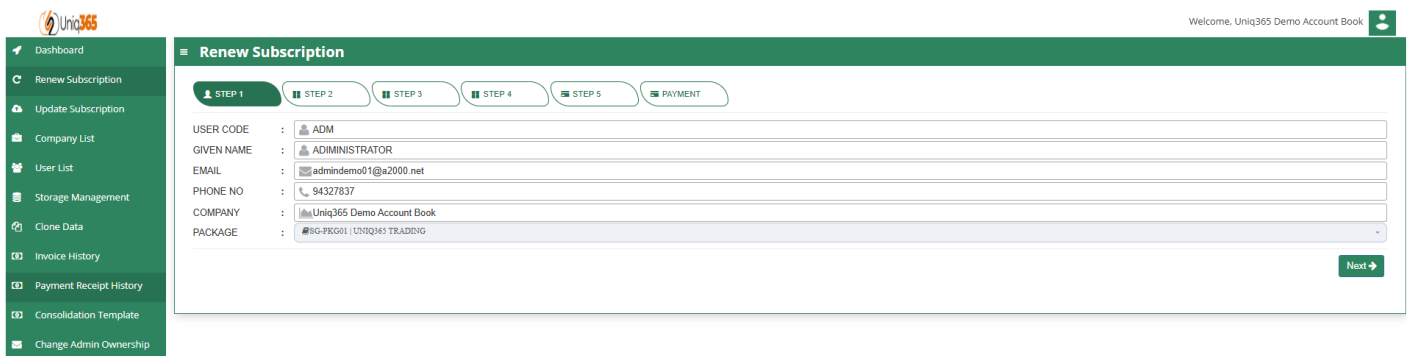


# Customer Portal - Renew Subscription

Renew Subscription is where the UNIQ365 Customers can process their Monthly, Yearly Renewal. They have the option to configure their desired number of User Types and classification, No of Books to Configure and enable other custom functionality.

## 1. STEP 1, CUSTOMER DETAILS

It shows the primary Customer Details such as User Code, Given Name, Email, Phone No, Company and Package Selection.



The screenshot displays the 'Renew Subscription' interface. On the left is a green sidebar menu with options: Dashboard, Renew Subscription, Update Subscription, Company List, User List, Storage Management, Clone Data, Invoice History, Payment Receipt History, Consolidation Template, and Change Admin Ownership. The main content area is titled 'Renew Subscription' and features a progress bar with steps: STEP 1 (active), STEP 2, STEP 3, STEP 4, STEP 5, and PAYMENT. Below the progress bar, the following customer details are shown in a form:

USER CODE	: ADM
GIVEN NAME	: ADMINISTRATOR
EMAIL	: admindemo01@a2000.net
PHONE NO	: 94327837
COMPANY	: Uniq365 Demo Account Book
PACKAGE	: SG-PKG01   UNIQ365 TRADING

A 'Next' button is located at the bottom right of the form.

## 2. STEP 2, USER TYPE DETAILS

In this step you can revise the number of users (Add/Reduce) If you are reducing the number of users, please deactivate the users from the respective account book(s) first. You cannot reduce the subscription users below the number of distinct users in all your account books.

ERP SYSTEM	AMOUNT
FIN- Finance User Subscription	10 User(s) \$ 5,600.00 (2 Years)
FULL-Full System User	20 User(s) \$ 23,040.00 (2 Years)
MOD- Mobile User Subscription	10 User(s) \$ 4,000.00 (2 Years)
OPS- Operations User Subscription	10 User(s) \$ 5,600.00 (2 Years)
<b>TOTAL USER COUNTS:</b>	<b>50 User(s) \$ 38,240.00 (2 Years)</b>

## TYPES OF USERS

- **FINANCE USER.** User who are assigned this access can only access the finance tab, which comprises the General Ledger, Cash Book, Accounts Receivables and Accounts Payable module.
- **OPERATIONS USER.** User who are assigned this access can only access the operational tabs, which comprises the Sales, Procurement and Inventory module.
- **MOBILE USER.** User who are assigned this access can only access the system via a mobile device to run mobile sales and warehouse functions.
- **FULL USER.** User who are assigned this access can only access the all the tabs and modules which are accessible to FINANCE, OPERATIONS and MOBILE users
- 

### CAN I ADD/REDUCE NEW USERS AT ANYTIME?

Yes, you may add any number of new users in your Subscription Plan. Any users added halfway in the subscription period will be pro-rated to the duration left till the next expiry. For example, in 3 months into your subscription period you may add a new user. This new user will be billed for only 9 months till the end of the mother-contract

No, you may not reduce the number of users halfway through a subscription period. You must wait till the end of subscription period and then reduce according to your needs, only during renewal.

## 3. STEP 3, ACCOUNTBOOK DETAILS, EXTRA STORAGE & SPECIAL APPLICATION(CUSTOMIZATION)

Depending on the package they have selected, the details on the quantity of storage and account books will be displayed here.

In any event, they can access more storage if they've used up all of their subscription storage by modifying the desired add-ons for this steps.

