

How do I manage my subscription?

Local Admin / Infra (NOT Delete) - 2023-01-03 - Papaki Panel

At Papaki, we have enabled the automatic renewal of your subscription so that the operation of your services remains always uninterrupted. You can easily edit the details of a subscription through your account by following the steps below.

1. After logging into your [control panel](#), click Manage Subscriptions from the left bar menu.

The screenshot displays the Papaki control panel interface. On the left sidebar, the 'SUBSCRIPTIONS' section is expanded, and 'Manage Subscriptions' is highlighted with a red rectangular box. The main content area is divided into two sections: 'MY DOMAIN NAMES' and 'MY HOSTING PLANS'. The 'MY DOMAIN NAMES' section shows a summary of services at a glance (1 Domain Names, 1 Hosting Plans, 0 SSL Certificates, 0 Online Marketing, 0 Email Plans, 1 Website Builder Plans) and a table of domain names. The table has columns for Domain, Expiration, Status, and Nameservers. A 'MANAGE SUBSCRIPTION' button is visible next to the domain entry. The 'MY HOSTING PLANS' section shows a summary of hosting plans (Total hosting plans: 1) and a table of hosted domains. The table has columns for Hosted Domain, Hosting Plan, Expiration, Status, and Features. The status of the hosting plan is 'Active'.

2. To enable or disable the subscription, locate the service you want to edit and press the "ON" or "OFF" button to change the status of the subscription. In the image below the subscription is inactive ("OFF") and you can click it to activate it. An active subscription displays the green "ON".

Service Subscriptions

Search your domains:

SEARCH

Domain (t[REDACTED] r)

OFF

Payment Type: Credit Card (#####: [REDACTED])

[Change payment Method](#)

[Billing History](#)

Selected Billing Contact: Receipt (GR)

[Change Billing Information](#)

ATTENTION!

Your service will expire at 26/07/2022.

To ensure its uninterrupted function, activate your subscription or renew the service manually from [here](#).

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3. To change the duration of a subscription, for example from 2 years to 4 for a .GR domain or from 1 to 2 years for other domains, you must first deactivate it. Then, at the bottom of the subscription, a message will appear urging you to renew the service manually.

Service Subscriptions

Search your domains:

SEARCH

Domain (t[REDACTED] r)

OFF

Payment Type: Credit Card (#####: [REDACTED])

[Change payment Method](#)

[Billing History](#)

Selected Billing Contact: Receipt (GR)

[Change Billing Information](#)

ATTENTION!

Your service will expire at 26/07/2022.

To ensure its uninterrupted function, activate your subscription or renew the service manually from [here](#).

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Click on the **here** link and you will be taken to the manual renewal window. Change the subscription duration from the **Duration** column and complete your manual renewal. The renewal will be completed and in the future your subscription will be renewed with the new

duration automatically as before.

▼

Discount Coupon	Duration	A
<input type="text"/> Use	<ul style="list-style-type: none">✓ 2 Years4 Years6 Years8 Years10 Years	€
Total price after disco	axes	€
	24%)	€
	Total price	€

4. You can also change your payment method (other card or credits) by clicking **Change payment Method**, your billing details by clicking **Change Billing Details** or view your payment history again by clicking **Billing History**.

Service Subscriptions

Search your domains: [SEARCH](#)

Domain () OFF

Payment Type: Credit Card (#####:) [Change payment Method](#)
[Billing History](#)

Selected Billing Contact: Receipt (GR) [Change Billing Information](#)

ATTENTION!
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Attention!

In case you want to activate a subscription, but you have not chosen a payment method and / or billing details for the specific service, you will need to enter these details first.