

Upgrade Procedure and Documentation

1. Plans can be upgraded from within billing portal at <https://billing.apps4rent.com/>
2. Once logged in, please click on “My Services”.

3. Click on the Services which you wish to upgrade.

Product/Service ^	Price	Billing Cycle	Next Due Date
Hosted Exchange 2010 - 5GB - Exchange 2010 5GB - 90 Mailboxes hostallapp.net	\$625.50	Monthly	07/20/2018
Hosted Exchange 2010 - Unlimited - Exchange 2010 Unlimited - 4 Mailboxes hostallapp.net	\$39.80	Monthly	05/25/2018

A red arrow points from a box labeled "Click Here." to the upgrade/downgrade icon in the second row of the table.

4. Click on Upgrade/Downgrade Package at the bottom.

Addon	Pricing	Next Due Date
test		08/22/2011

■ Active
 ■ Pending
 ■ Suspended
 ■ Terminated

<< Back

Upgrade/Downgrade Package

5. Select the plan that you wish to upgrade to from the list and the billing cycle from the drop down.
6. Click on “Click to Continue”
7. Verify the Charges and the click to continue.
8. Your card will be charged for the relevant amount.
9. Our support team gets a notification of the upgrade request and the accounts are upgraded in first few hours of the request being made.
10. You will receive an e-mail; once the account has been upgraded.