

Upgrading your Free 7 Day Trial online via the Virtual Headquarters Customer Portal

Login to your account (if you are unsure how to do this please refer to the one page Manage Your Settings guide that we may have sent you or can send you on request)

Upon Logging in to your account you will be presented with the Quick Stats screen, a snap shot of which appears below.

My Info My Settings My Account My News Get Support

» Home » Dashboard

» Quick Stats:

» Invoice Stats:		Details
Total Invoices	1	AUD0.00
Total Paid	1	AUD0.00
Total Due	[0]	AUD0.00

» Misc:		Details
Top-up account balance		AUD -62.60
Total Phone Numbers	[1] Edit	
My Free Trial	Upgrade Now	
Total active affiliate hits.	0	
Support Desk:	[0] New	
	[0] Open	

To upgrade from your Free 7 Day Trial to a paid subscription, click [Upgrade Now](#) (refer screen above) which presents the following screen below where you select your Package, enter your Credit Card details and click Next. That's it! (Remember with Virtual Headquarters there are no long term contracts, it is purely a month to month arrangement where you can change packages or cease the service at any time; also note that you will NOT be charged the balance showing on your account, in the above case A\$ 62.60 because it has been a FREE Trial).

Select a subscription

	Package	Monthly Fee	Top-up Account
<input type="radio"/>	Virtual Receptionist - Standard No prepaid calls. Pay for what you use at \$2.50 per call.	\$40.00	\$50.00
<input type="radio"/>	Virtual Receptionist - Lite 5 included inbound calls per day.	\$85.00	\$50.00
<input checked="" type="radio"/>	Virtual Receptionist - Executive 10 included inbound calls per day.	\$125.00	\$50.00
<input type="radio"/>	Virtual Receptionist - Premium 15 included inbound calls per day.	\$175.00	\$50.00
<input type="radio"/>	Virtual Receptionist - Maxi 30 included inbound calls per day.	\$320.00	\$50.00

- The top-up account covers outbound charges, as well as excess inbound minutes. This account is re-billed when the balances reaches \$0.00.
- Each Incoming Call Minute beyond the Plan Allowance will incur an additional charge in accordance with our scheduled rates.
- Call Answering and Incoming Minutes Plan Selection may be upgraded at any time.
- Your subscription includes one free number. Additional active numbers incur a cost of \$15.00 per month. Additional reserved numbers incur a cost of \$1.50 per month.

Credit Card Details	
Credit Card Number:*	<input type="text"/> (Visa, Mastercard, Amex)
Exp Date:*	1 / 2008 (mm/yyyy)
Security Code:*	<input type="text"/> (What's This?)

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