How to update the expiry date of an existing subscription?

- 1. Login to SanerNow as an **Admin user**.
- 2. You need to update the expiry date on both Organization and Account.
- 3. Go to Control Panel.



4. Simulate through the organization to edit the expiry date. Click on the **pen icon** and edit the organization preferences.

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5. Update the Allowed Subscriptions and Expiry Date.

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6. Now, click on **Update**.

Note: You need to update the Allowed Subscriptions and Expiry Date on both organizations and their corresponding account.

7. Click on the **Organization**. You will land on the **Accounts** page

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8. On the Accounts page, click on the edit option in the **Action** column.

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9. Now update the Allowed Subscriptions and Expiry Date and click on Update.

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AVAILABLE SUBSCRIPTIONS			
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Now you know how to update the expiry date of an existing subscription.