

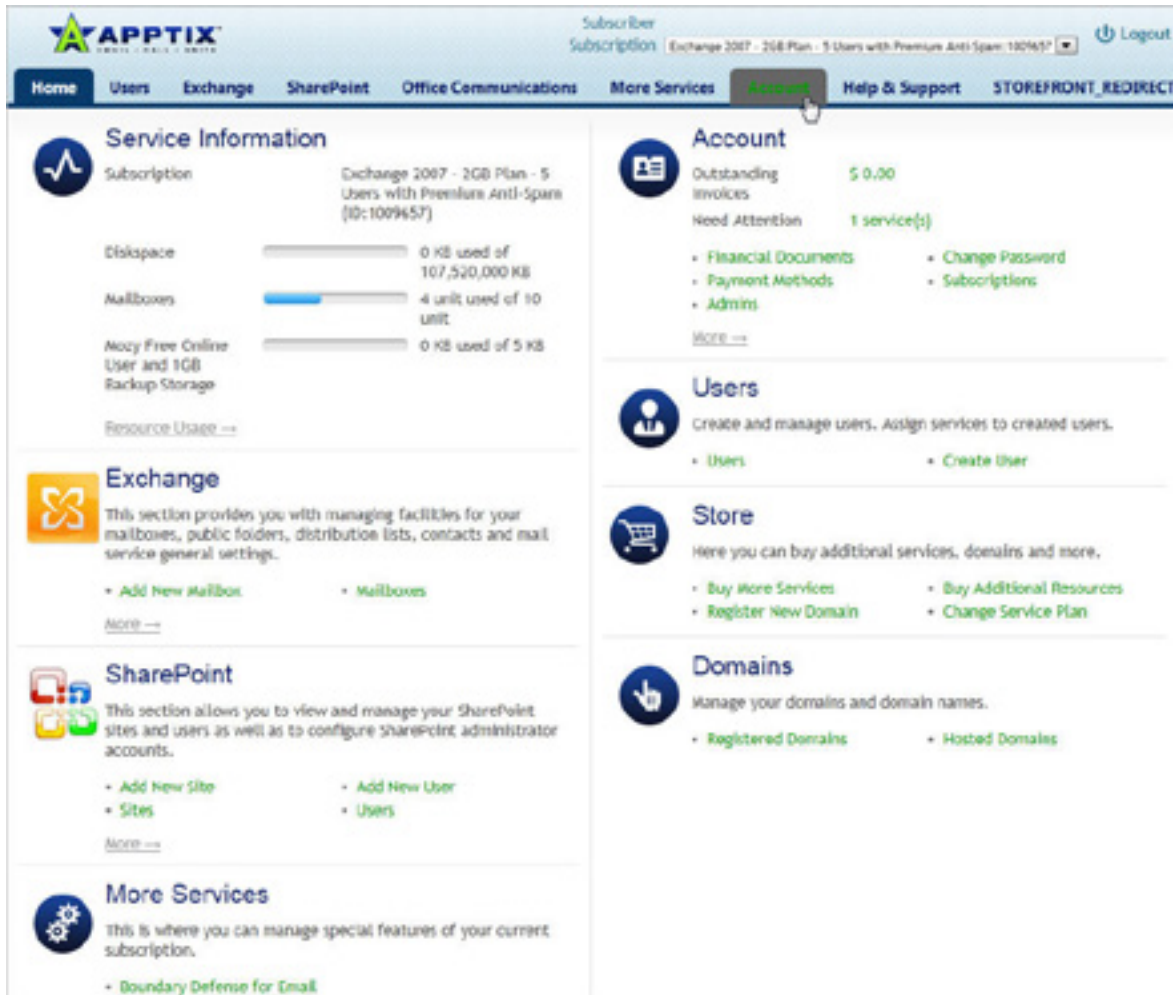


# Buy a Subscription

At any time you may buy subscriptions that represent a grouping of Apptix Hosting services that you wish to associate with a customer-owned domain.

