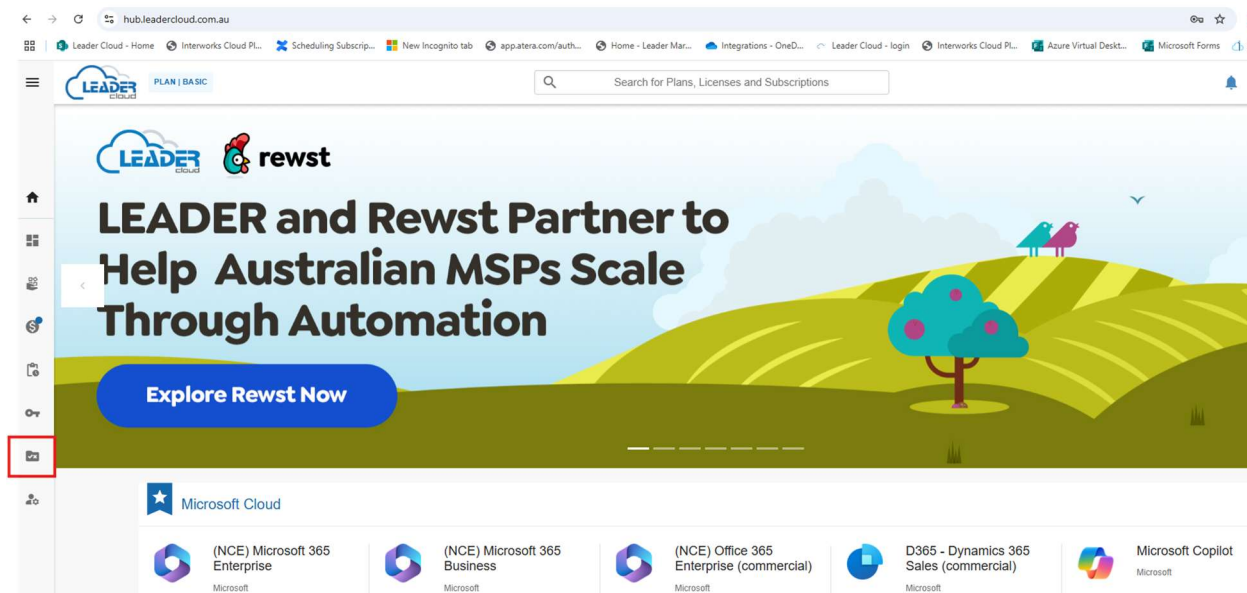


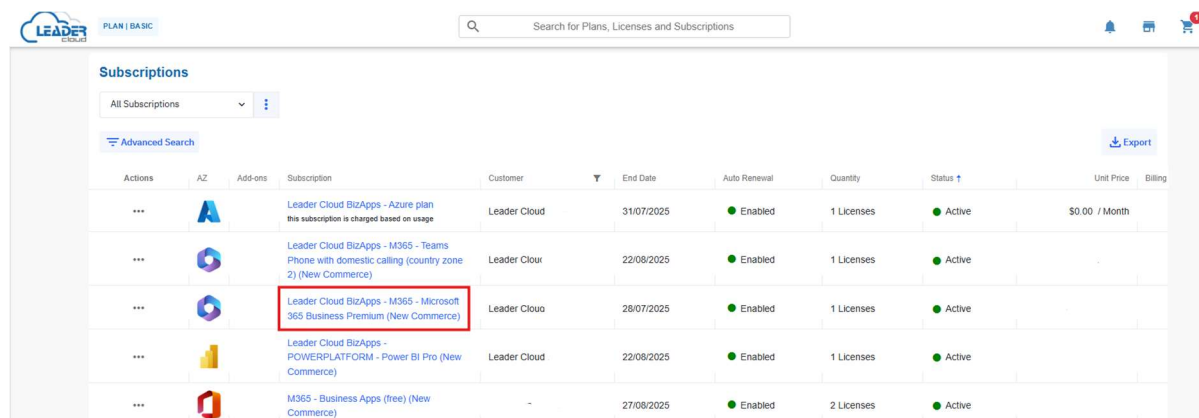
How to Upgrade a Subscription

Step-by-Step Guide to Upgrading via the Leader Cloud Portal

Log into the Leader Cloud Portal > Head to subscriptions

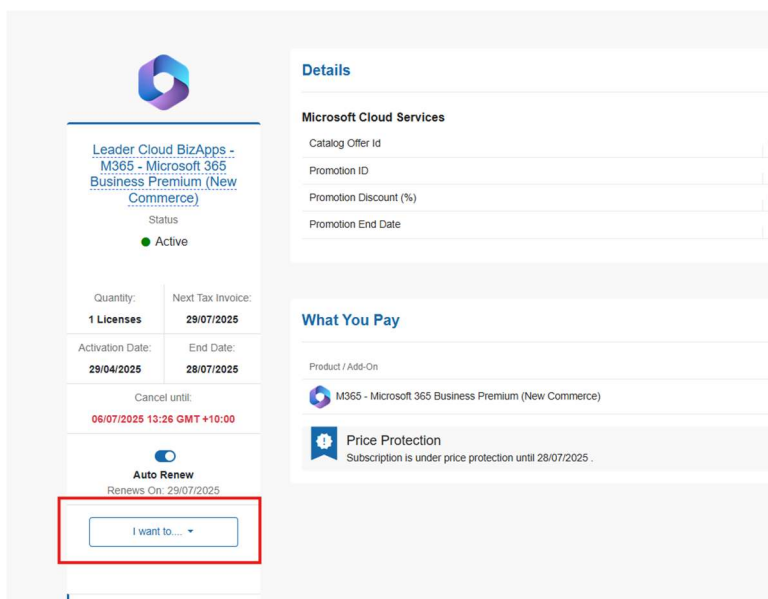


Look for the subscription you want to upgrade > Click the Subscription name

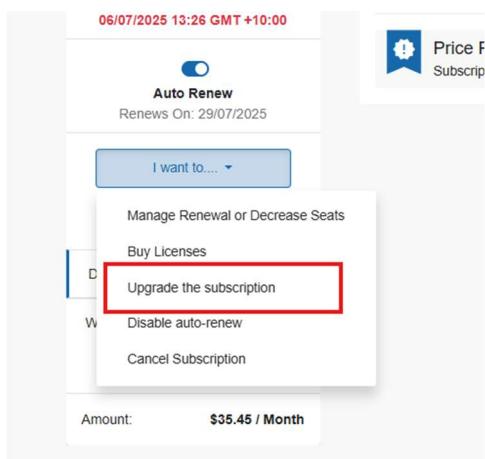


Actions	AZ	Add-ons	Subscription	Customer	End Date	Auto Renewal	Quantity	Status	Unit Price	Billing
...	A		Leader Cloud BizApps - Azure plan <small>this subscription is charged based on usage</small>	Leader Cloud	31/07/2025	Enabled	1 Licenses	Active	\$0.00 / Month	
...			Leader Cloud BizApps - M365 - Teams Phone with domestic calling (country zone 2) (New Commerce)	Leader Cloud	22/08/2025	Enabled	1 Licenses	Active		
