

Manage your subscriptions

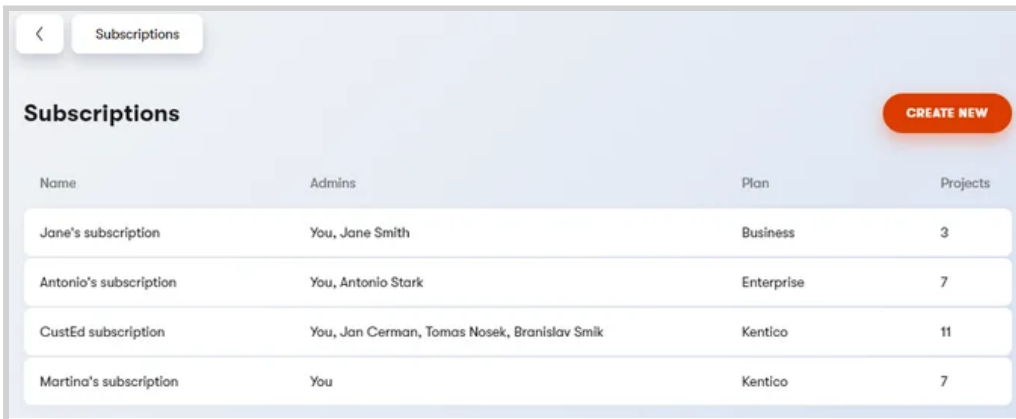
September 2, 2021 • Jan Cerman • 6 min read

Get an overview of your current subscription and see who can manage it.

Manage your subscriptions

1. Click your initials in the bottom left corner.
2. Choose Subscriptions.
3. On the **Subscriptions** screen, choose a subscription.

You'll see an overview of the selected subscription with its [usage report](#).

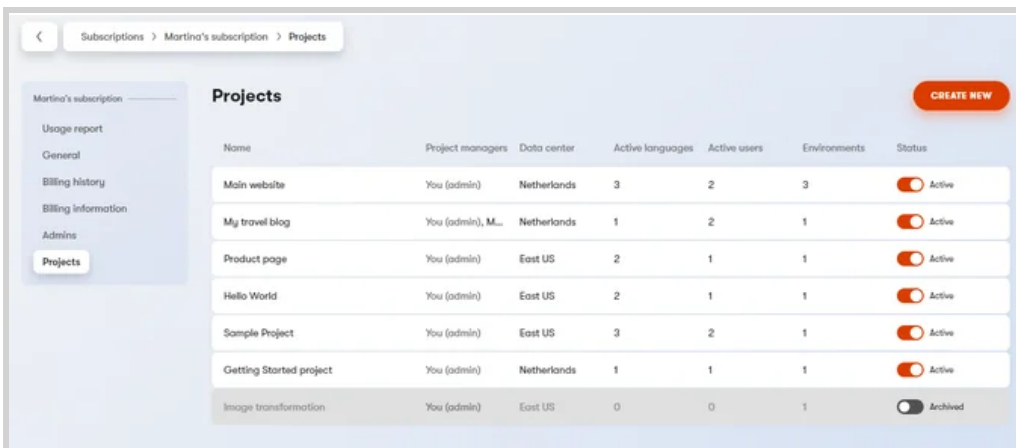


Name	Admins	Plan	Projects
Jane's subscription	You, Jane Smith	Business	3
Antonio's subscription	You, Antonio Stark	Enterprise	7
CustEd subscription	You, Jan Cerman, Tomas Nosek, Branislav Smik	Kentico	11
Martina's subscription	You	Kentico	7

Manage projects under your subscription

Select **Projects** to see a list of projects under your subscription. The project list lets you manage the languages and users across your subscription.

While on the **Projects** tab, you can also create new projects by clicking **Create new**. Any projects you create here will be automatically added to the current subscription.



Name	Project managers	Data center	Active languages	Active users	Environments	Status
Main website	You (admin)	Netherlands	3	2	3	<input checked="" type="checkbox"/> Active
My travel blog	You (admin), M...	Netherlands	1	2	1	<input checked="" type="checkbox"/> Active
Product page	You (admin)	East US	2	1	1	<input checked="" type="checkbox"/> Active
Hello World	You (admin)	East US	2	1	1	<input checked="" type="checkbox"/> Active
Sample Project	You (admin)	East US	3	2	1	<input checked="" type="checkbox"/> Active
Getting Started project	You (admin)	Netherlands	1	1	1	<input checked="" type="checkbox"/> Active
Image transformation	You (admin)	East US	0	0	1	<input type="checkbox"/> Archived

To see projects from different subscriptions, click your initials in the bottom left corner and choose **Projects**.

