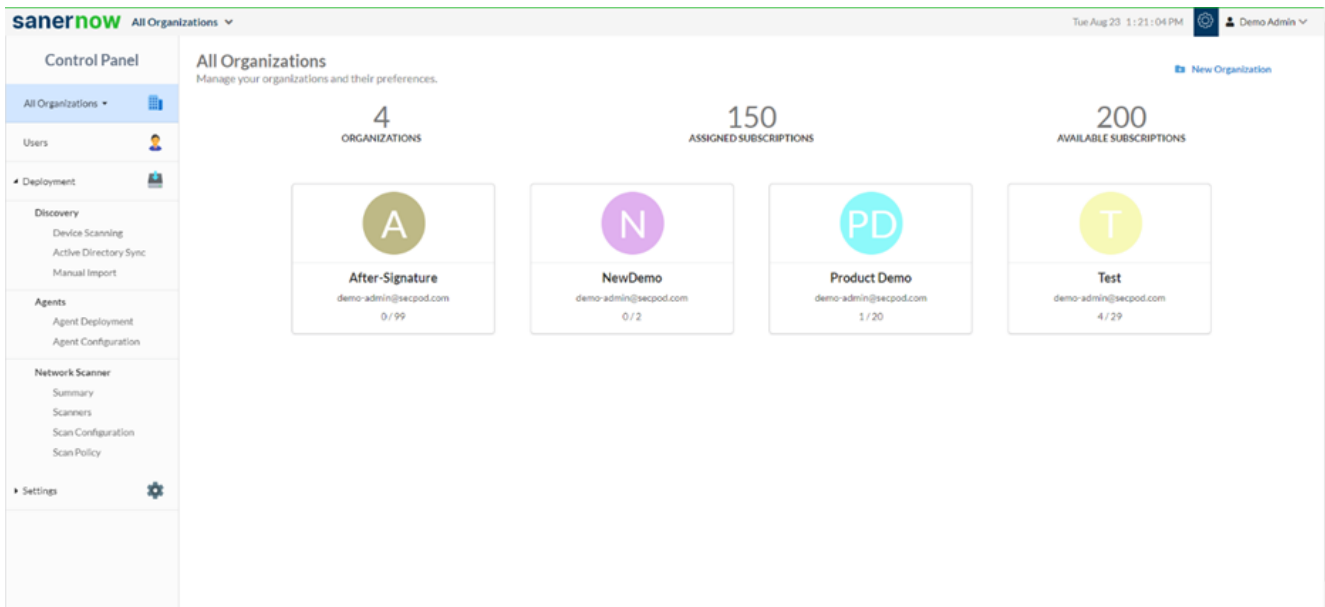
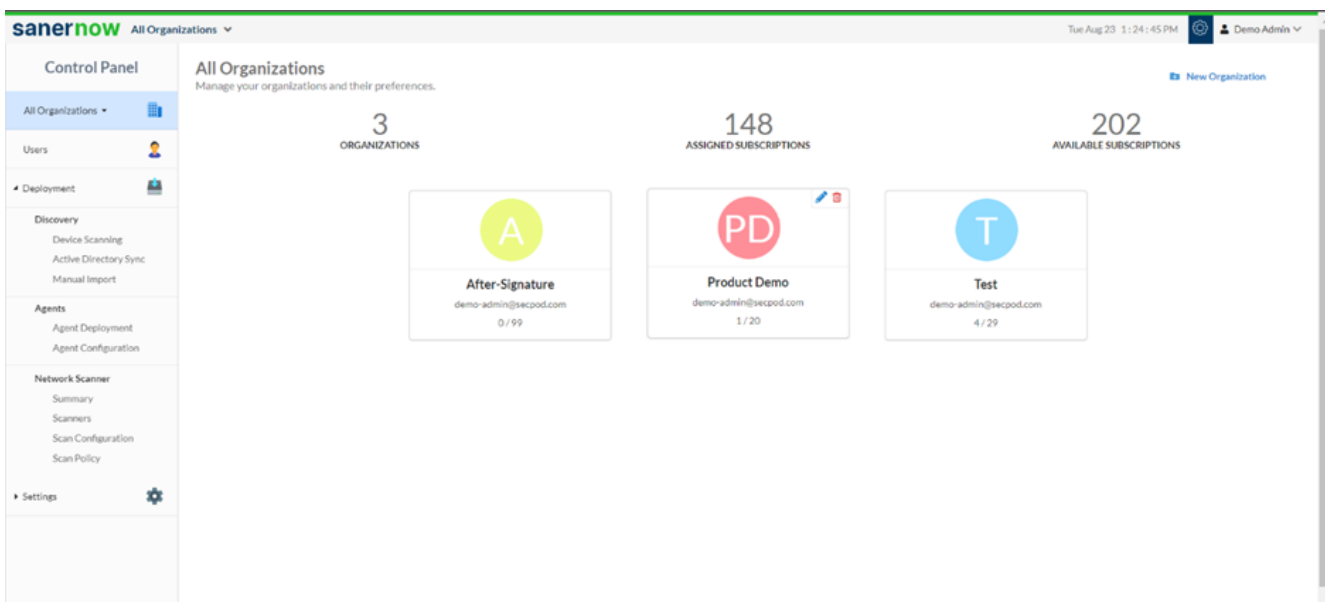


