



Zoho Corporation

Upgrade your WorkDrive account

1. Sign in to your [WorkDrive account](#).
2. Click **Upgrade** at the top of the home page to open the Payments page window.
Alternatively, you can go to **Admin Console > Dashboard**, then click **Upgrade** under *Account Details*.
The Zoho Store page will open and list all the WorkDrive plans.

A screenshot of the Zoho WorkDrive upgrade page. At the top, it says 'Subscribe to Zoho WorkDrive in 4 easy steps' with a progress bar showing 'Plan', 'Add-Ons', 'Pay', and 'Confirmation'. Below this, there are three plan cards: 'STARTER' for \$2.50/user/month, 'TEAM' for \$4.50/user/month, and 'BUSINESS' for \$9/user/month. Each card has an 'UPGRADE' button. The 'BUSINESS' card is highlighted with a green checkmark. At the bottom, there are links for 'Show Features & Add-ons' and 'Compare Plans in Detail'. The currency is set to USD.

3. Click **UPGRADE** on the required WorkDrive plan. The available plans are: Starter, Team, and Business.
[Compare WorkDrive plans here](#)
4. Choose the subscription type, **Yearly** or **Monthly**.
5. Enter the required number of **users** (minimum three users).
6. Enter the number of **client users** and **storage add-ons** you require in the corresponding fields. **Available storage add-ons**: 10 GB, 100 GB, and 1 TB.

The add-ons amount will be automatically added to your WorkDrive subscription for both monthly and yearly plans.

Subscribe to Zoho WorkDrive in 4 easy steps

Plan Add-Ons Pay Confirmation

Yearly
Monthly

Starter

No. of Users \$300
\$30 /user /year

ADD-ONS

Client Users \$24
\$12 /add-on /year

10GB Storage \$60 /year

100GB Storage \$144
\$144 /year

1TB Storage \$348 /year

Summary

Subtotal **\$468.00**

Total Amount **\$468.00**

👤 You will earn **\$56.16** credit from this subscription

PROCEED


7. Review your *Order Summary*. You will see the item, unit price, number of units, and their total price.
8. Click **PROCEED**.
9. Under *Billing Details*, enter your billing address.
10. You can pay via **Credit Card** or **PayPal**.
 For Credit Card, enter the card details and click **Make Payment**.
 For PayPal, click **CONTINUE** to add your PayPal account and make the payment.



- We accept payments via Visa, MasterCard, Discover, American Express, and PayPal.
- For yearly subscriptions, you can also make payments through **bank transfer** or **check transfer**.
To make payments through bank transfer or check transfer, please contact sales@zohocorp.com
- If you need only **one or two team user licenses**, please contact our support team:
 EU region: support@eu.zohoworkdrive.com
 All other regions: support@zohoworkdrive.com

About your subscription

All subscriptions will be automatically renewed from your selected payment method on a recurring basis and we'll send you a receipt each time. We do not store your card details. You can upgrade, downgrade, or cancel anytime. If the subscription is canceled, refunds and termination of access will follow the [Terms of Service](#). Prices are in US dollars and subject to change. Other restrictions and taxes may apply.

 After the free trial period of 15 days, you cannot access any files in Zoho WorkDrive without upgrading to a paid plan.

You can change your subscription plan, billing address, or payment method, and even cancel your subscription anytime.

Refer: [Manage WorkDrive Subscription](#)