

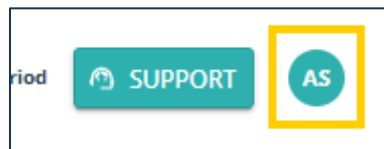
Changing Your Account Plan

Step 1: Access Your Account

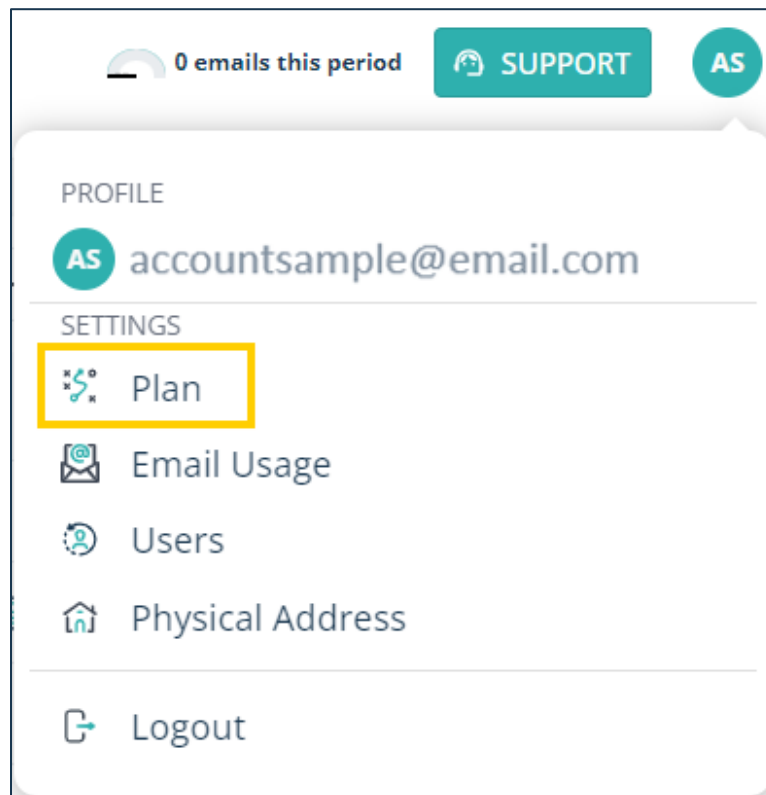
[Sign into](#) your account and follow these steps to create a survey distribution in PsychData.

Step 2: Navigate to Account Settings

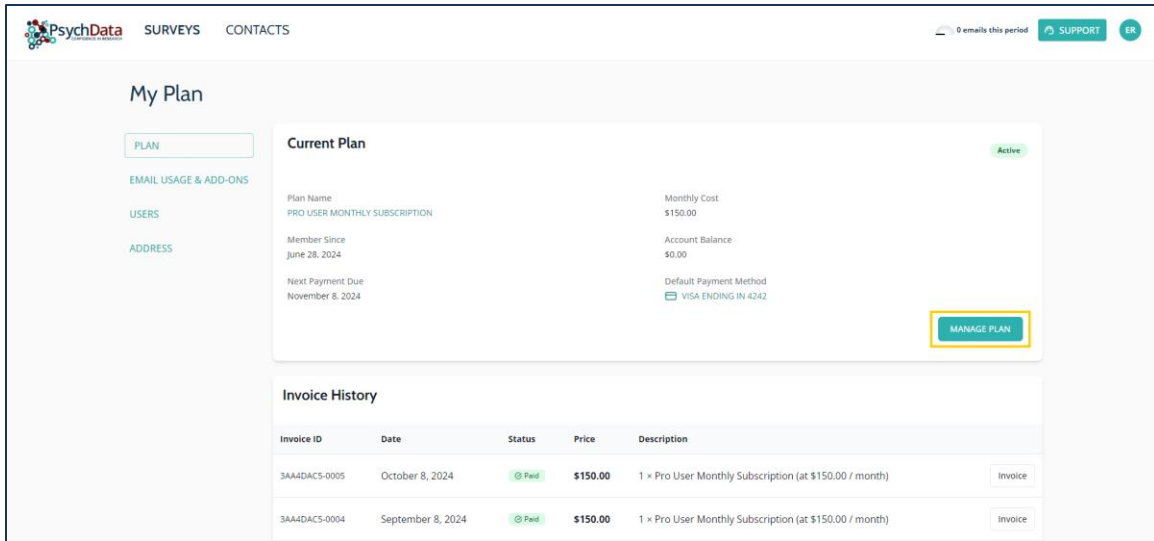
To update your first or last name, email address, or time zone, click on your “Account Settings” icon in the top right-hand corner of the page.



