

## 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 features a summary bar with 'BUY A NEW DOMAIN NAME NOW!' and a table with columns for Domain, Expiration, Status, and Nameservers. A 'MANAGE SUBSCRIPTION' button is visible next to the domain entry. The 'MY HOSTING PLANS' section features a summary bar with 'BUY A NEW HOSTING PLAN NOW!' and a table with columns for Hosted Domain, Hosting Plan, Expiration, Status, and Features.

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](#).

10

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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.

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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.

The image shows a dropdown menu for selecting a duration. The dropdown is open, showing options: 2 Years (selected), 4 Years, 6 Years, 8 Years, and 10 Years. The background shows a table with columns 'Discount Coupon' and 'Duration', and a 'Use' button.

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**.

The image shows the 'Service Subscriptions' page. It features a search bar for domains, a domain selection area with a toggle switch set to 'OFF', and a payment type of 'Credit Card'. There are three buttons highlighted with red boxes: 'Change payment Method', 'Billing History', and 'Change Billing Information'. An attention message states: 'ATTENTION! Your service will expire at 26/07/2022. To ensure its uninterrupted function, activate your subscription or renew the service manually from here.' At the bottom, there is a pagination control showing '10 Subscriptions per page' and navigation arrows.

### 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.