Welcome to TimeCamp Help!

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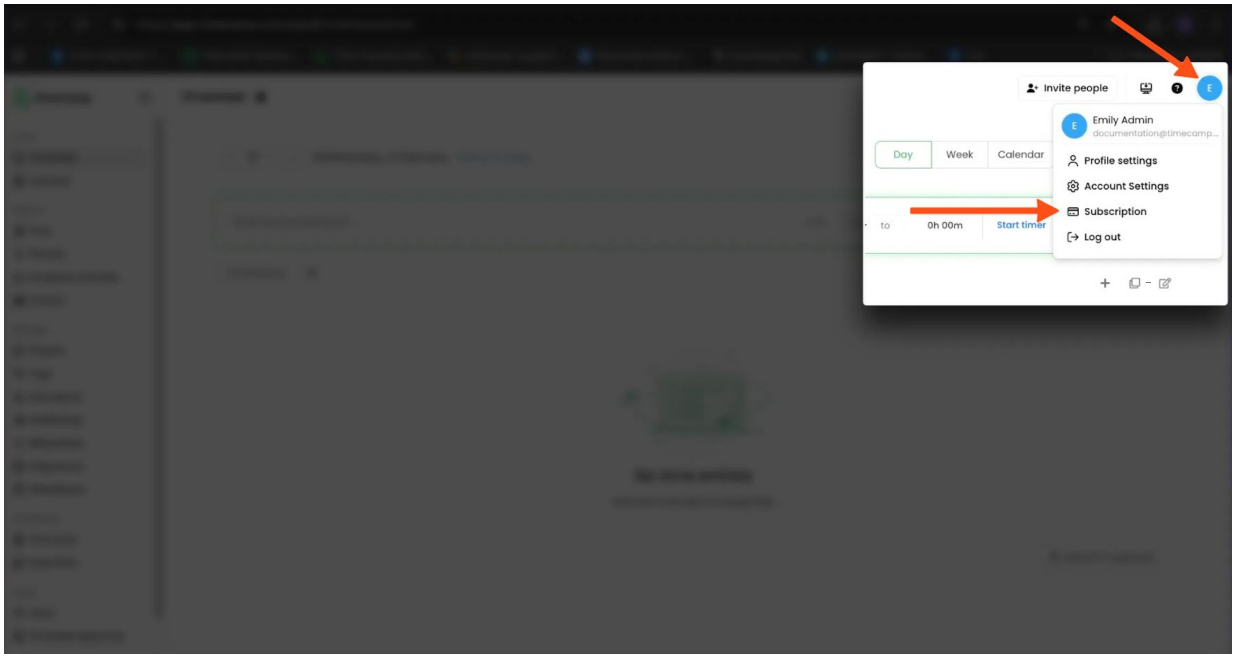
Changing the subscription plan

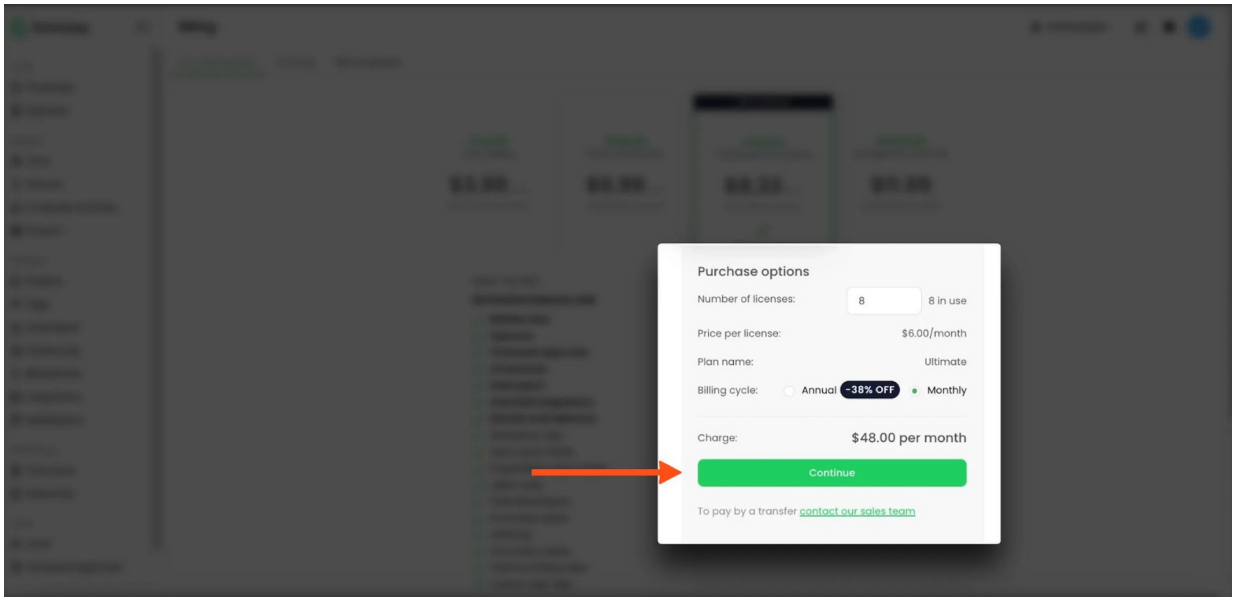
In this article:

We all have different needs. That's why we offer **4 different types of subscription plans - Free, Starter, Premium and Ultimate.**

> You need to be an Account Owner or have an Administrator's role on your account to change the plan.

