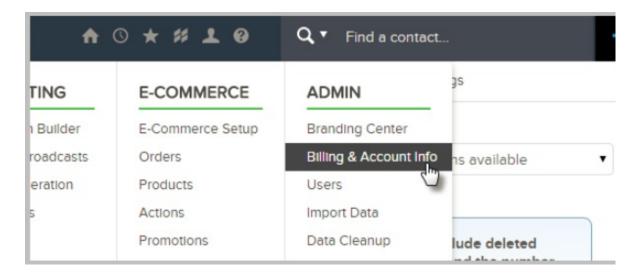
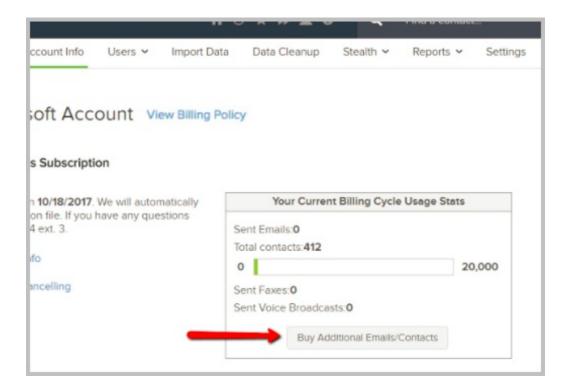
## Upgrade Your Account, Users, Or Contact And Email Levels %

1. Go to Admin > Billing & Account Info in the main navigation menu

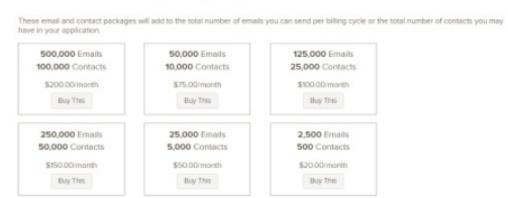


2. Click on Buy Additional Emails/Contacts

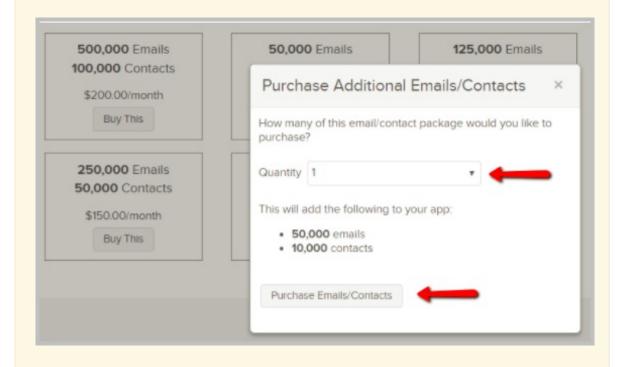


3. Click a "Buy This" button for the email/contact option you wish to purchase

## Additional Email and Contact Packages



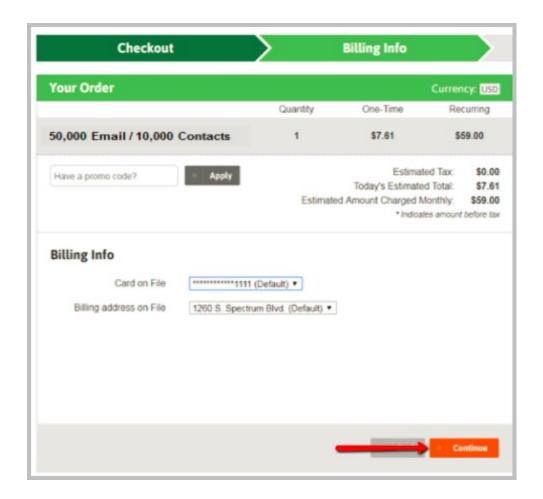
4. Select the desired quantity and click **Purchase Emails/Contacts** 



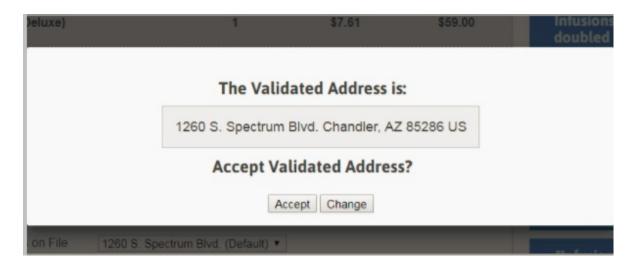
## Important Note!

Your selection will add to your existing Contact/Email Levels. Please note your current level, prior to selecting an additional Contact/Email level for purchase

5. This will take you to our online cart. Review your purchase details, which will include a prorated amount for the current time remaining in your billing cycle, as well as the ongoing monthly amount to be added beginning with your next billing cycle. Click **Continue**.



6. Verify your billing address for your card on file



7. Click **Buy Now** to complete your purchase, charging your card on file. If you need further assistance, you can contact our services team at 480-499-6774.