Move your project to another subscription

If you need to transfer a project to someone else's subscription, they need to temporarily invite you as a subscription admin to their subscription. Once invited, you need to clone the project from your subscription to theirs. Or vice versa.

For example, the following instructions show you how to move the *Commercial* project from the *Agency* subscription (with admin *Alice*) to the *Client* subscription (with admin *Carol*).

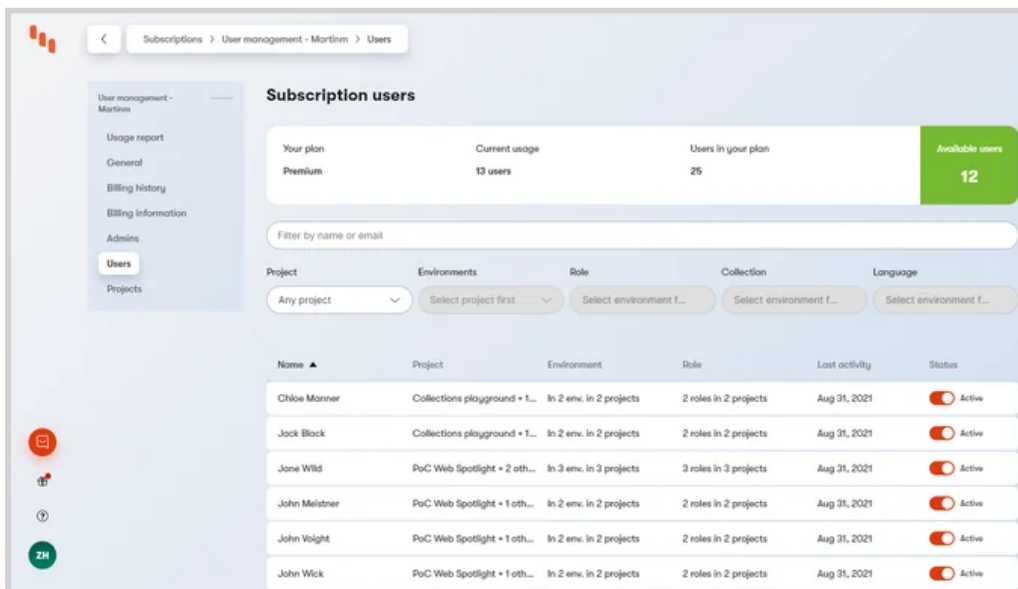
1. *Carol* [invites](#) *Alice* to the *Client* subscription as a subscription admin.
2. *Alice* [clones](#) the *Commercial* project to *Client* subscription.
3. *Carol* [removes](#) admin *Alice* from the *Client* subscription.

Manage users under your subscription

Get an overview of the users invited to your subscription to see their presence in different projects.

1. In Kontent, click your initials in the bottom left corner.
2. Choose **Subscriptions**.
3. On the **Subscriptions** screen, choose a subscription.
4. Select the **Users** tab.

You can filter the list of users by the project and environment the users are active in, their roles, and by their access to specific collections or languages.



Name	Project	Environment	Role	Last activity	Status
Chloe Manner	Collections playground + 1...	In 2 env. in 2 projects	2 roles in 2 projects	Aug 31, 2021	Active
Jack Black	Collections playground + 1...	In 2 env. in 2 projects	2 roles in 2 projects	Aug 31, 2021	Active
Jane Wild	PoC Web Spotlight + 2 oth...	In 3 env. in 3 projects	3 roles in 3 projects	Aug 31, 2021	Active
John Melisner	PoC Web Spotlight + 1 oth...	In 2 env. in 2 projects	2 roles in 2 projects	Aug 31, 2021	Active
John Voight	PoC Web Spotlight + 1 oth...	In 2 env. in 2 projects	2 roles in 2 projects	Aug 31, 2021	Active
John Wick	PoC Web Spotlight + 1 oth...	In 2 env. in 2 projects	2 roles in 2 projects	Aug 31, 2021	Active

Users invited to the projects under your subscription.

- Click any user from the list to view their role permissions. This way you can quickly [change user permissions](#) if needed.

Deactivate users in all projects

If you need to deactivate a former colleague (or just lower the number of active users), click the switch in the Status column. This will deactivate the user in all projects.

Create subscriptions

1. Click your initials in the bottom left corner.
2. Choose Subscriptions.
3. On the Subscriptions screen, click **Create new**.
4. Enter a name for your subscription.
5. Agree with the [Terms of Service](#).
6. Click **Create subscription**.