Switching between the plans is easy and fast. All you need to do is to click on your avatar in the upper-right corner and select the **Subscription** option. Then simply click on the plan that suits you and click **Continue**.





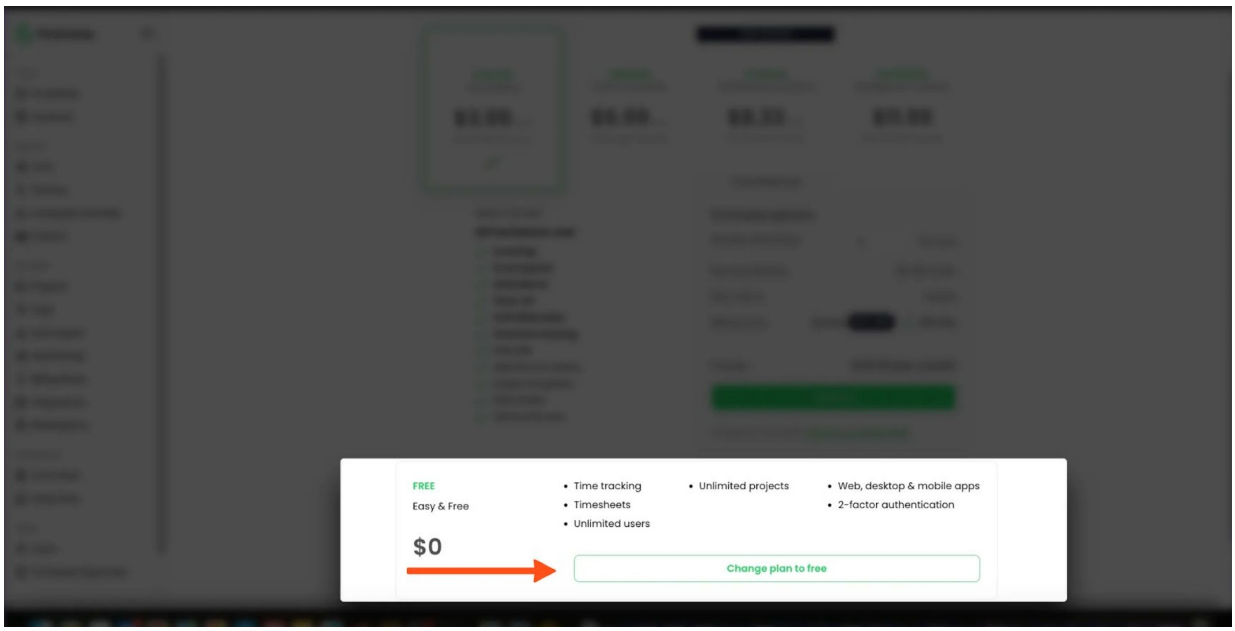
Switching to the Free plan

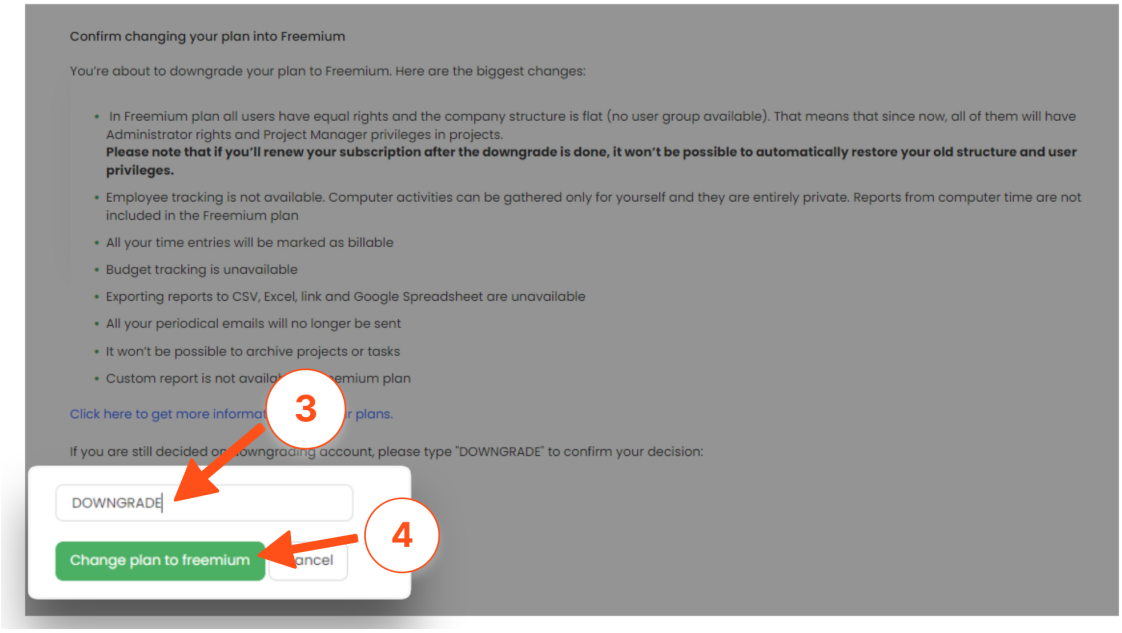
> It is not possible to switch to a Free plan before the 14-day trial period ends. If you'd like to set up a Free plan immediately please contact us.

