

HOW TO / assign subscriptions (if your company is set up as Company Pay)

If you're having a fancy dinner party, you'll need to make sure that you have enough chairs around the table for your guests! Before your guests arrive, you'll want to set up a place at the table for them! Similarly, before an agent comes to the rezora party, you'll want to have an available subscription for them.

You can manage access to subscriptions from your Company Admin account under Sales Agent > Manage Subscriptions. When an agent creates a new account you are notified via email.

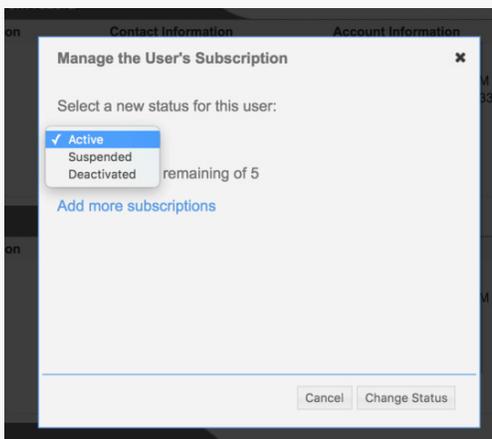
IF there are no subscriptions available, you will first need to add a subscription BEFORE the agent can start using their account.

You can see how many subscriptions you have under Sales Agents > Manage Subscriptions.

If you need to add or remove subscriptions, use the 'add/remove' button.

If you have a new person sign up but have NO AVAILABLE SUBSCRIPTIONS, you can easily add additional ones!

Once you have created a new subscription click back on Sales Agent > Manage Subscriptions and then Manage.



DEACTIVATION: The person will no longer have access to their account. Deactivation frees up the subscription for someone else to use. If you also want to reduce the number of subscriptions you have you will need to also change this under the 'add/remove' button. Please advise agents to export their contacts before closing their account.

SUSPENDED accounts are still billed. You would only want to suspend someone if you needed to block access to their account for a short period of time like saving their seat for them!

