



# Upgrading from a trial

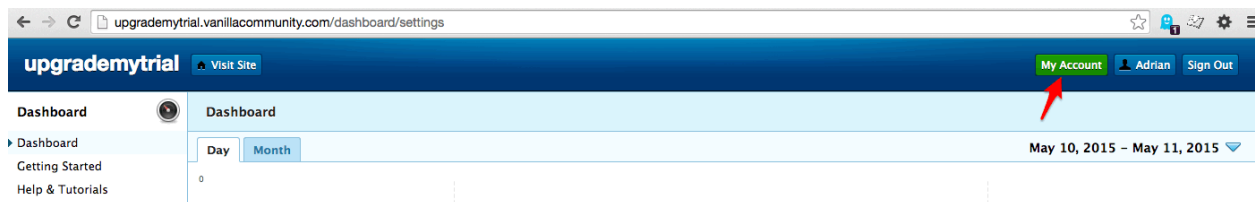
How to upgrade from a free trial

The following is a quick step by step guide for upgrading from a free trial to a paid account.

## Upgrade Steps

1. Log into your Community

2. Click on "My Account" from your community dashboard.



3. At the top of your Account page, click on "Convert" to confirm your subscription

Home / Account

## Account Summary

■ Your account profile is currently 50% complete, please **update your address**.

■ Your trial period for [upgrademytrial.vanillacommunity.com](http://upgrademytrial.vanillacommunity.com) expires in 31 days. **Convert it to a paid subscription** before the trial ends. **Click to convert**

**CLOUD SITES**

[upgrademytrial.vanillacommunity.com](http://upgrademytrial.vanillacommunity.com)  
ADVANCED PLAN since May 12, 2015  
site active, subscription pending, good standing

Next bill: June 13, 2015

**ACCOUNT OVERVIEW**

Account ID  
60182714

Profile  
Acme Corp

Account Balance  
\$ 0.00

Credit  
\$ 0.00

[Update Profile >](#)

## 4. Fill in Credit Card info and click confirm

Please **confirm your subscription** and enter payment information below. You can upgrade, downgrade or cancel at any time. If you have questions about our plans, please call 1-866-845-0815 or send an email to [sales@vanillaforums.com](mailto:sales@vanillaforums.com).

**SITE**

Name  
upgrademytrial.vanillacommunity.com

Created  
May 12, 2015

**1. CONFIRM YOUR PLAN**

Review and confirm (or change) your subscription plan.

Advanced Plan (250,000 monthly pageviews) **Make sure you are on the plan you want**

**2. PAYMENT INFORMATION**

Enter New Payment Information

Your credit card information is stored securely on our payment processor's servers and is not retained by Vanilla Forums.

Credit Card Number card number ok Card Holder **Adrian Speyer** **Add your credit card info**

VISA   AMEX  PIVOTAL

Security Code     ? Expiry Month   Expiry Year

Street Address

ZIP / Postal Code  Country **Canada**

**CONFIRM** >

**SUBSCRIPTION**

Subscription ID  
800000264

Status  
PENDING

Start Date  
June 13, 2015

Next Invoice  
June 13, 2015

Connection secured by SSL/TLS

## 5. New payment method has been added!

[Home](#) / [Account](#) / [upgrademytrial.vanillacommunity.com](#)

## Confirm Subscription

Subscription has been successfully confirmed, thank you!

**OK!** >

**SITE**

Name  
upgrademytrial.vanillacommunity.com

Created  
May 12, 2015

## 6. Makes changes, or change payment:

Home / Account / upgrademytrial.vanillacommunity.com

### Site Summary

#### OVERVIEW

**upgrademytrial.vanillacommunity.com**

Subscription Plan  
**ADVANCED PLAN**  
[get support, change plan, rename site, cancel subscription](#) ← **make changes**

Package Price  
**\$ 230**  
CAD monthly

Free Trial until June 13, 2015

Current Pageview Usage  
0 / 250,000

#### SUBSCRIPTION

Subscription ID  
800000284

Status  
**ACTIVE**

Plan  
Advanced (CAD \$230, monthly)

Start Date  
June 13, 2015

Next Invoice  
June 13, 2015

#### INVOICES

Each time you're billed, an invoice is sent to the Admin and Billing users on your account. Those invoices can be viewed here as well. You can also download a PDF version of each invoice, or send them to an email recipient.

INVOICE	DUE DATE	AMOUNT	STATUS
NO INVOICES			

#### PAYMENT METHOD

AMEX [REDACTED]

**payment method added**

[CHANGE](#)

#### ACTIVITY

- Subscription 800000284 for upgrademytrial.vanillacommunity, will now be settled by **Adrian Speyer's amex** ending in 1008 May 12, 2015
- Adrian** created new site upgrademytrial.vanillacommunity, on the Advanced plan May 12, 2015

Any issues, contact [billing@vanillaforums.com](mailto:billing@vanillaforums.com)