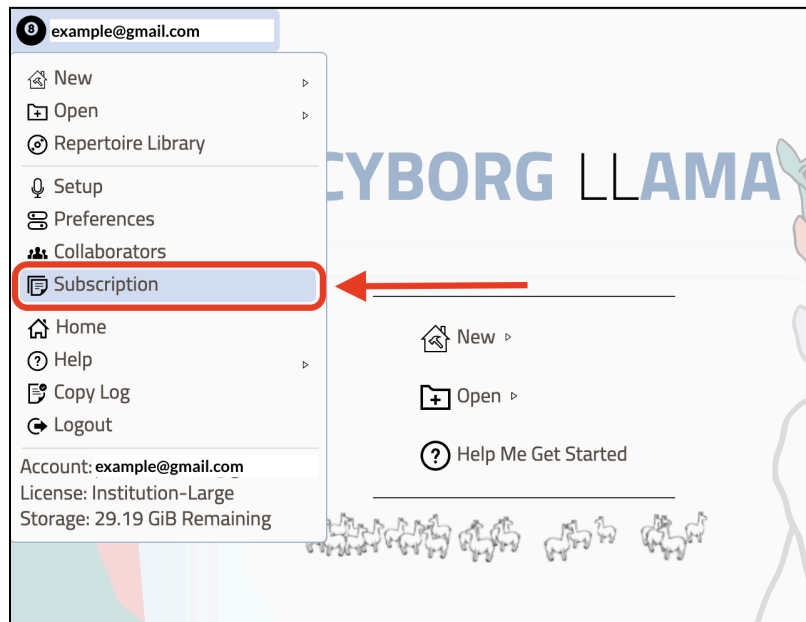


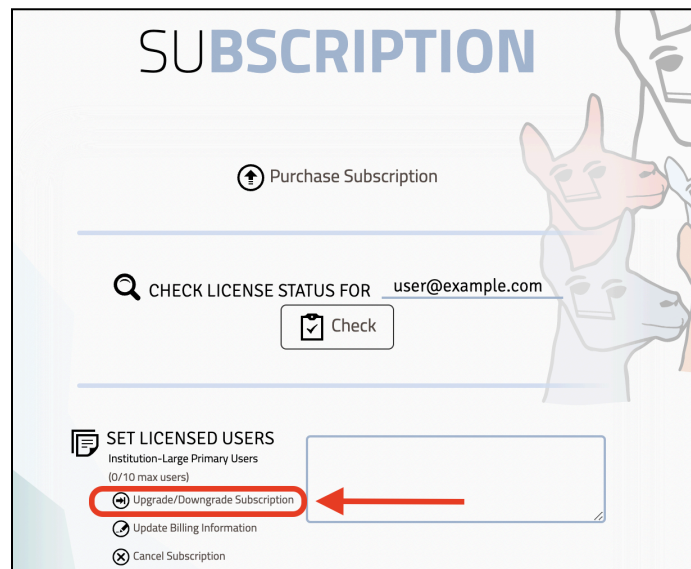
# How to Upgrade/Downgrade Your Subscription

If you've run out of space to add collaborators on your current subscription size, you can request an upgrade. Likewise, if you have more space for collaborators on your subscription than you are using, you can request a downgrade.

## 1. Go to "Subscription"



## 2. Click the "Upgrade/Downgrade Subscription" button



3. Fill out the form
4. You're done. However, because your request will be processed manually, please allow some time from the point you submit your request, to your subscription updating to reflect the change you requested.