

Purchase / Download

Here is a step-by-step instruction to purchase a new plan and download the Multicollab plugin -

Step 1: Click [here](#) to purchase a new plan

Step 2: Click on any **Buy [Plan] button** to purchase the plan of your choice ([screenshot](#))

Step 3: Fill up all the required information and also review the order details in the **Your Order** section ([Screenshot](#))

Step 4: After reviewing the order details in the **Your Order** section, click on the **Complete Checkout** button to purchase the order ([Screenshot](#))

Step 5: Once the purchase is completed, review the **transaction details** - plugin **purchase**, **renewal** date, and license key. You can also download the plugin by clicking on the **Download Plugin** button ([Screenshot](#))

Step 6: Verify that the following email notifications - **“Welcome Mail”** and **“Payment Receipt”** are delivered to you. If you didn't receive the emails, contact our [support team](#) for further assistance ([Welcome Mail/Payment Receipt Mail](#))

Step 7: Check the email notification, which consists of the plugin download link. Click on the link to download the plugin ([Screenshot](#))

Step 8: You can also download the plugin by logging into your account, visit this [link](#), enter the appropriate credentials and click on the **Log In** button, now click on the **File Downloads** option and click on the **Download Plugin** button ([Screenshot](#))

Video - <https://share.cleanshot.com/P5nbGw4JDdyF13p0VrrQ>

Installation

Here is a step-by-step instruction to install the Multicollab plugin -

Step 1: Go to your website's WordPress Admin and click on **Plugins** ([Screenshot](#))

Step 2: Click on the “Add New” button ([Screenshot](#))

Step 3: Click on the “Upload Plugin” button ([Screenshot](#))

Step 4: Click on the “Choose file” button and select the downloaded plugin file ([Screenshot1](#), [Screenshot2](#))

Step 5: Click on the “Install Now” button to complete the plugin installation ([Screenshot](#))

Video - The [Quick Start Guide](#) video consists of the plugin Installation steps

Activate License

Here is a step-by-step instruction to activate the license -

Step 1: Once you have installed the plugin, click on the “Activate Plugin” button ([Screenshot](#))

Step 2: Once you activate the plugin you will be redirected to the plugin setup wizard. In steps 1, 2, 3, and 4, click on the **Continue** button to proceed to the next step ([Screenshot](#))

Step 3: In step 5, enter the appropriate license key in the text box, and click on the **Activate License** button to activate the plugin. Finally, click on the **Done** button ([Screenshot](#))

Video - The [Quick Start Guide](#) video consists of the plugin Activation steps

Quick Start Guide

Video - <https://share.cleanshot.com/ht83z2W3WLI87jcQKcRG>

Upgrade from Free to Premium

Here is a step-by-step instruction to upgrade from a free plan to a premium plan license -

Step 1: Go to your website’s WordPress Admin and click on **Multicollab** option ([Screenshot](#))

Step 2: On the Multicollab dashboard, click on the **Upgrade** button ([Screenshot](#))

Step 3: Once you’re redirected to the [Multicollab website](#), follow the steps mentioned in the “[Purchase/Download](#)” section to upgrade from a free to a premium plan

Step 4: Before installing the premium build, delete the free plugin that is already installed in your site. Go to your website’s WordPress Admin and click on **Plugins** → Click on **Deactivate** option under the Multicollab plugin → Provide appropriate feedback for plugin deactivation and click on the **Submit & Deactivate** button → Click on the **Delete** option and click on **OK** to confirm ([Screenshot](#))

Step 5: After buying the premium plan, complete the plugin installation and activation by following the steps mentioned in the “[Installation](#)” and “[Activate License](#)” section

Video - <https://share.cleanshot.com/JjQRDXf46PYIN3jhpbwL>

How to Upgrade your Premium Plan

Here is a step-by-step instruction to upgrade your premium plan -

Step 1: Visit this [link](#), enter the appropriate credentials, and click on the **Log In** button ([Screenshot](#))

Step 2: Click on the **License Keys** option → Click on the **view upgrades** option → Verify the **Plan name** and **Upgrade Cost** and click on the **Upgrade License** option ([Screenshot](#))

Step 3: Verify the **Product name** and **Upgrade Cost** → Click on the **Complete Checkout** button to successfully upgrade your premium plan ([Screenshot](#))

Step 4: Once you’ve successfully upgraded your premium plan, verify the **Transaction and Subscription details** ([Screenshot](#))

Step 5: Once you’ve successfully upgraded your premium plan, go to your website’s WordPress Admin and click on **Multicollab** option ([Screenshot](#))

Step 6: Click on the **Licenses** tab → click on the **Deactivate License** button to deactivate the currently activated plan → Enter the new license key (**Note: License key remains the same for the Upgraded plan**) and click on the **Activate License** button to successfully upgrade the plugin ([Screenshot](#))

Video - <https://share.cleanshot.com/vIPGz6BRTkxhr4DVpxpk>