

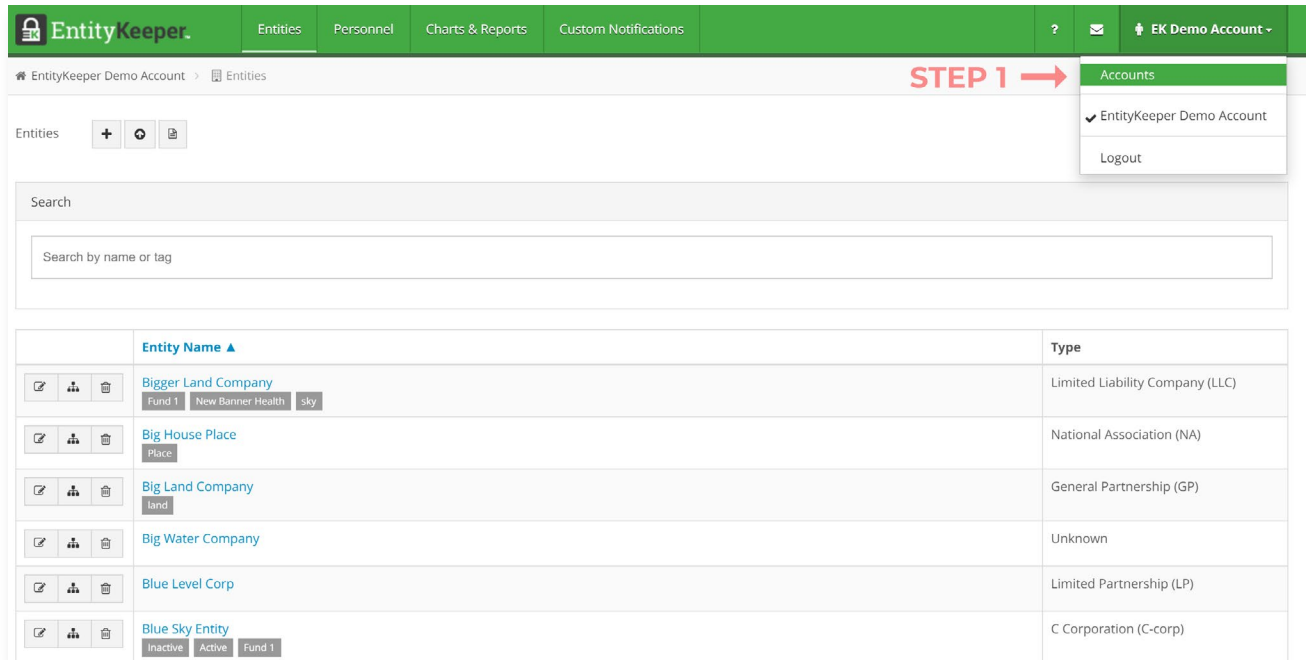


USER GUIDE

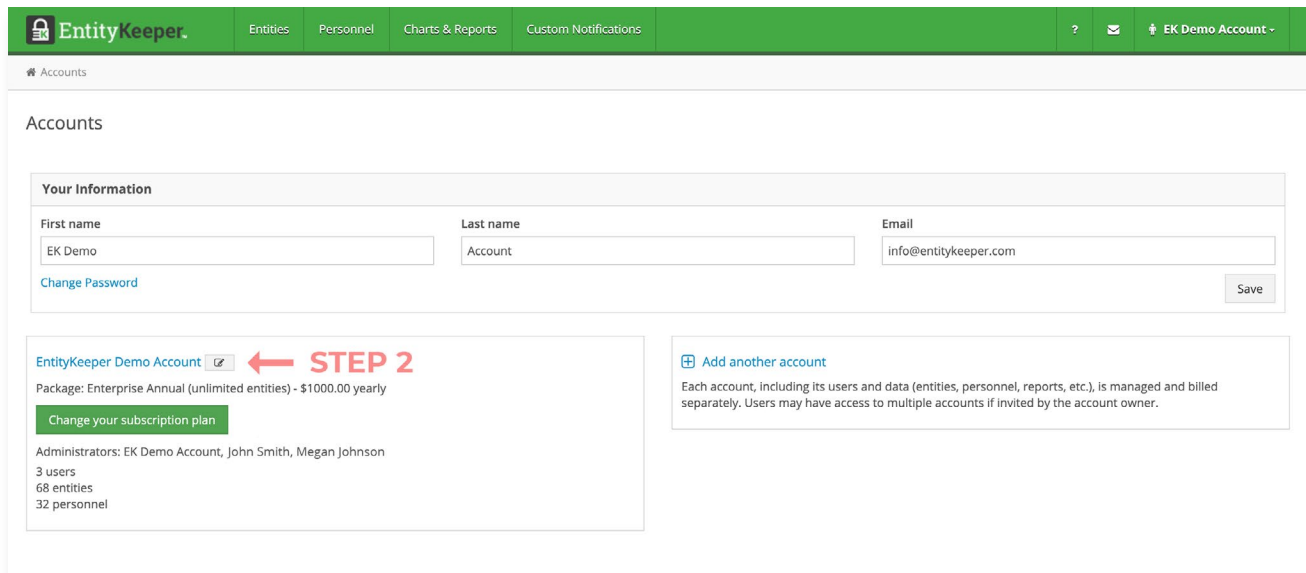
Updating & Upgrading Your Account

Update Billing Information

STEP 1 | Navigate to the Account section located at the top right corner