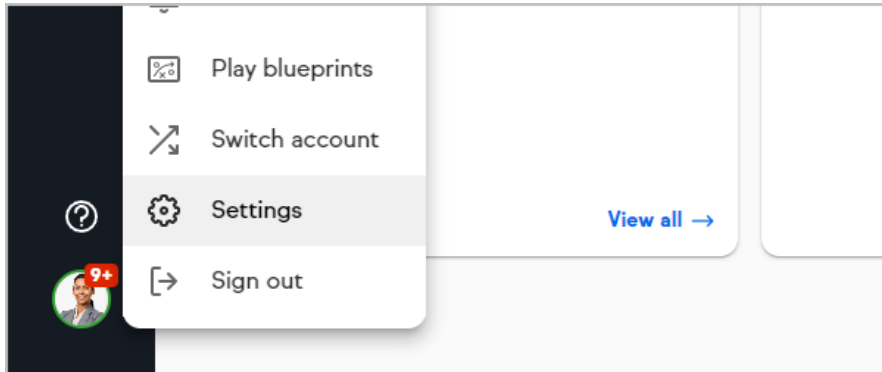


How to modify your subscription

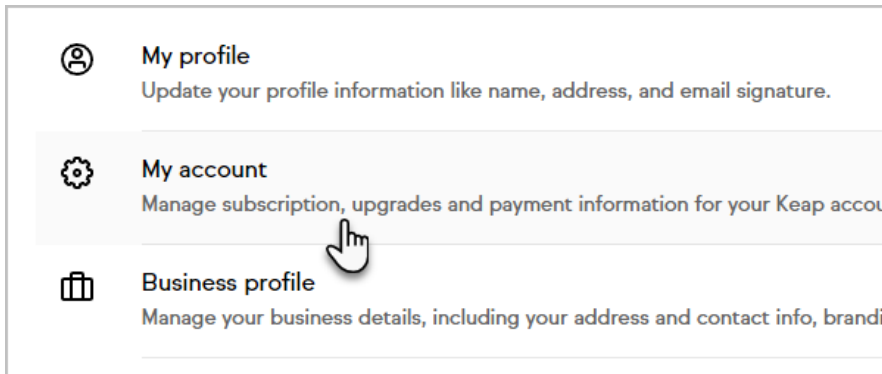
Last Modified on 10/08/2024 6:18 am MST

To modify your subscription, you need to access the **Edit Subscription** page.

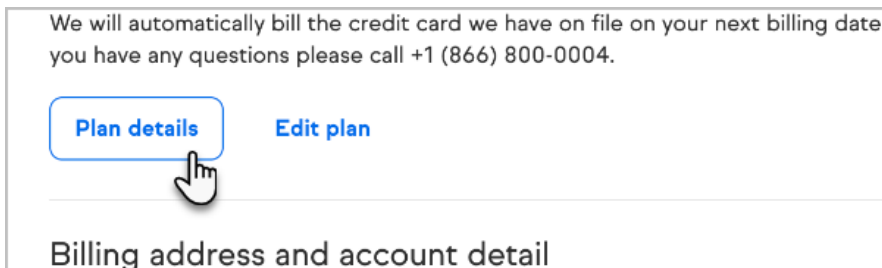
1. Click Your Profile Icon and choose **Settings**



2. Go to **My Account**



3. Click **View Subscription Details** button to see your current plan and usage.



4. Click **Edit plan** to upgrade your Keep edition, add users, or increase your contact limit
5. You will now be taken to the updated **Edit Add-ons** page where you can modify your subscription.

How to Use the Subscription Management Feature

1. Select Your Add-ons by browsing through available options and selecting the add-ons you wish to include or exclude in your subscription

Select your add-ons

Contacts and users

How many contacts do you need [Show usage](#)

⊖ ⊕ **25,000 additional contacts** **\$420.00** /mo
27,500 total contacts Paid yearly - \$5,040.00 /yr

How many users do you need [Show usage](#)

⊖ ⊕ **3 additional users** **\$87.00** /mo
6 total users Paid yearly - \$1,044.00 /yr

Keep text and voice

How many minutes and messages do you need

⊖ ⊕ **500 minutes, 2,500 messages** **\$29.00** /mo

Your plan overview

| | |
|---|----------------------|
| Keap Max | \$399/mo |
| Details ▾ | |
| Add-ons | |
| Additional contacts 25,000 contacts | \$420/mo |
| Additional users 3 users | \$87/mo |
| Text and voice 500 minutes, 2,500 messages | \$29/mo |
| Estimated Total | \$1,484.00/mo |

[Continue](#)

[Terms of Service and Acceptable Use Policy](#)

- Review the changes by moving to the "Change Summary" page to review the selected changes, including costs and impact on your plan.

[← Back](#)

Add-ons **Payment**

Change summary

You're removing 475,000 contacts from your plan. Starting on Fri, Oct 4 we'll bill you once a month, and your new monthly total is \$1,484 (taxes included).

Your new Keap Max plan will include:

- 27,500 total contacts
- 2,500 total messages
- 500 total minutes
- 6 total users

We will automatically bill the credit card we have on file on your next billing date. If you have any question, please call +1 (866) 800-0004.

Your plan overview

| | |
|---|----------------------|
| Keap Max | \$399/mo |
| Details ▾ | |
| Add-ons | |
| Additional contacts 25,000 contacts | \$420/mo |
| Additional users 3 users | \$87/mo |
| Text and voice 500 minutes, 2,500 messages | \$29/mo |
| Sales tax | \$0.00/mo |
| Total | \$1,484.00/mo |

[Confirm changes](#)

[Terms of Service and Acceptable Use Policy](#)

- Confirm the Purchase once you are satisfied with your changes on the "Payment Processed" page.

Add-ons **Payment**

Your payment has been processed

Your new Keap Max plan will include:

- 27,500 total contacts
- 6 total users
- 2,500 total messages
- 500 total minutes

You'll receive a confirmation email of your plan changes and a notification once your upgrade is complete.

[Close](#)

Your plan overview

| | |
|---|----------------------|
| Keap Max | \$399/mo |
| Details ▾ | |
| Add-ons | |
| Additional contacts 25,000 contacts | \$420/mo |
| Additional users 3 users | \$87/mo |
| Text and voice 500 minutes, 2,500 messages | \$29/mo |
| Sales tax | \$0.00/mo |
| Total | \$1,484.00/mo |

You were charged today.

Your monthly plan of \$1,484/mo (tax included) will automatically renew on Tue, Oct 1.

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- Return to the "Manage App" page within Account Central to view your updated subscription.