

Upgrade Account

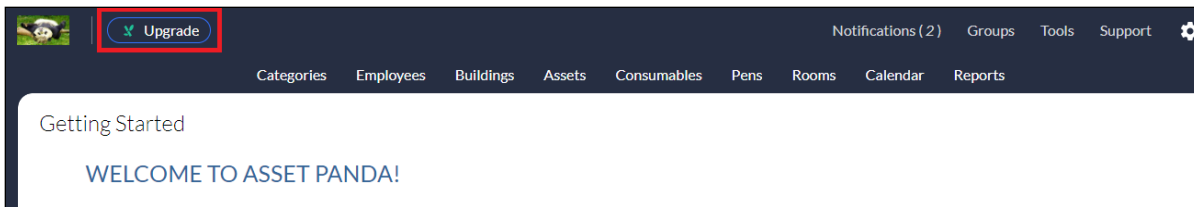
You may get to the point where you find you need to add more assets to your Asset Panda account. This requires an upgrade to your current account.

To be able to do this, you'll need:

- Company administrator permissions
- A valid credit card to finalize the upgrade

NOTE: If your subscription was purchased through an invoice, is under a special pricing plan, and/or has had any discounts or promotion codes applied, then you will have to contact our Accounting Department to upgrade your account.

When ready to request additional assets, log into your account on the web, and then select **Upgrade** from the top of your page.



You'll see the **Upgrade Your Account** page.

A screenshot of the 'UPGRADE YOUR ACCOUNT' page. The page has a light gray background. On the left, there is a 'PRICE CALCULATOR' section with the following fields: 'Current Number of Records' (10000), 'Additional Records*' (100), 'Total Number of Records' (10100), 'Pay per' (year, 1), and 'Promotion Code'. On the right, there is a large blue shield logo with the letters 'ap' in white. The word 'TOTALS' is visible at the bottom left of the page.

Current Number of Records: This is the current maximum number of Assets your account is allowed to hold

Additional Records: The number of records that you will need

Total Number of Records: The new total amount of Assets your account will be able to hold

Difference to pay for ___ months: The prorated amount due for the additional records until the next renewal date