**Create Customer**

Info

STEP 1 STEP 2 STEP 3 **STEP 4** STEP 5

NUMBER OF ACCOUNT BOOKS	STORAGE (Gb)	BOOKS (Qty)	AMOUNT PER BOOK PER MTH
ADV-Advance Accounts Book DB (SKU/25 GB)	25	0 Book(s)	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/5GB)	5	0 Book(s)	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/50GB)	50	0 Book(s)	\$ 0.00 (12 Months)
ARC-Archived Accounts Book DB (Full/Locked/100GB)	100	0 Book(s)	\$ 0.00 (12 Months)
BKP-Simple Accounts Book DB (Bookkeeper Partner/1GB)	1	0 Book(s)	\$ 0.00 (12 Months)
BKP-Standard Accounts Book DB (Bookkeeper Partner/5GB)	5	0 Book(s)	\$ 0.00 (12 Months)
CONSOLIDATE BOOK	20	0 Book(s)	\$ 0.00 (12 Months)
Large accounting book with high inventory	10	0 Book(s)	\$ 0.00 (12 Months)
SIM-Simple Accounts Book DB (accounting-only/5GB)	5	0 Book(s)	\$ 0.00 (12 Months)
STD-Standard Accounts Book DB (20GB)	20	1 Book(s)	\$ 0.00 (12 Months)
TRG-Free Training Account Book (max 500 trans)	25	0 Book(s)	\$ 0.00 (12 Months)
<b>TOTAL ACCOUNT BOOKS :</b>	<b>266</b>	<b>1</b> Book(s)	<b>\$ 0.00 (12 Months)</b>

EXTRA STORAGES	AMOUNT
Extra Data Storage (Gb) <input type="text" value="0"/> Gb(s)	\$ 0.00 (12 Months)
Extra File Storage (Gb) <input type="text" value="0"/> Gb(s)	\$ 0.00 (12 Months)
<b>TOTAL :</b> <input type="text" value="0"/> Gb(s)	<b>\$ 0.00 (12 Months)</b>

SPECIAL APPLICATIONS	AMOUNT
<input type="checkbox"/> POINT-OF-SALES SOFTWARE	\$ 0.00 (12 Months)
<b>TOTAL MODULE FEES :</b>	<b>\$ 0.00 (12 Months)</b>

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#### 4. STEP 4, OCR, SMS, WHATSAPP AND E-INVOICE LIMIT

Any excess of usage in the package that the customer availed it will be subject to corresponding charges.

**Create Customer**

Info

STEP 1 STEP 2 STEP 3 **STEP 4** STEP 5

OCR	AMOUNT
<input checked="" type="checkbox"/> Optical Character Recognition (OCR) Module	\$ 0.00 (12 Months)
<input type="text" value="50"/> Scans	\$ 0.00
<b>TOTAL OCR AMOUNT :</b>	<b>\$ 0.00 (12 Months)</b>

SMS	AMOUNT
<input type="text" value=""/>	\$ 0.00
<b>TOTAL SMS AMOUNT :</b>	<b>\$ 0.00 (12 Months)</b>

WHATSAPP	AMOUNT
<input type="text" value="50"/> Messages	\$ 0.00
<b>TOTAL WHATSAPP AMOUNT :</b>	<b>\$ 0.00 (12 Months)</b>

E-INVOICE	AMOUNT
<input type="text" value="50"/> E-Invoice	\$ 0.00
<b>TOTAL E-INVOICE AMOUNT :</b>	<b>\$ 0.00 (12 Months)</b>

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#### 5. Step 5, SUBSCRIPTION SUMMARY

The Subscription Summary will give you an overview of the Summary Payment from Total Number

of Users, Total Number of Accountbook, Total Storages and Summary of Special Applications including OCR.

- Payment Type will be classified by Monthly and Yearly as an Option which includes identification of Duration.
- Once all are in place and countercheck, the user needs to agree with the **Uniq365 Service Agreement & Privacy Policy** before renewing.
- An indication of the validity timeline of the renewal is also indicated on the below right most part of the user interface.

The screenshot shows a 'Renew Subscription' interface with a progress bar at the top indicating steps 1 through 5, with 'STEP 5' and 'PAYMENT' being the active steps. Below the progress bar is a 'SUBSCRIPTION SUMMARY' section. It includes a 'Payment Type' dropdown set to 'Yearly' and a 'Duration' input field set to '2'. The summary table lists various services and their costs in SGD over a 2-year period.

Item	Unit	Cost (SGD)	Duration
<b>ERP SYSTEM</b>			
ERP SYSTEM USERS	SGD	38,240.00	(2 Years)
NUMBER OF ACCOUNT BOOKS	SGD	360.00	(2 Years)
EXTRA STORAGES	SGD	0.00	(2 Years)
SPECIAL APPLICATIONS	SGD	0.00	(2 Years)
<b>TOTAL :</b>	<b>SGD</b>	<b>38,600.00</b>	<b>(2 Years)</b>
<b>OCR</b>			
OCR	SGD	100.00	(2 Years)
<b>TOTAL :</b>	<b>SGD</b>	<b>100.00</b>	<b>(2 Years)</b>
<b>GRAND TOTAL :</b>	<b>SGD</b>	<b>38,700.00</b>	<b>(2 Years)</b>
PACKAGE DISCOUNT (75.00 %)	SGD	29,025.00	
<b>GRAND TOTAL (AFTER DISCOUNT) :</b>	<b>SGD</b>	<b>9,675.00</b>	
G_SRB   GST 9%	SGD	870.75	
<b>GRAND TOTAL(AFTER GST) :</b>	<b>SGD</b>	<b>10,545.75</b>	<b>(2 Years)</b>
(SAVING) :	SGD	15,480.00	

At the bottom of the summary, there is a checkbox for 'I agree to the Uniq365 Service Agreement and Privacy Policy', a 'Previous' button, and a 'Download Invoice (Online)' button. A yellow notification box on the right states: 'Your account book will be activated until 13-01-2027 12:00:00'.

## 6. STEP 6, PAYMENT

Renewal Payment Option via CREDIT CARD or PAYNOW.

Revision #5

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