

How to Manage your Subscription Before Renewal

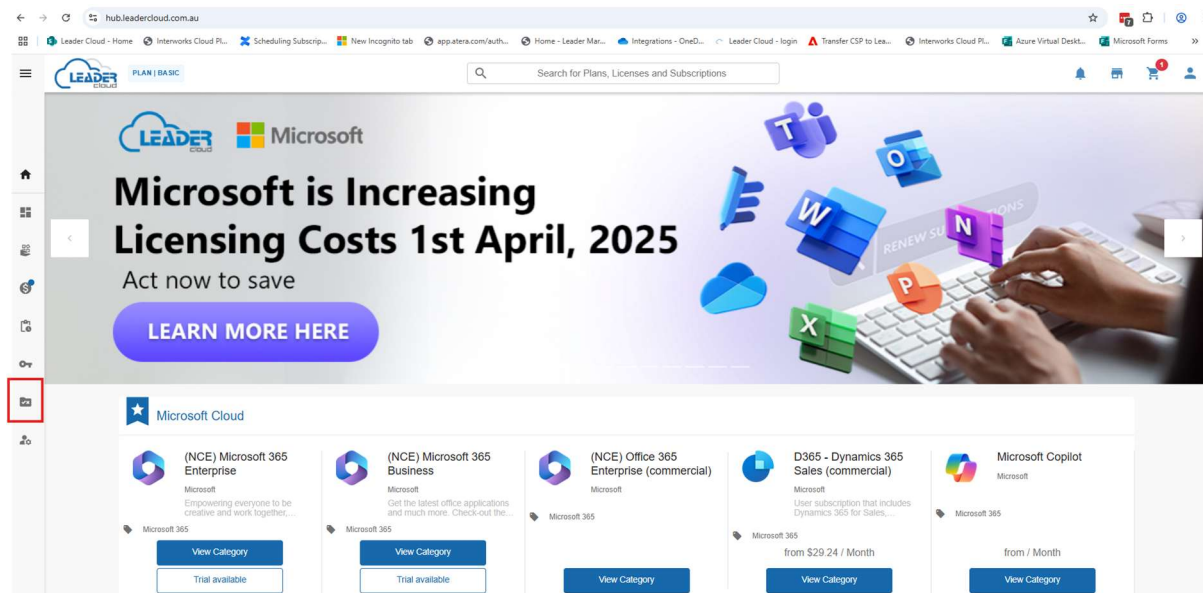
How to Make Changes to End Users' Subscriptions via the Leader Cloud Portal

Before we begin, please ensure you have reviewed the "Mastering Subscription" documentation provided in your onboarding kit. This will inform you of the actions permissible within a subscription term.

Please be aware that it is recommended to schedule renewal changes 48 hours before the renewal date. You can also request us to make these changes on your behalf. However, note that there is a lock on the subscription as it renews, meaning changes cannot always be made the day before or the day of the renewal. In such cases, we must wait for the renewal to be provisioned the next day before any changes can be made.

Log into the Leader Cloud Portal

Navigate to the subscriptions tab on the left-hand side.



Locate the subscription in question and select it to view the details of the subscription.

Email us today at help@leadercloud.com.au

Update: Our "Search" function has been updated. [Learn more.](#)


Subscriptions

All Subscriptions ⌵ ⋮

[Advanced Search](#) [Export](#)

Actions	Address	Subscription	Customer	End Date	Auto Renewal	Quantity	Status	Unit Price	Price
...		M365 - Microsoft 365 Business Premium (New Commerce)		28/05/2025	Enabled	1 Licenses	Active		
...		M365 - Microsoft 365 Business Premium (New Commerce)		19/04/2025	-	25 Licenses	Inactive		
...		Free		31/05/2025	Enabled	1 Licenses	Active		
		Kaspersky Endpoint Security Cloud, User		31/03/2025	-	1 Licenses	Cancelled		
		Kaspersky Endpoint Security for Business - Select		31/03/2025	-	1 Licenses	Cancelled		
...		Leader Cloud BizApps - Azure plan this subscription is charged based on usage		31/05/2025	Enabled	1 Licenses	Active		

Click on the "I want to" option on the left-hand side.



M365 - Microsoft 365 Business Premium (New Commerce)

Status: Active

Quantity: 1 Licenses | Next Tax Invoice: 28/05/2025

Activation Date: 28/04/2025 | End Date: 28/05/2025

Cancel until: 06/05/2025 15:57 GMT +10:00

Auto Renew
Renews On: 29/05/2025

I want to...

Details

Microsoft Cloud Services

Catalog Offer Id: CFQ7TTC0LCHC:0002:CFQ7TTC0XV94

Promotion ID:

Promotion Discount (%): 0.0000

Promotion End Date:

What You Pay

[View The Purchase History](#)

Product / Add-On	Quantity	Unit Price	Discount	Final Unit Price	Actions
M365 - Microsoft 365 Business Premium (New Commerce)	1		-		

Price Protection
Subscription is under price protection until 28/05/2025.

Then select "Manage Renewal."

06/05/2025 15:57 GMT +10:00

Auto Renew
Renews On: 29/05/2025

I want to...

- Manage Renewal**
- Buy Licenses
- Upgrade the subscription
- Disable auto-renew
- Decrease Seats or Cancel Subscription

Amount: **\$35.45 / Month**

Price Protection
Subscription is under price protection until

Email us today at help@leadercloud.com.au