Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**Master: SOP- Tools & Subscriptions- Systems Vault**

**PREREQUISITES**

[SOP- Creating Accounts for Tools & Subscriptions- Systems Vault](https://docs.google.com/document/u/0/d/1yEyjtIpnc-fUyjc57asVar8Ttoli3Xmu6ZnCzO3dGmY/edit)

[SOP- Deleting & Suspending Accounts for Tools & Subscriptions- Systems Vault](https://docs.google.com/document/u/0/d/1G-0nvKbNC-BEDsvhMoGvjYeiMBKhcvBR4wjcySB4S6A/edit)

**PURPOSE**We will update, delete and sign up for free and paid subscriptions that support our strategies and business initiatives.

**POLICY**

When signing up or deleting a paid account or subscription, you must have approval from Sarah Noked.

**PARTY**

Virtual Assistant

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Creating Accounts for Services/Products

Part 2: Deleting & Suspending Accounts for Services/Products

**PROCEDURE**

**Part 1: Creating Accounts for Services/Products**

See: [SOP- Creating Accounts for Tools & Subscriptions- Systems Vault](https://docs.google.com/document/u/0/d/1yEyjtIpnc-fUyjc57asVar8Ttoli3Xmu6ZnCzO3dGmY/edit)

**Part 2: Deleting & Suspending Accounts for Services/Products**

See: [SOP- Deleting & Suspending Accounts for Tools & Subscriptions- Systems Vault](https://docs.google.com/document/u/0/d/1G-0nvKbNC-BEDsvhMoGvjYeiMBKhcvBR4wjcySB4S6A/edit)

**Created by:**

**Department:** Operations & Support

**Date:**

**Revised:**

**Revised by:**