Settings

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Downgrade Plan
Through Settings Tab

1

Manage plan

AP Base (Free)
Get the base **accounts payable** features to streamline your payments.

$0

Switch to AP Base

Plan includes:
- ✓ Pay any biller or vendor
- ✓ Pay by bank transfer or card
- ✓ Deliver payments electronically or by check
- ✓ Batch scheduling
- ✓ 1 user seat

Fees
Additional users   Upgrade plan

AP Pro   Active plan
All the professional **accounts payable** features to grow your business.

$10 /month

Current plan

Plan includes:
- ✓ All AP Base features
- ✓ Sync with accounting software
- ✓ 3 user seats

Fees
Additional users $7.00/month
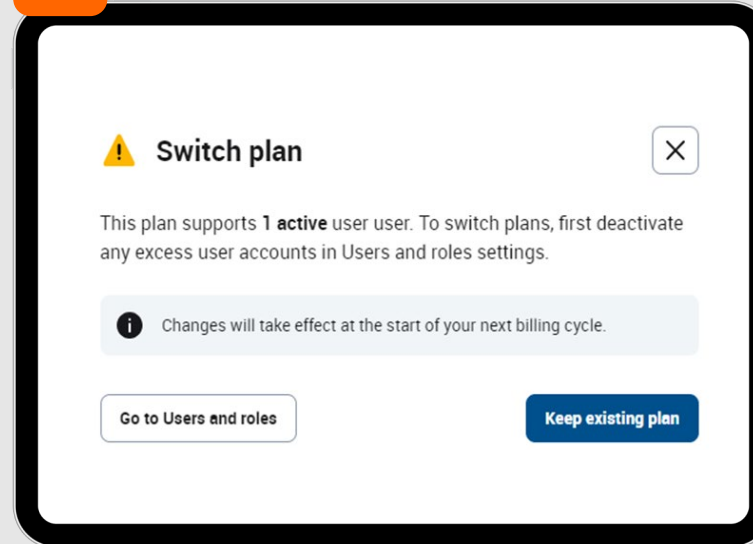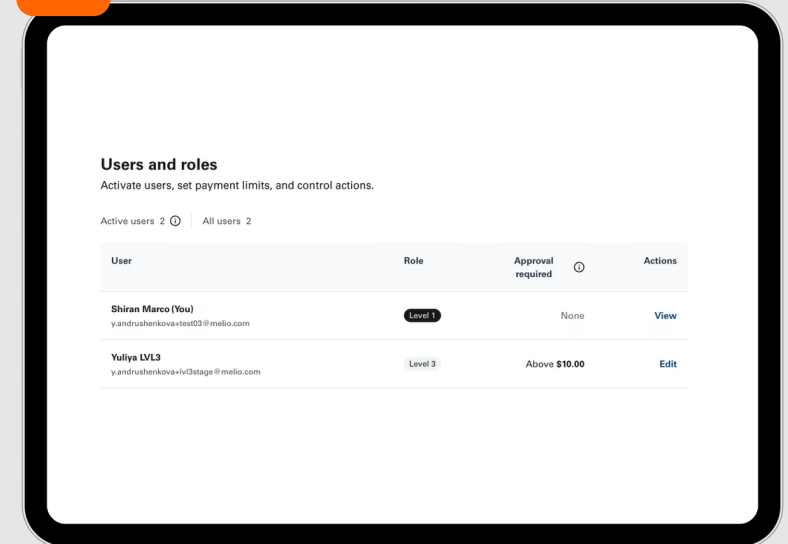
From Settings, navigate to Plans and billing. To downgrade from *AP Pro* to *AP Base*, click Switch to AP Base.

2

⚠️ **Switch plan**

This plan supports **1 active** user user. To switch plans, first deactivate any excess user accounts in Users and roles settings.

ℹ️ Changes will take effect at the start of your next billing cycle.

Go to Users and roles   Keep existing plan

See popup message above if you have additional user seats activated. Choose Go to Users and roles.

3

Users and roles
Activate users, set payment limits, and control actions.

Active users 2 ⓘ   All users 2

User	Role	Approval required ⓘ	Actions
Shiran Marco (You) y.andrushenkova+test03@melio.com	Level 1	None	View
Yuliya LVL3 y.andrushenkova+lvl3stage@melio.com	Level 3	Above **$10.00**	Edit

Click Edit next to each additional user.

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Downgrade Plan (continued)
Through Settings Tab

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Toggle <u>Account activation</u> to <u>Off</u> and click <u>Save.</u>

If there are additional users, turn <u>Account activation</u> to <u>Off</u> until one active user is remaining.