How to update the expiry date of an existing subscription?

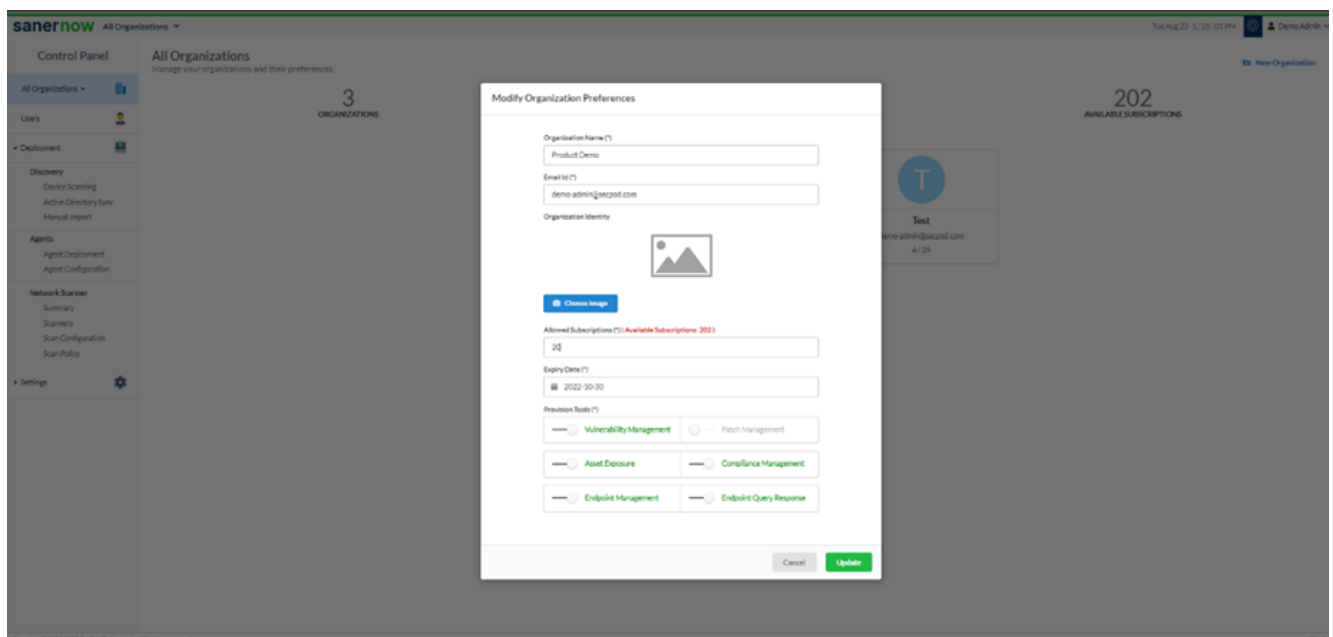
1. Login to SanerNow as an **Admin user**.
2. You need to update the expiry date on both Organization and Account.
3. Go to **Control Panel**.



