



## Switching to Another Plan

You will be able to manage your subscription and downgrade or upgrade to any paid plan easily within Zoho Social. However, if you downgrade your plan, Zoho Social will restrict your access to many of the Standard, Professional, Premium, Agency, and Agency Plus features. If you decide to switch back to a paid plan once after downgrading, you will regain access to all of the data you created previously using restricted features (eg. Reports or Lists you created when you were on a paid plan).

To change your subscription on Zoho Social,

- Click your profile picture in the top-right corner of the Zoho Social dashboard
  - Select the **Manage Subscription** option.
  - Click **Change Plan**.
  - Select the new plan by clicking either the Upgrade or Downgrade button to move on to a higher end plan or to downgrade to a lower end plan.
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- Deselect **Downgrade automatically** at the end of billing cycle to retain your current plan and restrain you from downgrading automatically.
  - If payment card expires, you will be downgraded to the **Free** plan. However, we will send out **five** emails well ahead of time, so that you will have enough time to update your information and continue with your subscription.