

How to Manage Corporate Accounts

The Corporate Subscription to the UNDB Platform gives you five individual full subscription accounts priced at \$2,400 USD. All five individual accounts are under one company profile, which allows managers to monitor the various accounts through our Corporate Account Management System.

Make sure to Create a Basic Account and Subscribe to a Corporate Subscription with UNDB. You will not be able to subscribe to a Corporate Subscription without having a basic account. You will be able to access your Corporate Account Management System once payment has been processed.

- 1 Go to the Log In page by clicking the **Log In** button found on the top right corner of the UNDB website.
- 2 Log in with the e-mail address and password associated with the admin account that was used to purchase the Corporate Subscription.

Note: The account that was used to purchase the Corporate Subscription will be the admin account that has access to the Corporate Account Management System.

- 3 Go to your **Company Profile** page by clicking on your account name (First Name) found on the top right corner of the UNDB website.
- 4 Select the **Company Members** tab to manage the users of your corporate account.
- 5 Add up to five users using the **Assign Another User** link located under the company members table.
- 6 You have the option to remove users from the corporate subscription by clicking **Disable This User** found under the Action column.

Note: All accounts under a corporate subscription will expire at the same time as the admin account, regardless of each individual accounts' assignment date and/or usage.

User	First name	Last name	Role	Assignment date	Action
XYZ02@demo.com	Jane	Doe		Thursday, December 12, 2019 – 08:15	Disable this user
XYZ01@demo.com	John	Doe	Admin	Thursday, December 5, 2019 – 08:15	

Adding An Extra User Account to Corporate Subscription

- 1 Generally, Corporate Subscription allows users to add 5 user accounts. However, you can add an Extra User Account to your Corporate Account. When five user accounts have been added, the **Subscribe Extra User** button will appear on the page. The cost to add an additional account is \$450.

User	First name	Last name	Assignment date	Action
testundb@gmail.com				Admin
test1@un.org	John	Doe	Monday, May 22, 2023 - 12:41	Remove user
test2@un.org	John	Doe	Monday, May 22, 2023 - 12:42	Remove user
test3@un.org	John	Doe	Monday, May 22, 2023 - 12:42	Remove user
test4@un.org	John	Doe	Monday, May 22, 2023 - 12:43	Remove user

Corporate Subscription - Extra User
\$450.00
SUBSCRIBE

- 2 After subscribing, the option "Assign another user" will appear.

User	First name	Last name	Assignment date	Action
testundb@gmail.com				Admin
test1@un.org	John	Doe	Monday, May 22, 2023 - 12:41	Remove user
test2@un.org	John	Doe	Monday, May 22, 2023 - 12:42	Remove user
test3@un.org	John	Doe	Monday, May 22, 2023 - 12:42	Remove user
test4@un.org	John	Doe	Monday, May 22, 2023 - 12:43	Remove user

You have assigned 5 of 6 possible user accounts for this Corporate account. Kindly note that all user accounts will expire upon completion of the corporate account's license term, regardless of assignment date and/or usage. [Assign another user](#)

- 3 Click on this button and enter the email, name, etc. of the account you want to add.

Contact us for more enquiries:

Subscription Services
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FAX: + 1 (917) 367-0266

Note: To print user guide, select the "Poster" page size setting before printing.