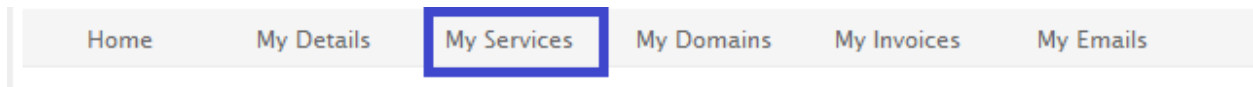


To upgrade your Hosted Exchange 2013 account, please follow the steps given below.

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



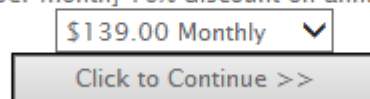
3. Click on the Services which you wish to upgrade.
4. Click on Upgrade/Downgrade Package at the bottom of the page.

■ Active ■ Pending ■ Suspended ■ Terminated



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.

Exchange 2013 – Unlimited Size – Exchange 2013 – 20 Mailboxes
[\$139 per month] 10% discount on annual order.



8. Your card will be charged for the relevant amount and the account upgraded.