From the dropdown that appears, click on “Plan”, as pictured below.



This will redirect you to an overview of your current plan and invoice history. Click the “Manage Plan” button in the lower right hand corner of the “Current Plan” section, indicated below.



My Plan

PLAN

EMAIL USAGE & ADD-ONS

USERS

ADDRESS

Current Plan Active

Plan Name: PRO USER MONTHLY SUBSCRIPTION

Monthly Cost: \$150.00

Member Since: June 28, 2024

Account Balance: \$0.00

Next Payment Due: November 8, 2024

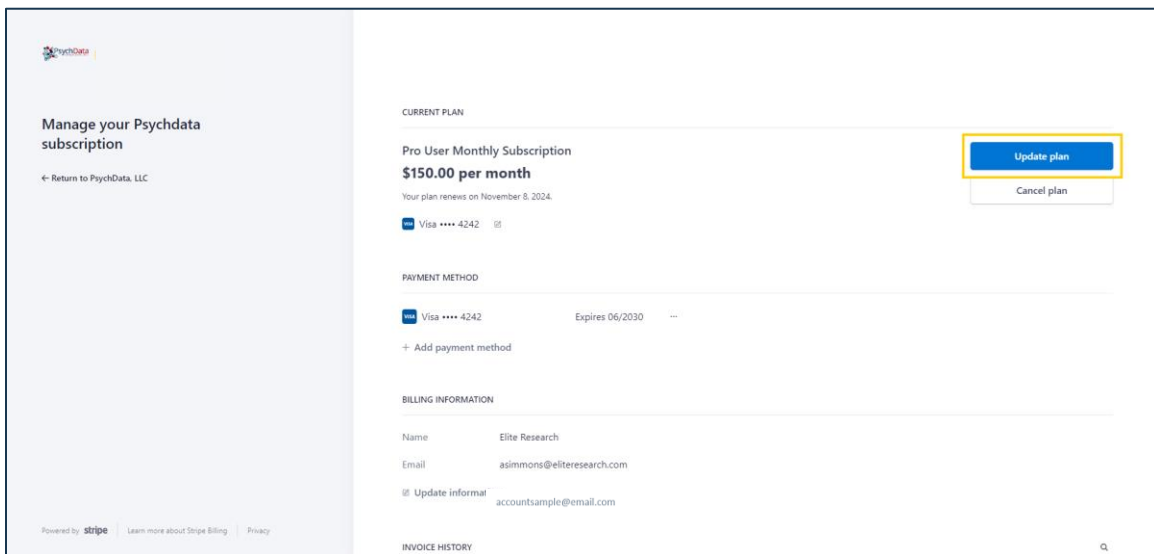
Default Payment Method: VISA ENDING IN 4242

MANAGE PLAN

Invoice History

Invoice ID	Date	Status	Price	Description
3AA4DAC5-0005	October 8, 2024	Paid	\$150.00	1 x Pro User Monthly Subscription (at \$150.00 / month)
3AA4DAC5-0004	September 8, 2024	Paid	\$150.00	1 x Pro User Monthly Subscription (at \$150.00 / month)

You will be redirected to a page where you can manage your PsychData subscription. Click on the “Update Plan” button.



Manage your Psychdata subscription

← Return to PsychData, LLC

CURRENT PLAN

Pro User Monthly Subscription

\$150.00 per month

Your plan renews on November 8, 2024.

