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/ht83z2W3WLl87jcQKcRG

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/JjQRDXf46PYlN3jhpbwL

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/vlPGz6BRTkxhr4DVpxpk