of the screen, in the dropdown menu select 'Accounts'.



STEP 2 | Click on the 'Edit' icon located next to the account name.

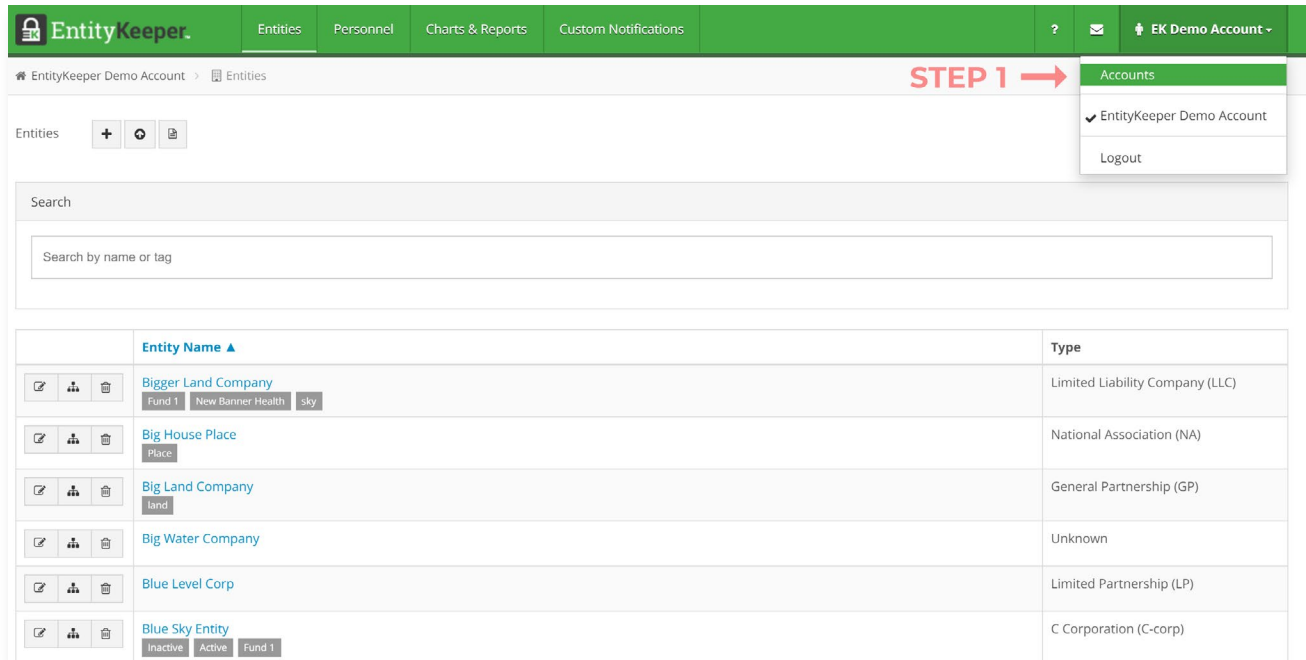


STEP 3 | Edit your billing account information and save.