Visa **** 4242

PAYMENT METHOD

Visa **** 4242 Expires 06/2030

+ Add payment method

BILLING INFORMATION

Name: Elite Research

Email: asimmons@eliteresearch.com

Update information: accountsample@email.com

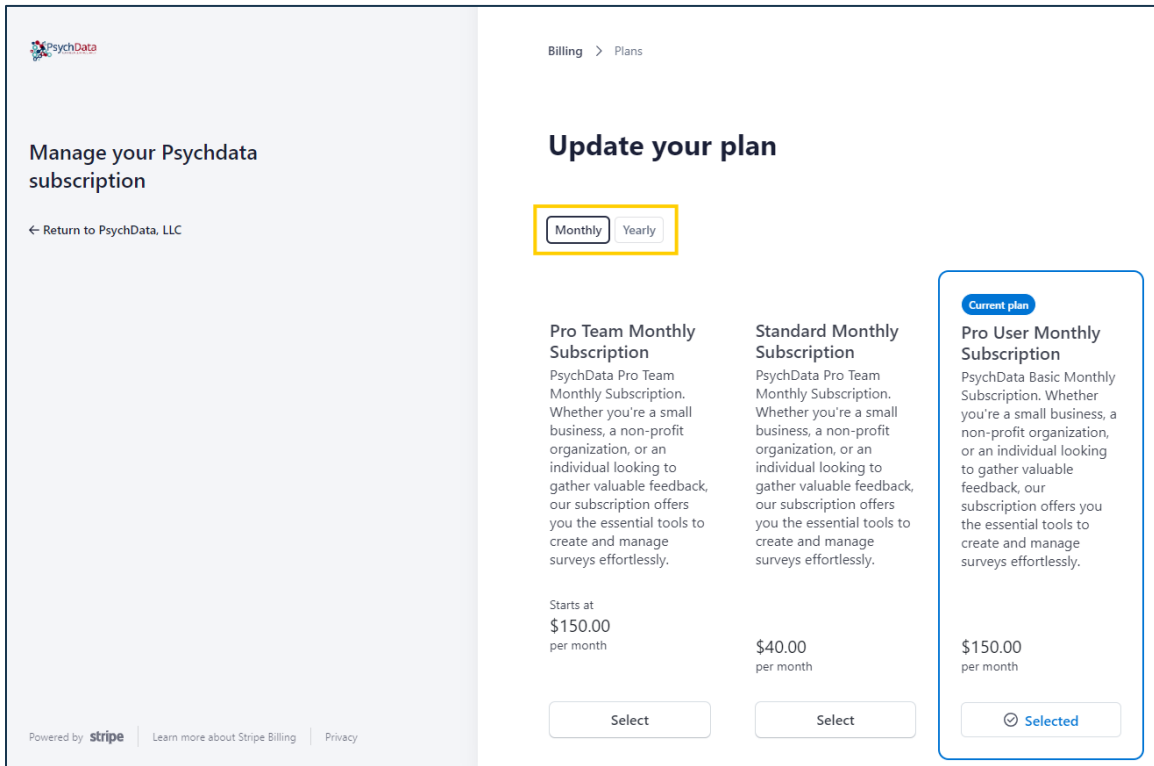
INVOICE HISTORY

Update plan

Cancel plan

Step 3: Select Your Plan

This will redirect you to a page that explains your plan options.



PsychData

Manage your Psychdata subscription

← Return to PsychData, LLC

Billing > Plans

Update your plan

Monthly | Yearly

Pro Team Monthly Subscription
PsychData Pro Team Monthly Subscription. Whether you're a small business, a non-profit organization, or an individual looking to gather valuable feedback, our subscription offers you the essential tools to create and manage surveys effortlessly.

Starts at \$150.00 per month

Select

Standard Monthly Subscription
PsychData Pro Team Monthly Subscription. Whether you're a small business, a non-profit organization, or an individual looking to gather valuable feedback, our subscription offers you the essential tools to create and manage surveys effortlessly.