...			Leader Cloud BizApps - M365 - Microsoft 365 Business Premium (New Commerce)	Leader Cloud	28/07/2025	Enabled	1 Licenses	Active		
...			Leader Cloud BizApps - POWERPLATFORM - Power BI Pro (New Commerce)	Leader Cloud	22/08/2025	Enabled	1 Licenses	Active		
...			M365 - Business Apps (free) (New Commerce)	-	27/08/2025	Enabled	2 Licenses	Active		

Now click the "I Want To" Button



Then from the dropdown select “Upgrade the Subscription”




A pop up will then come up giving you the options of Upgrade available for the subscription.

Subscription Upgrade


Current Subscription	Quantity	Unit Price	Billing Plan
Leader Cloud BizApps - M365 - Microsoft 365 Business Premium (New Commerce)	1 Licenses	\$35.45 / Month	-

Select an eligible service to upgrade to:



M365 - Microsoft 365 E3 (no Teams)
(New Commerce)

SELECT



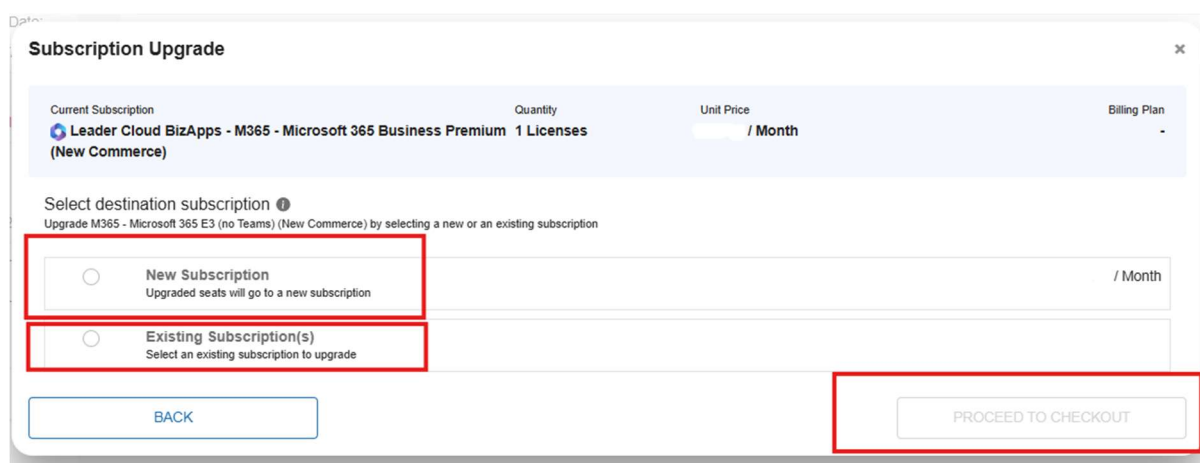
M365 - Microsoft 365 E5 (no Teams)
(New Commerce)