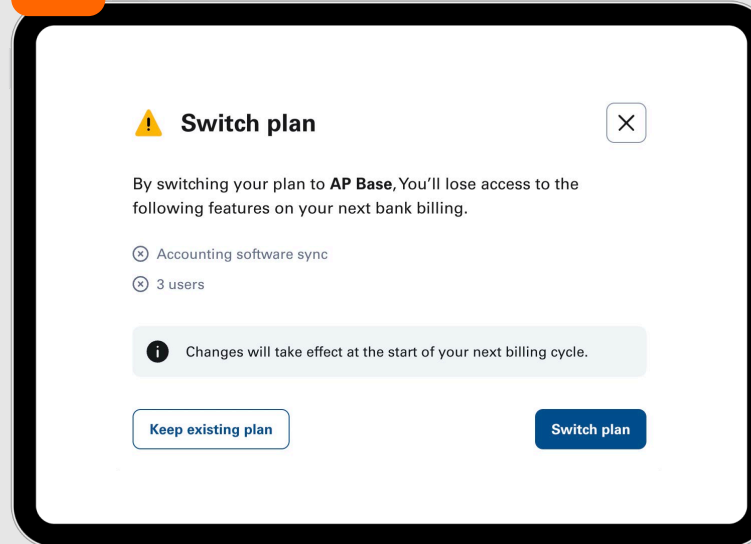See green confirmation banner that user changes were saved.

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Downgrade Plan (continued)
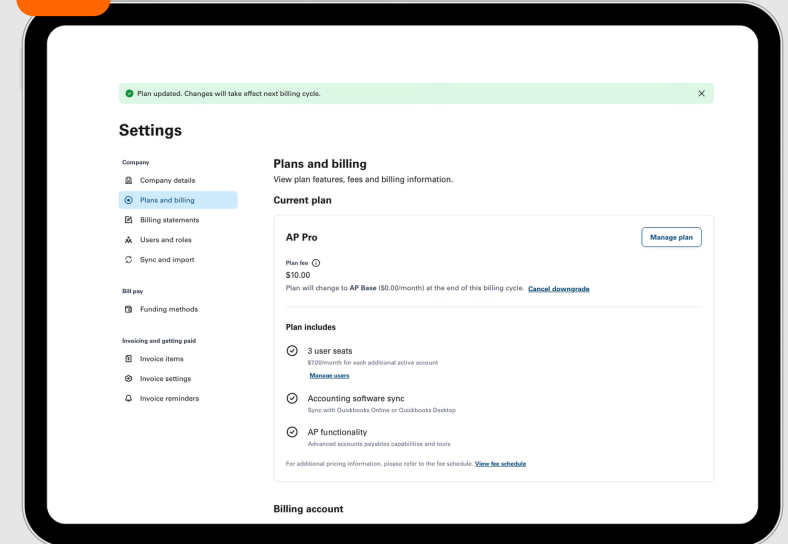## Through Settings Tab

7
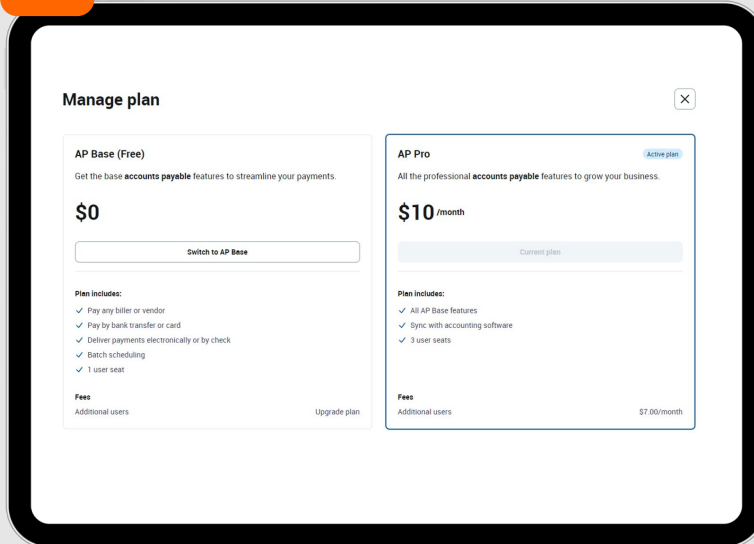
Navigate back to Plans and billing. To downgrade from *AP Pro* to *AP Base*, click Switch to AP Base.

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Choose Switch plan to downgrade to AP Base.

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See green confirmation banner. Changes will take effect next billing cycle.

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