\$40.00 per month

Select

Current plan

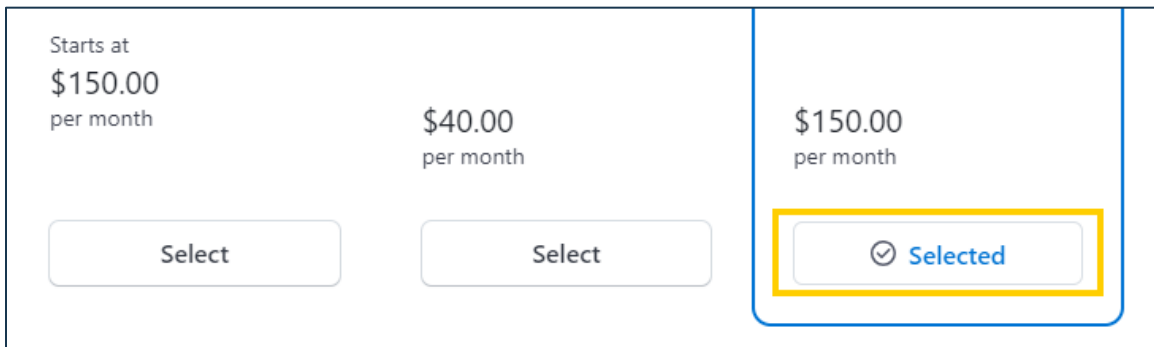
Pro User Monthly Subscription
PsychData Basic Monthly Subscription. Whether you're a small business, a non-profit organization, or an individual looking to gather valuable feedback, our subscription offers you the essential tools to create and manage surveys effortlessly.

\$150.00 per month

Selected

Powered by stripe | Learn more about Stripe Billing | Privacy

Select “Monthly” or “Yearly” in the top left-hand corner, then select a plan. Once you’ve decided which plan best suits your needs, click the “Select” button beneath your preferred plan.



Starts at \$150.00 per month

\$40.00 per month

\$150.00 per month

Select

Select

Selected

Note: If you select the Pro Team Monthly Subscription, the “Select” button becomes a quantity component for you to indicate the number of team members that will be using the subscription as pictured below. Use the minus symbol to decrease quantity and the plus symbol to increase quantity.

Starts at \$150.00 per month	\$40.00 per month	\$150.00 per month
Quantity -	5	+
	Select	Select
Subtotal		\$625.00 per month
		Continue

Then, click the “Continue” button.

Step 4: Confirm Your Selection

You will be redirected to a page where you can confirm your updates. Review the information to make sure it is correct. You can click “View details” where indicated and see an in-depth break down of the amounts displayed.

Confirm your updates

Pro Team Monthly Subscription (×2)	\$250.00
<small>Starts at \$150.00 per month</small>	
<hr/>	
What you'll pay monthly starting November 8, 2024	\$250.00
View details	
<hr/>	
Amount due today	\$92.87
View details	<small>Visa **** * 0000</small>

Pro Team Monthly Subscription (×2)	\$250.00
<small>Starts at \$150.00 per month</small>	
<hr/>	
Pro Team Monthly Subscription	\$250.00
<small>Qty 2</small>	<small>\$125.00 each</small>
Total	\$250.00
<hr/>	
What you'll pay monthly starting November 8, 2024	\$250.00
<small>Hide details</small>	
<hr/>	
Prorated credit from Pro User Monthly Subscription	-\$139.30
Prorated charge for Pro Team Monthly Subscription	\$232.17
<small>Qty 2</small>	
Total	\$92.87
<hr/>	
Amount due today	\$92.87
<small>Hide details</small>	<small>Visa **** * 0000</small>


Update credit card information by clicking the partial credit card information or the “edit” icon next to the partial credit card information, if necessary.

