2500 units		
	Apply coupon		

5. Click Update



### 6. Click Update Subscription

ou make change: : page. It may tak	• Included Contacts × 1500 Apply coupon	
d billing add	Your next charge \$2,755.38 will be on Apr 21, 2023 via via ending 4242	
Ipdate billing add	Update Subscription →	