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



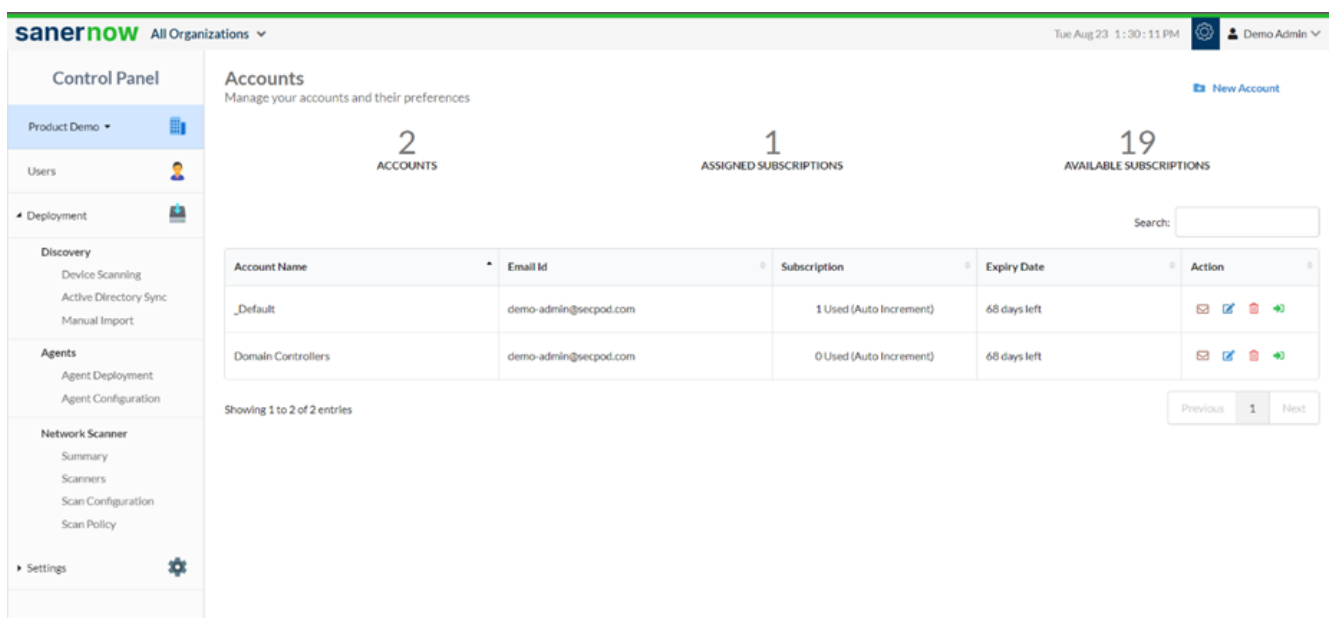
5. Update the **Allowed Subscriptions** and **Expiry Date**.