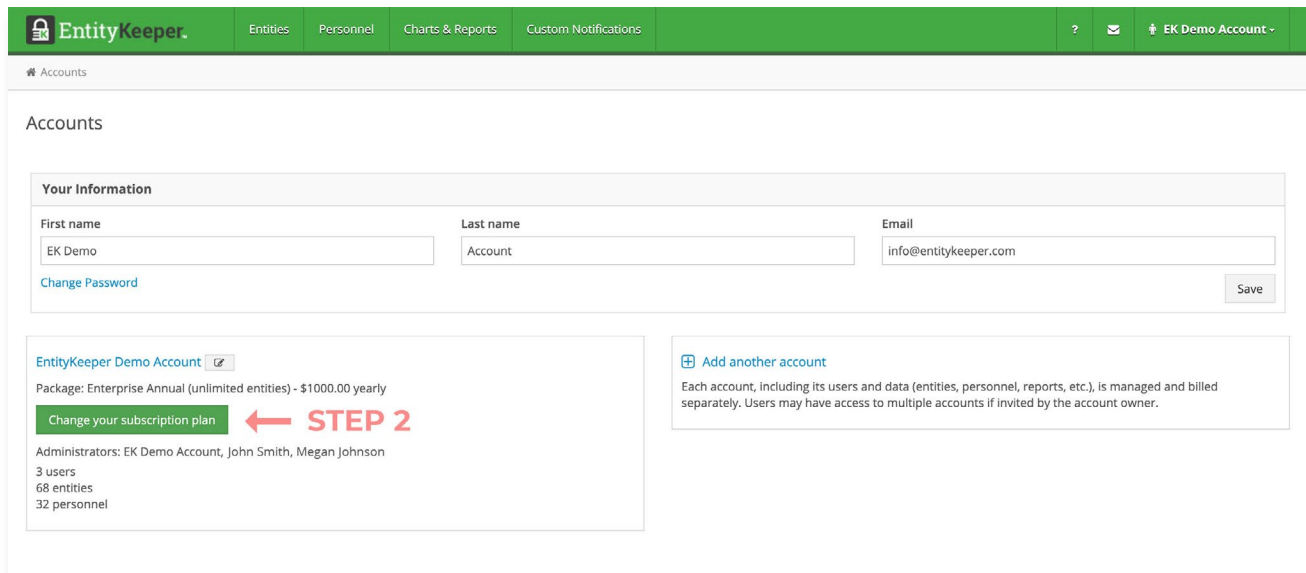
The screenshot shows the EntityKeeper web application interface. At the top, there is a green navigation bar with the EntityKeeper logo and menu items: Entities, Personnel, Charts & Reports, Custom Notifications, a help icon, a mail icon, and a user profile icon labeled 'EK Demo Account'. Below the navigation bar, the breadcrumb trail reads 'Accounts > EntityKeeper Demo Account'. The main content area is titled 'Account Information' and contains two sections: 'Account Information' and 'Billing Information'. The 'Account Information' section has two text input fields: 'Account Name' and 'Company Name', followed by a green 'Save' button. The 'Billing Information' section is highlighted with a red arrow and the text 'STEP 3'. It contains a 'Credit Card Number' text input field, a 'CVC' text input field, a 'Month' dropdown menu (currently showing 'January'), and a 'Year' dropdown menu (currently showing '2020'). A large red 'SAVE' button with a right-pointing arrow is positioned to the right of the dropdowns, followed by a smaller green 'Save' button.

Upgrading Your Account

STEP 1 | Navigate to the Account section located at the top right corner of the screen, in the dropdown menu select 'Accounts'.



STEP 2 | Click on the 'Change Your Subscription' button.



STEP 3 | Choose the plan you wish to upgrade to and complete the billing requirements.

EntityKeeper. Entities Personnel Charts & Reports Custom Notifications ? EK Demo Account

Accounts > EntityKeeper Demo Account

Account Information

Account Name Company Name Save

Billing Information ← STEP 3

Credit Card Number

CVC Month Year

SAVE → Save

STEP 4 | Update account.