Plus to Standard Plan

12/11/2023 11:32 am EST

Navigate to *Subscription* under *My Account* and click the *Manage* dropdown.

Select the *Standard* plan and choose the relevant plan value. Once this has been chosen, click the *Update Subscription* button.

This will prompt a pop up to appear where your information and card details will be required to complete your purchase.
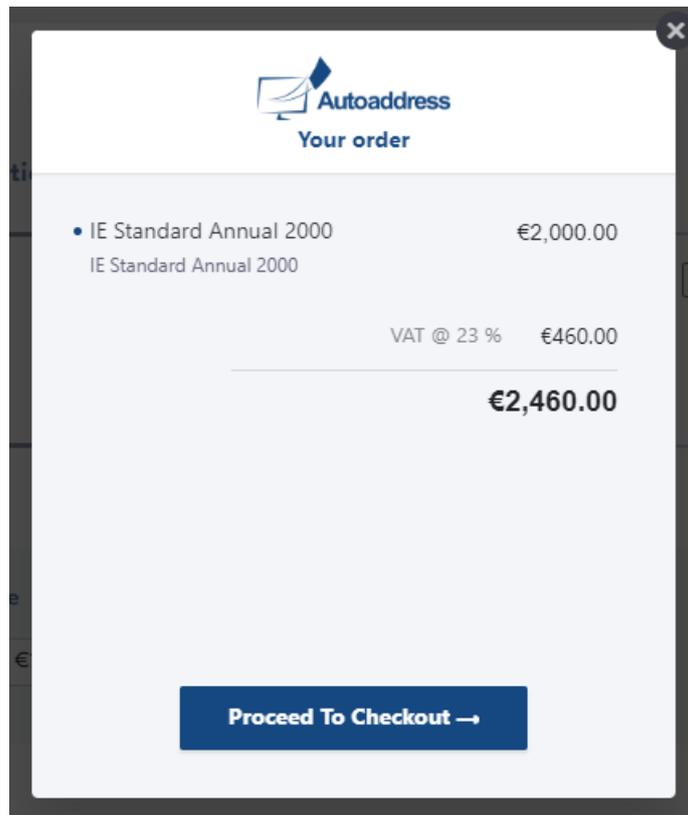
Once your purchase is complete, your new plan will now be reflected under your Current Subscription.

My Account

Subscriptions   Profile   Manage Users

Current subscription   ⌄

Plan	Billing	Balance	Expiry Date	Status
Plus - 5000	Annually	€5000	Dec 07, 2024	🟢 Active
Standard - 2000	Annually	€2000	N/A	🟠 Pending

Please note that the new plan will not become Active until:

1. The balance is all used up for the current plan

2. The expiry date is reached for the current plan