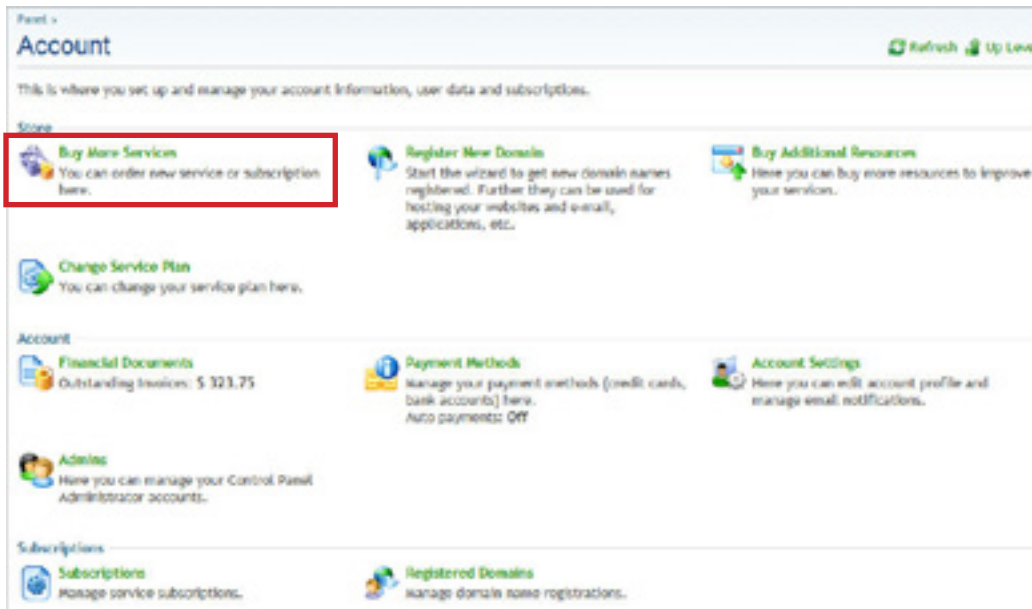
1. Log into the Apptix Control Panel.

The Apptix Control Panel main dashboard displays:



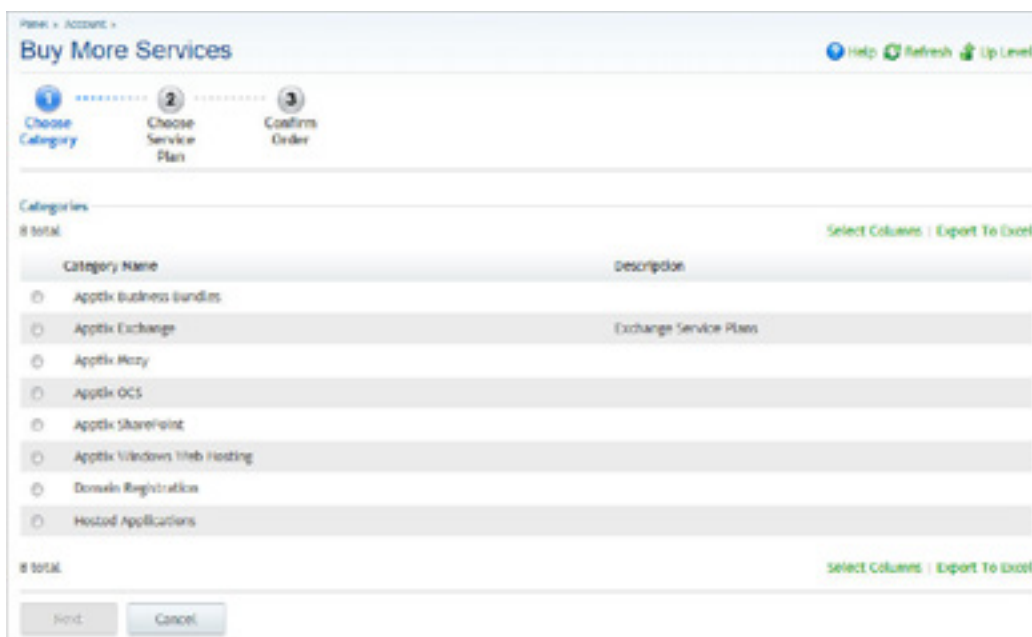
2. As illustrated above, select the **Account** tab from the menu bar of the main dashboard.

