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 the Corporate Subscription without having a basic account. You will also be able to access your Corporate Account Management System once payment has been processed.

Follow these steps to do so:

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 email 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.

You will also be able to access the Company Profile page by clicking on your account name (First Name) found on the top right corner of the UNDB website.

Select the Company Members tab to manage the users of your corporate account.

Add up to five users by clicking on Assign Another User link located under the company members table.

You have the option to remove users from the corporate subscription by clicking Disable This User located 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 account’s assignment date and/or usage.

Adding An Extra User Account to Corporate Subscription

Generally, Corporate Subscription allows users to add five 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.

After selecting the option “Assign another user” will appear.

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

Note: Corporate Subscription enables 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.

XYZ02@demo.com                Jane                                        Doe
XYZ01@demo.com                John
Admin

Thursday, December 12, 2019
– 08:15
Thursday, December 5, 2019
– 08:15

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Contact us for more enquiries:
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