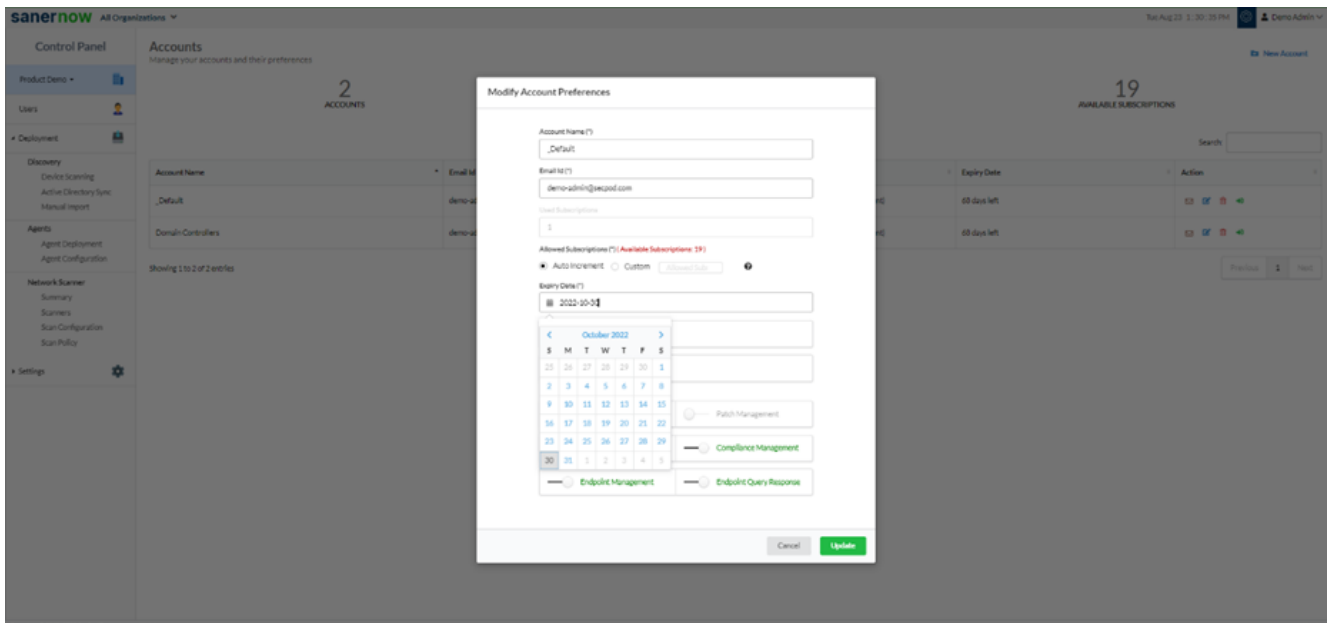
6. Now, click on **Update**.

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

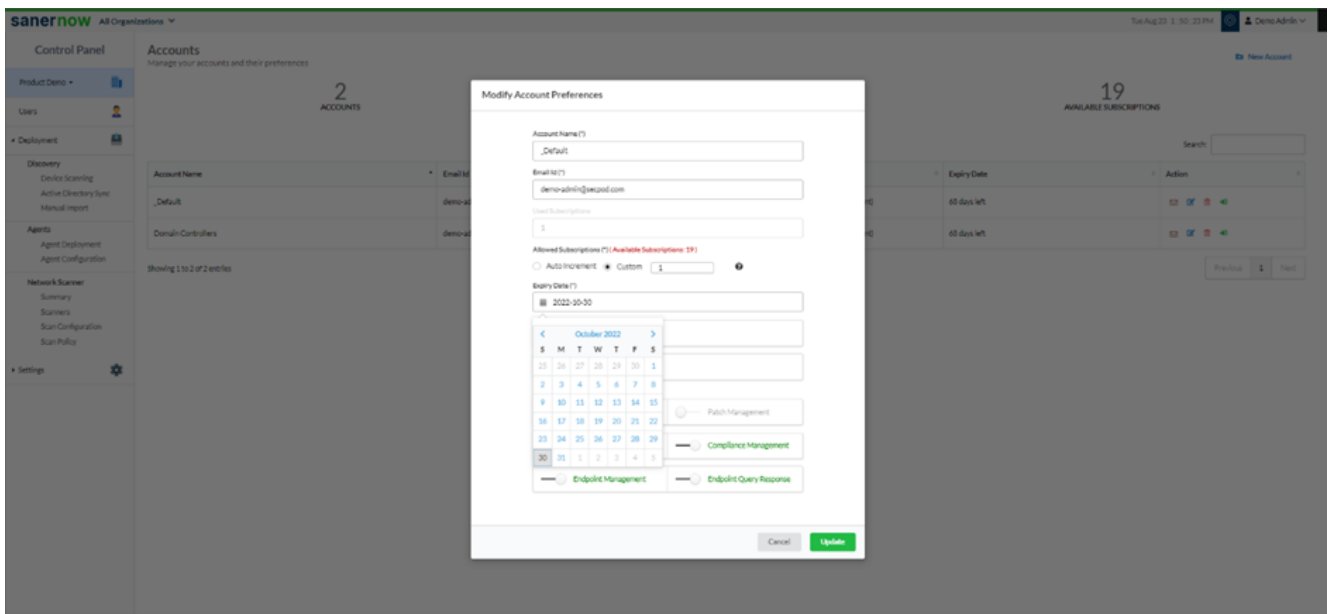
7. Click on the **Organization**. You will land on the **Accounts** page



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



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



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