Confirm your updates

Pro Team Monthly Subscription (×2) Starts at \$150.00 per month	\$250.00
---	-----------------

What you'll pay monthly starting November 8, 2024 View details	\$250.00
--	-----------------

Amount due today View details	\$92.87
--	----------------

Visa **** * * * * 

[Add promotion code](#)

By confirming your new plan, you agree to PsychData, LLC's [Terms of Service](#) and [Privacy Policy](#).


Confirm

Go back

Add a promotion code where indicated if applicable.

Prorated charge for Pro Team Monthly Subscription Qty 2	\$232.17
Total	\$92.87

Amount due today Hide details	\$92.87
--	----------------

Visa **** * * * * 

[Add promotion code](#)

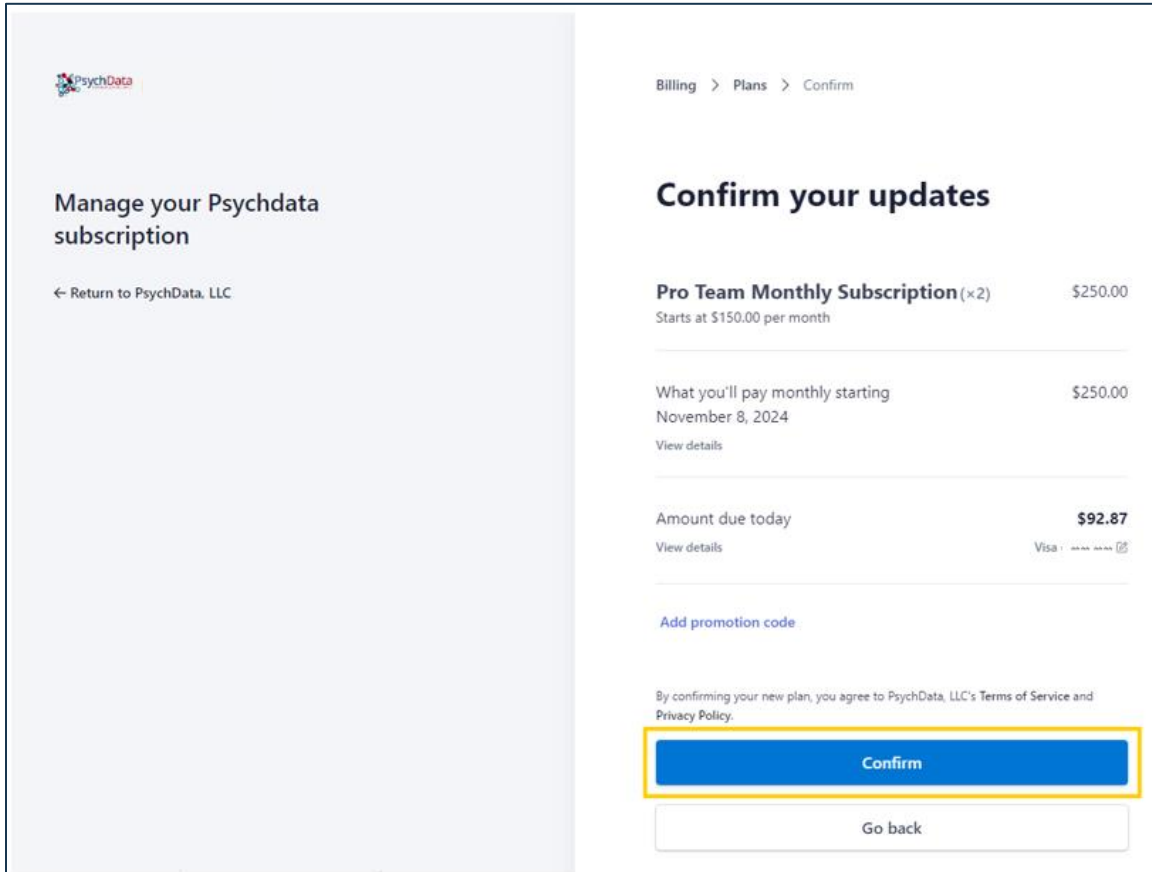
By confirming your new plan, you agree to PsychData, LLC's [Terms of Service](#) and [Privacy Policy](#).