Click on the Free plan option, then click on the **Change plan to Free** button.

You will see a site that informs you about the biggest changes between the Free and paid plans. **Read them carefully, please!**

Then, confirm your decision by typing **DOWNGRADE** in the intended field (or another word depending on your language settings) and save the change.





After that you will see a short survey form - we would really appreciate your honest feedback. It is done! **Your account is now free from any charge and still available to use anytime.**

> **IMPORTANT** If you decided to downgrade your plan from a paid version to a Free one, cancelation of a paid plan would be scheduled. TimeCamp account will be automatically set to a Free plan at the end of your current billing period. Until the end of your billing period, you can still use the paid version.

Switching to/between paid plans

Click on the **Starter**, **Premium** or **Ultimate** plan option. Adjust the number of licenses if needed (the default number shows the number of licenses you are using right now), then click on the **Continue** button.

> **IMPORTANT** If you switch between paid subscription plans, the amount for the unused period will be turned into credits and will be immediately applied to a new payment

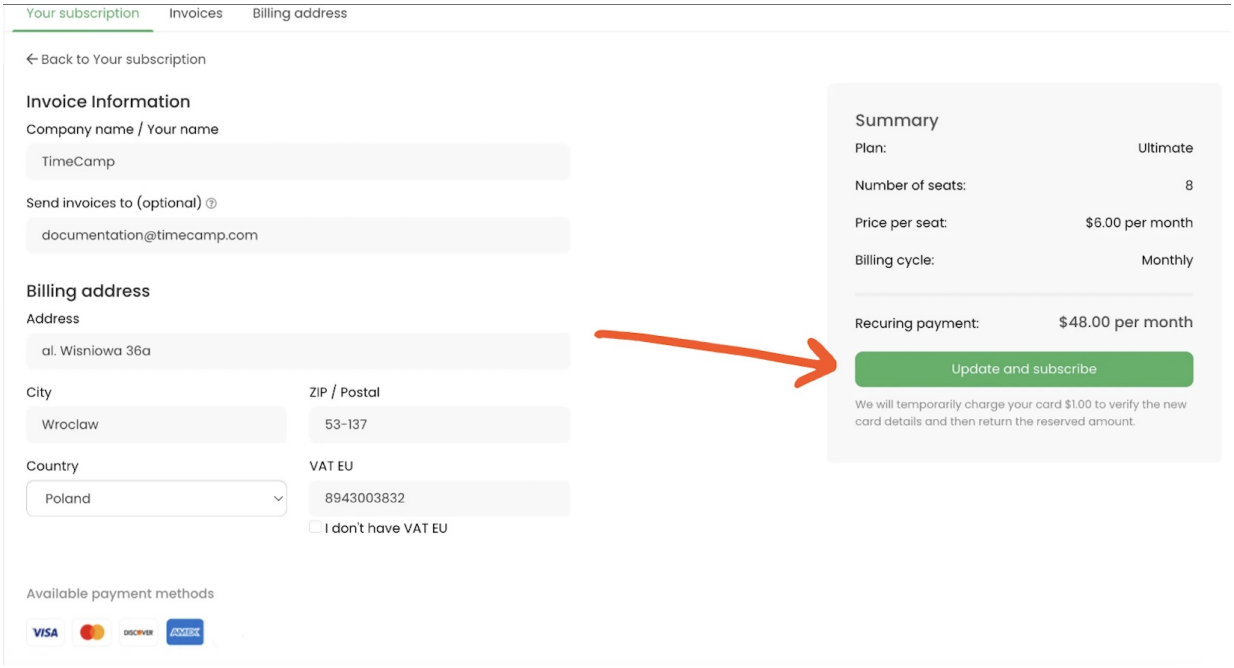
You will see a form with your invoicing information - your name and/or the name of your company, billing address, and the payment method. **Fill in the gaps and make sure they are correct, please.**

On the right side of the page, you will see **the summary of your subscription** - the name of the plan, the number of licenses, the price per license, and the billing cycle.

> You can go for the monthly or annual billing cycle - the second one gives you an additional discount.

> If you are not sure yet - take your time! You can go for this discount anytime.

Click on the **Subscribe now/Update and subscribe** button, fill in your credit card information, and finalize the subscription setting process.



That is it! **Now you can benefit from more or all of our features!**