

Chapter 3: Upgrade Control Panel

Feature Overview

Upgrade your Control Panel to another package, or add features individually.

To access Upgrade Control Panel:

Click the Upgrade CP icon in your Control Panel.



Upgrading

To upgrade your package:

- 1 Click the package to which you would like to upgrade. For example, if you upgrading to a Professional package you would click on Professional.
- 2 Scroll down to the Select contract length drop-down menu and select the length you prefer.
- 3 Click View Price. A page listing of the various prices will be displayed.
- 4 After deciding which term and price you would prefer, click To Upgrade Page. You will see the following message telling you that your upgrade was successful.

To upgrade your control panel by feature:

- 1 Click the name of the feature you wish to add. The price will be displayed.
- 2 Select the length of your contract.
- 3 Click Review Information, and a new page will load, stating the package name, date, pro-rated price (if applicable), set-up fee, and total price.
- 4 Click Add Additional Package. A confirmation will be displayed.