The **Account** dashboard displays:



- As illustrated above, select **Buy More Services** from the options offered.

The first screen of the **Buy More Services** wizard displays:



- Click the radio button in front of the desired subscription category to be purchased and click the **[Next]** button.

**NOTE:** To end this function, click the **[Cancel]** button and return to the **Account** dashboard.

The next screen in the **Buy More Services** wizard, **Choose Service Plan**, displays. Subscription services associated with the previously selected category are listed.

Panel > Account >  
Buy More Services  
Screen ID: 01\_96\_12  
Refresh Up Level

1 Choose Category 2 **Choose Service Plan** 3 Choose Period 4 Confirm Order

Service Plans  
8 total | Show Search | Select Columns | Export To Excel

Plan Name	Description	Setup Fee	Service Fee
Exchange 2007 - 5GB Plan - 3 Users with Premium Anti-Spam	Exchange 2007 - 5GB Plan - 3 Users with Premium Anti-Spam	\$ 0.00	Vary
Advantage Email - 5GB - 10 Users	Exchange 2010 Includes 10 mailboxes, 5GB storage per mailbox, 50GB total storage.	\$ 0.00	Vary
Premier Email - 25GB - 10 Users	Exchange 2010 Includes 10 mailboxes, 25GB storage per mailbox, 250GB total storage.	\$ 0.00	Vary
Advantage Email - 5GB - 25+ User Plan	Exchange 2010 5GB storage per mailbox	\$ 0.00	Vary
Premier Email - 25GB - 25+ User Plan	Exchange 2010 25GB storage per mailbox	\$ 0.00	Vary
Communications Solution	Exchange 2010 25GB storage per mailbox, upto 400GB total storage.	\$ 0.00	Vary
Communications Plus Solution	Exchange 2010 25GB storage per mailbox, upto 400GB total storage.	\$ 0.00	Vary
Advantage 5GB, 5 User with Lync	Exchange 2010 Includes 5 mailboxes, 5GB storage per mailbox, 25GB total storage.	\$ 0.00	Vary

8 total | Select Columns | Export To Excel

Promotion  
Promotion Code:

Back Next Cancel

5. Click the radio button in front of the desired service plan to be purchased and click the [Next] button. The next screen in the **Buy More Services** wizard, **Choose Period**, displays:

Panel > Account >  
Buy More Services  
Screen ID: 01\_95\_39  
Refresh Up Level

1 Choose Category 2 Choose Service Plan 3 **Choose Period** 4 Confirm Order

Subscription Periods  
2 total | Show Search | Select Columns | Export To Excel

Duration	Unit	Setup Fee	Recurring Fee	Currency
1 Year(s)		\$ 0.00	\$ 44.75	USD
1 Month(s)		\$ 0.00	\$ 54.75	USD

2 total | Select Columns | Export To Excel

Back Next Cancel

You may purchase subscriptions on a monthly or yearly basis. The yearly option represents a significant discount off the monthly service pricing.

- Click the radio button in front of the desired subscription period and click the [Next] button.

If you are purchasing a subscription that needs to be associated with a domain name, the **Domain Name** screen displays so that you may associate a domain name to the subscription being purchased.

**NOTE:** If the subscription does not require a domain name, you will not see this screen.

Enter a domain associated with your account and click the [Next] button.

The final screen of the **Buy More Services** wizard, the **Confirm Order** screen, displays:

ID	Description	Detail Type	Quantity	Unit of Measure	Duration	Period	Unit Price	Discount Amount	Extended Price
1	Advantage SGB, 5 User with Lync Recurring	Plan Recurring	1.00	Item	1.00	month(s)	\$ 44.75	\$ 44.75	\$ 0.00

- Click the [Place Order] button to accept the “standard” subscription service and finalize this purchase.

Your account is billed accordingly.

- You may also modify the subscription parameters by adding additional resources to the subscription selected.  
Click the [Order Additional Resources] button to modify the subscription selected, which starts the *Upgrade Wizard* procedures.