



# Updating subscription information

## SaaS Backup For Office 365

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# Updating subscription information

After you purchase an add-on license or subscription extension, renew your subscription details inside of SaaS Backup in order to update the subscription information.



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## Steps

1. Click  **SERVICES** from the left navigation pane.
2. Click  icon in the right corner.
3. Click  **RENEW** next to Subscription Details.
4. Enter the same username and password you used when you first signed up.
5. Click **Submit**.

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