Confirm

Go back

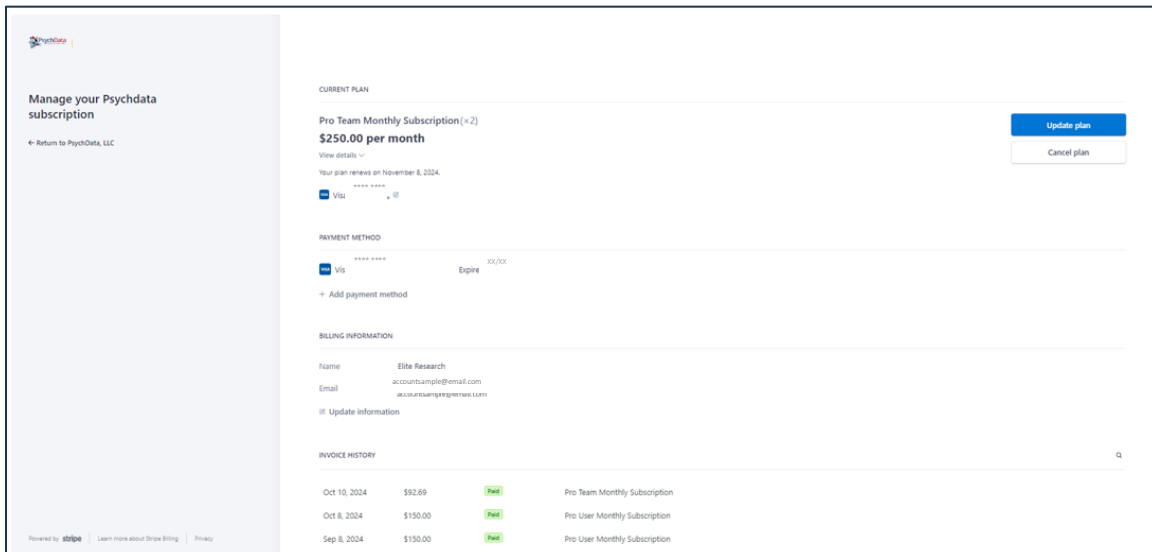
Step 5: Complete Subscription

Once you've confirmed that all information is correct, select the "Confirm" button to complete the subscription.



The screenshot shows the 'Confirm your updates' page. On the left, there is a sidebar with the PsychData logo and the text 'Manage your Psychdata subscription' and 'Return to PsychData, LLC'. The main content area has a breadcrumb trail 'Billing > Plans > Confirm' and a heading 'Confirm your updates'. Below this, it lists the 'Pro Team Monthly Subscription (x2)' for \$250.00, starting at \$150.00 per month. It also shows the monthly payment amount of \$250.00 starting on November 8, 2024, and the amount due today of \$92.87. A 'Confirm' button is highlighted with a yellow border, and a 'Go back' button is visible below it.

Your updates will be saved and you will be redirected back to the plan and invoice overview.



The screenshot shows the 'Manage your Psychdata subscription' page. The sidebar on the left contains the PsychData logo and 'Manage your Psychdata subscription' with a link to 'Return to PsychData, LLC'. The main content area is divided into several sections: 'CURRENT PLAN' showing 'Pro Team Monthly Subscription (x2)' for '\$250.00 per month' with 'Update plan' and 'Cancel plan' buttons; 'PAYMENT METHOD' showing a Visa card with an expiration date; 'BILLING INFORMATION' showing the account name 'Ella Research' and email 'accounts@ella.com'; and 'INVOICE HISTORY' showing a table of recent invoices.

Invoice Date	Amount	Status	Plan
Oct 10, 2024	\$92.69	PAID	Pro Team Monthly Subscription
Oct 8, 2024	\$150.00	PAID	Pro User Monthly Subscription
Sep 8, 2024	\$150.00	PAID	Pro User Monthly Subscription