Your new subscription will use the free trial plan, starting a new billing period effective immediately. The subscription won't contain any projects and you'll become its subscription admin.

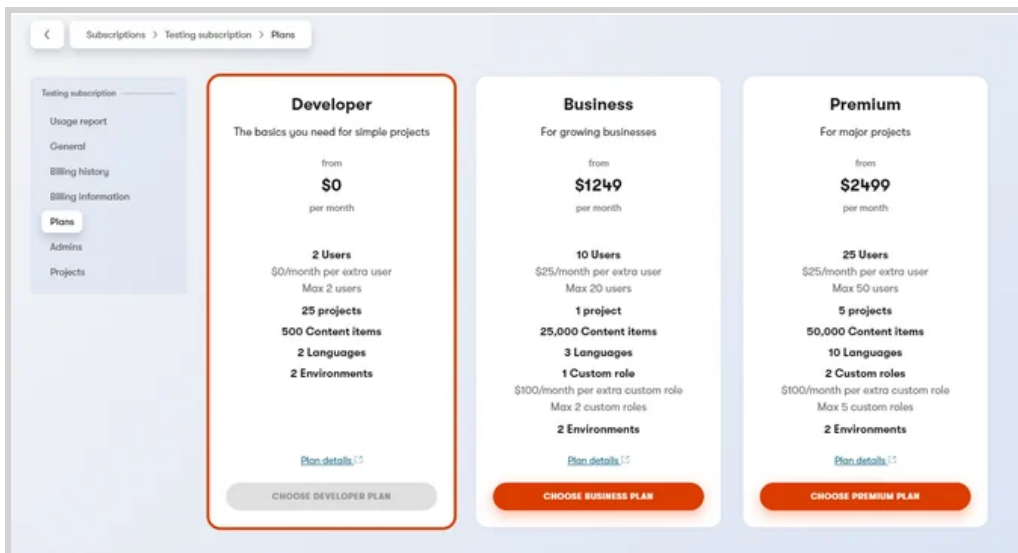
Decided to cancel your subscription?

If you wish to cancel your subscription, contact our support team using the chat button in the bottom right and we will remove the subscription for you.

Change subscription plan

You need to be a [subscription admin](#) to change your subscription plan.

1. Click your initials in the bottom-left corner.
2. Choose **Subscriptions**.
3. From the **Subscriptions** list, choose a subscription.
4. Select the **Plans** tab.
5. Choose your desired subscription plan.
 - If you switch from a legacy subscription plan to any other, you can't go back to the legacy plan.



The screenshot shows the 'Plans' tab in the 'Testing subscription' section. It displays three subscription plans: Developer, Business, and Premium. The Developer plan is highlighted with a red border. Each plan includes details on pricing, user limits, project limits, content item limits, languages, custom roles, and environments.

Plan	Description	Price	Users	Projects	Content Items	Languages	Custom Roles	Environments
Developer	The basics you need for simple projects	from \$0 per month	2 Users \$0/month per extra user Max 2 users	25 projects	500 Content items	2 Languages	2 Environments	2 Environments
Business	For growing businesses	from \$1249 per month	10 Users \$25/month per extra user Max 20 users	1 project	25,000 Content items	3 Languages	1 Custom role \$100/month per extra custom role Max 2 custom roles	2 Environments
Premium	For major projects	from \$2499 per month	25 Users \$25/month per extra user Max 50 users	5 projects	50,000 Content items	10 Languages	2 Custom roles \$100/month per extra custom role Max 5 custom roles	2 Environments

Enter your payment details

Switching to a paid plan requires entering a payment method.

1. Select the **Billing information** tab.
2. Click **Choose a payment method**.

Remember the email address you enter when providing the payment details. You will need it to [manage your payment method](#) later.

If you're not sure which plan works best for you, let us help! Click the chat button in the bottom-right corner to contact us.

Manage subscription admins

Switch to the **Admins** tab to see a list of subscription admins.

A subscription admin is an active user who can:

- Access and [manage all projects under a subscription](#).
- [Manage all users under a subscription](#).
- [Add](#) and [remove](#) subscription admins.
- [Change subscription plan](#).

Subscription admins receive all billing notification emails (for example, [usage reports](#)) for the given subscription.

