



Get your team on the same page.

The complete project management software solution.

Converting a Free Trial into an Active Subscription

Converting your Free Trial into an active subscription is easy.

If you do not have a Free Trial you must go through the Free Trial sign-up process

Once your Free Trial is created you can upgrade it to an active subscription.

Tip:
Google Chrome, Firefox and Safari (Apple) are the recommended web browsers when using Projecis. (see last page)

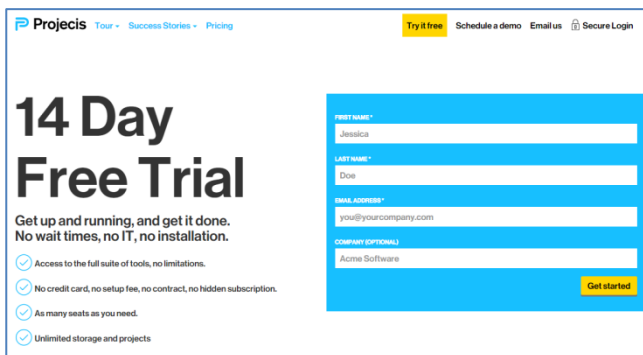
If you have a free trial start at the “**Converting a Free Trial into an Active Subscription**” section of this document.

Sign Up

If you haven't signed up for a free trial go to:

<http://www.projecis.com/pricing.php>

...and enter your first name, last name, email address and company.



The screenshot shows the Projecis website's sign-up page for a 14-day free trial. The page features a blue header with navigation links: 'Projecis', 'Tour', 'Success Stories', and 'Pricing'. A yellow 'Try it free' button is visible in the top right corner, along with links for 'Schedule a demo', 'Email us', and 'Secure Login'. The main heading is '14 Day Free Trial' in large, bold black text. Below the heading, a sub-heading reads 'Get up and running, and get it done. No wait times, no IT, no installation.' There are four bullet points with checkmarks: 'Access to the full suite of tools, no limitations.', 'No credit card, no setup fee, no contract, no hidden subscription.', 'As many seats as you need.', and 'Unlimited storage and projects'. To the right is a sign-up form with fields for 'FIRST NAME*' (containing 'Jessica'), 'LAST NAME*' (containing 'Doe'), 'EMAIL ADDRESS*' (containing 'you@yourcompany.com'), and 'COMPANY (OPTIONAL)' (containing 'Acme Software'). A yellow 'Get started' button is at the bottom right of the form.

- Wait for an email in your inbox (check your spam filter if you don't see the mail in your inbox)
- Click on the email link and set up your account / profile
- Log in with your new username / password

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- Once you have logged in click on the 'Subscription' button on the right hand side.
 - The number of seats for a trial is fixed at certain amount.
 - You can adjust the number of seats when you upgrade the trial to a subscription.
- Select the 'Upgrade Trial' button in the grey 'Actions' box or the orange "Upgrade" button in the field.
- Adjust the number of seats, enter your credit card information and Discount Code if any. Your card will be billed each month based on the number of seats.
- Select 'Continue' and your subscription will be set up.

If you have specific billing needs, please contact us at
sales@projecis.com

My Perspective

Perspective Calendar Projects Activity Action Items Address Book Messages Subscriptions

Browse Subscriptions New Subscription

Subscriptions / Projecis **UPGRADE**

No invoices have been generated for this subscription.
The next invoice will be generated on Sat Apr 5, 2014.

Projecis
Trial

Status: Active
Seats: 1 used out of 10 seats
Monthly Cost: \$150.00
Next Bill Date: Sat Apr 5, 2014

Actions

Rename
Upgrade Trial
Manage this Workspace

Perspective Calendar Projects Activity Action Items Address Book Messages

Browse Subscriptions

Upgrade Trial

NUMBER OF SEATS:

3

CARDHOLDER NAME

CREDIT CARD NUMBER

DISCOVER MasterCard VISA

EXPIRATION DATE: **SECURITY CODE:**

How do I find my Code?

DISCOUNT CODE (OPTIONAL)

If you have a special offer code, enter it here

Continue Cancel

Recommended Web Browsers

We recommend using Google Chrome, Firefox or Safari (Apple) as the web browsers when using Projecis. Other browsers, such as Microsoft Internet Explorer, may not provide you access to all the features within the system.



Links to Download Recommended Browsers:

Google Chrome: <https://www.google.com/intl/en/chrome/>

Firefox: <https://www.mozilla.org/en-US/firefox/desktop/>