## How to Update Subscription Via E-payment

## Objectives

• Update your subscription or customize your LEXZUR plan

## Steps

Customers now can subscribe monthly/yearly with the flexibility to purchase either Core, Contra, or both!

E-payment is available from the top-right Settings icon Billing and Plan.

App4Legal Dashboards - Agile - Contacts -	Matters - Tasks Contract	s & Documents - R	eports - Time -	Billing - Mo	ore ¥ Create +				Universal Se	earch Q Ō	Di 🛗 🕠 🖑 🛃 System Set	tings
My Tasks for today	My Meetings for today 0					Му	My Reminders for today			Billing and I	Plan 🔫	
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Let's fill this list with tasks	!		Ready to co	nnect? No	meetings yet!							
+ Create your first Task			+ Creat	te vour firs	t Meeting							
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Tasks Assigned to me												6

As a first step, select the products. LEXZUR Core and LEXZUR Contra are available as a standalone product or as a package with other products. Plans are divided into four categories: **Basic**, **Business**, **Enterprise**, and **Enterprise**+.



Compare the plans to see which one is best for you.

Select	Products Plan 1 Compare plan December 2010 O You can buy It alon	Details Che is in details (2) Context Mayres NW a or with other products	sckout
 O Basic	Business     Business	O Enterprise	Enterprise+
up to 5 users		400	Looking for a scalable solution?
59 /user/month billed annually	\$29 Juser/month billed annually	\$39 Juser/month billed annually	Contact Us
Details 🗸	Details 🗸	Details 🗸	Details 🗸
	Compare plar	ns in details 🛛	
	< Back To	Dashboard	

Once you have decided on the subscription plan that suits you, the next step is the Plan Details page, where you can add extra modules or add-ons based on your business needs. Also, you have the ability to specify the number of licenses needed for each product.

Modules and Addons may include Client Portal, Advisor Portal, Outlook Connect, Gmail Connect, and Teams Connect.

	Select Products	Plan Details	Checkout	
Choose Modules 🛛 🛶	_	^	Annually	Monthly
Advisor Portal     Organize and streamline the coll     Learn More	aboration with external advisors.	\$19 lilled annually	Products  Business Core	nary
Client Portal Allow your Clients to connect an service portal. Learn More Ø	d communicate with you from a self-	\$9 /use/month billed annually	Contra	\$348 /year \$348 /year
			Modules & Add-Ons	
Choose Add-Ons 🛛 🗲	_	^	O Number of users in modules and add-on: users of the main	s should match with the highest number of 1 products above
Outlook Connect     Connect Emails and Attachment     Contracts.     Learn More 2	t s in Microsoft Outlook to Matters, Cases &	\$0 billed annually	Outlook Connect  Toser  Total	\$0 /year \$696 /year Back Checkout

The final step is to enter your checkout details: first name, last name, email, organization name, and card information.

	Select Products	Plan Details	Checkout	
i Lexzur guarantees fu	II money refund within 30 days-period.	For more details	Annually	Monthiy ry
First Name	Last Name		Products	
Email Organization Name			Core Users	\$348 /year \$348 /year
Enter the legal name of your organization			Modules & Add-Ons	
		Automir mrok	<ul> <li>Number of users in modules and add-ons s users of the main pr</li> </ul>	hould match with the highest number of oducts above
			Outlook Connect	\$0 /year
			Total	\$696 /year
				Back Pay

A receipt will be sent to your email address.

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!