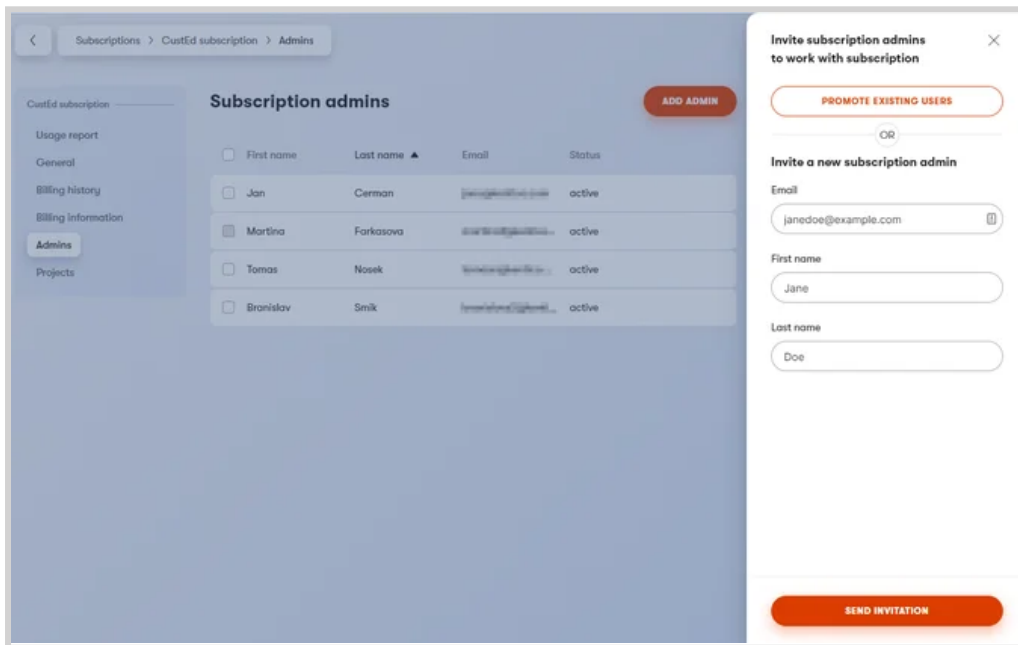
<input type="checkbox"/>	First name	Last name ▲	Email	Status
<input type="checkbox"/>	Jan	Cerman	jan@kontent.com	active
<input checked="" type="checkbox"/>	Martina	Farkasova	martina@kontent.com	active
<input type="checkbox"/>	Tomas	Nosek	tomas@kontent.com	active
<input type="checkbox"/>	Branislav	Smik	branislav@kontent.com	active

i Subscription admins are listed as [Project managers](#) in the projects created under the subscription and cannot be removed by other Project managers.

Add subscription admins

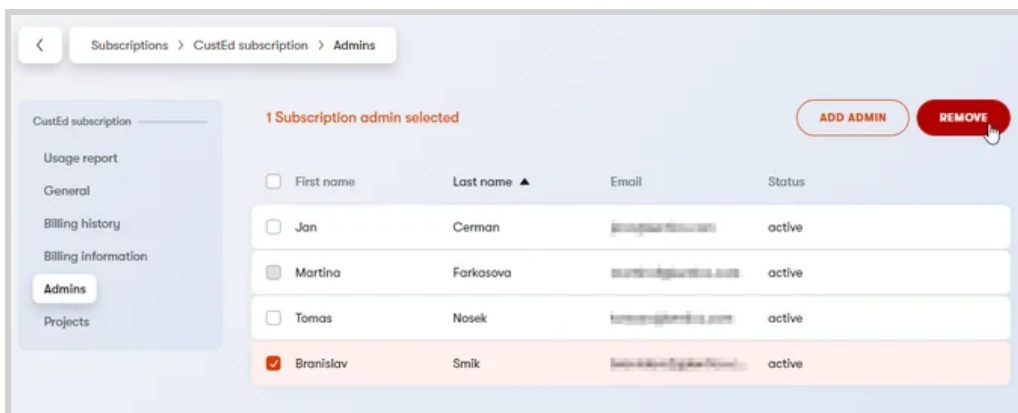
1. Select the Admins tab.
2. Click Add admin.
3. Fill in the new admin's email, first name, and last name.
4. Click Send invitation.

You can also promote an existing user within your subscription to an admin by clicking Add admin > Promote existing users.



Remove subscription admins

1. Select the Admins tab.
2. Select the admin you would like to remove.
3. Click Remove.
4. (Optional) If you would like to deactivate the selected admin in all projects, select **Yes, deactivate the user in all projects**.
5. Click **Remove** or **Remove and deactivate** (based on whether you did step 4) to remove the selected admin.



What's next?

Check your [usage report](#) to see your active users, the [Fair Use Policy](#) limits for your subscription plan, and the plan's cost.