SELECT

Email us today at help@leadercloud.com.au

After selecting the Upgrade subscription, it then gives you two options:

1. **New Subscription:** This means a new Subscription will be made, the terms will still be the same (if it's Month to Month or Annual) as well as the end date from the original subscription you're upgrading from.
2. **Existing Subscription:** If you already have a subscription in the tenancy for the licensing, you're upgrading you can add it to it, so it's all consolidated. This will change the terms and end date to whatever the existing subscription is.



Subscription Upgrade

Current Subscription	Quantity	Unit Price	Billing Plan
Leader Cloud BizApps - M365 - Microsoft 365 Business Premium (New Commerce)	1 Licenses	/ Month	-

Select destination subscription ⓘ
Upgrade M365 - Microsoft 365 E3 (no Teams) (New Commerce) by selecting a new or an existing subscription

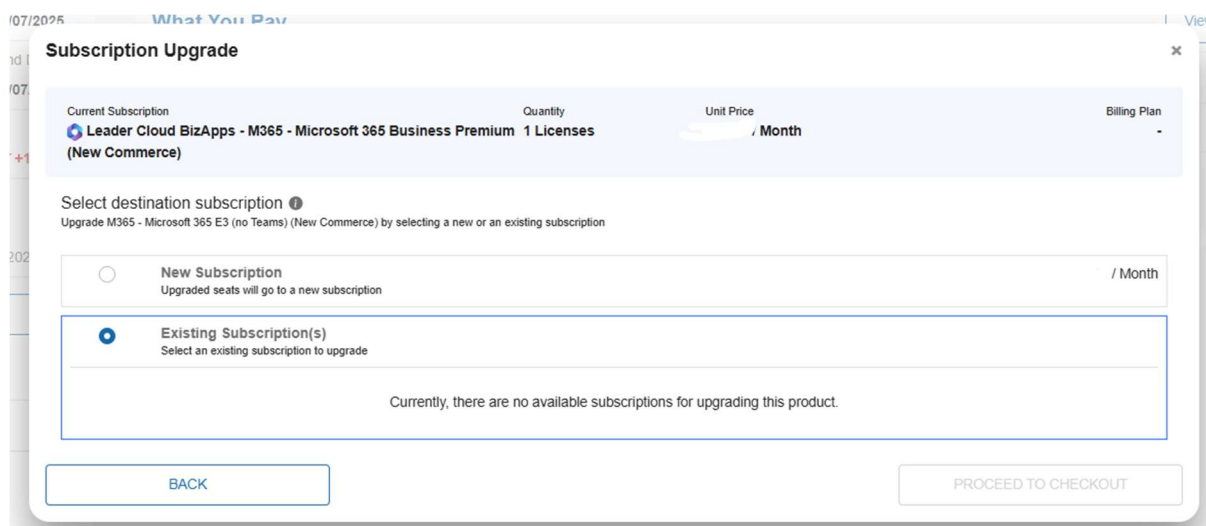
☐ New Subscription
Upgraded seats will go to a new subscription / Month

☐ Existing Subscription(s)
Select an existing subscription to upgrade

[BACK](#)
[PROCEED TO CHECKOUT](#)

Select which option you would like then proceed to checkout.

If you choose existing it will take a moment to load and then you can pick a subscription from the dropdown, If it comes up with this “Currently there are no available subscriptions” this means you must select a “New Subscription”.



Subscription Upgrade

Current Subscription	Quantity	Unit Price	Billing Plan
Leader Cloud BizApps - M365 - Microsoft 365 Business Premium (New Commerce)	1 Licenses	/ Month	-

Select destination subscription ⓘ
Upgrade M365 - Microsoft 365 E3 (no Teams) (New Commerce) by selecting a new or an existing subscription

☐ New Subscription
Upgraded seats will go to a new subscription / Month

☒ Existing Subscription(s)
Select an existing subscription to upgrade

Currently, there are no available subscriptions for upgrading this product.

[BACK](#)
[PROCEED TO CHECKOUT](#)

Follow the cart process to the end. If you are upgrading an Annual Term Upfront Billing subscription a credit will be generated after the Upgrade process to your account for the pre-payment of the rest of the term.