

Manage Your Google Workspace Subscription at 101domain.

TRANSFER CHECKLIST

Before you transfer your Google Workspace subscription to 101domain, you will need to have some information about your subscription on hand.

- Who manages your subscription currently?
- How many users do you have?
- What Google Workspace plan type do you have?
- Do you have any add-on services?
i.e. Google Voice

You can find all of this information at admin.google.com.

1. Sign in to your account.
2. Under the Billing section, click Manage Subscriptions.
3. Here you can see your plan type, number of users, your reseller, and any add-on services.
4. Once you have all of this information, you will need to get a transfer token from Google or your reseller.
5. Purchase your new services at 101domain. Please be sure the Google Workspace plan type and number of users matches what is reflected in your Google Admin console or your transfer will be rejected.
6. Once you have completed your purchase, please open a support ticket in your account with your transfer token and one of our hosting engineers will assist you.

1 Sign in page showing 'Email or phone' field with 'you@your.email' and 'Next' button.

2 Billing menu with 'Manage subscriptions' highlighted.

3 Subscriptions table:

Name	Status	Licenses	Payment plan	Payment due
Google Workspace Business Starter	Active	1 assigned	Reseller pricing 101domain.com	Reseller pricing