How to buy Egress Switch Secure Email and File Transfer subscription licenses online

1. Visit https://switch.egress.com and either create a free Switch account or log into your existing account

2. To purchase Switch license subscriptions, select 'Purchase Switch' in the **administration panel** within your account

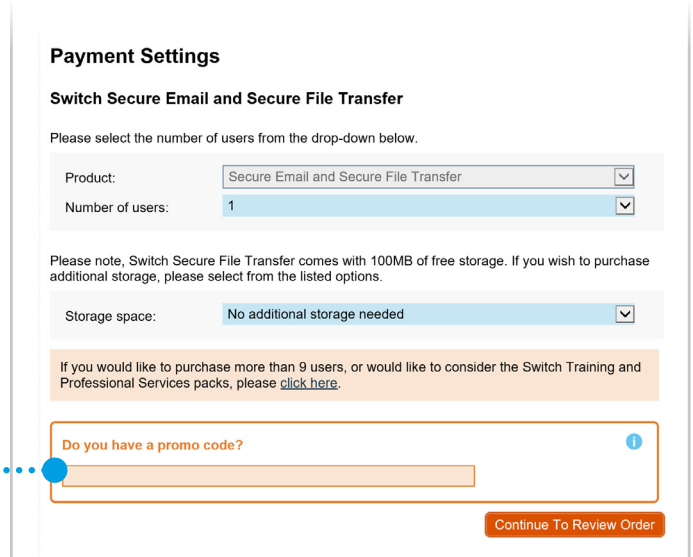**3.** Select whether you would like to purchase 1-9 users or 10+ users

Option 1: To purchase 1 - 9 users

4. Select the **number of users** you require and add any additional storage (you get 100MB storage free with your Switch subscriptions)

5. You can also enter a promotion code if appropriate

Payment Settings

Switch Secure Email and Secure File Transfer

Please select the number of users from the drop-down below.

Product:	Secure Email and Secure File Transfer ▽
Number of users:	1 ▽

Please note, Switch Secure File Transfer comes with 100MB of free storage. If you wish to purchase additional storage, please select from the listed options.

Storage space:	No additional storage needed ▽

If you would like to purchase more than 9 users, or would like to consider the Switch Training and Professional Services packs, please click here.
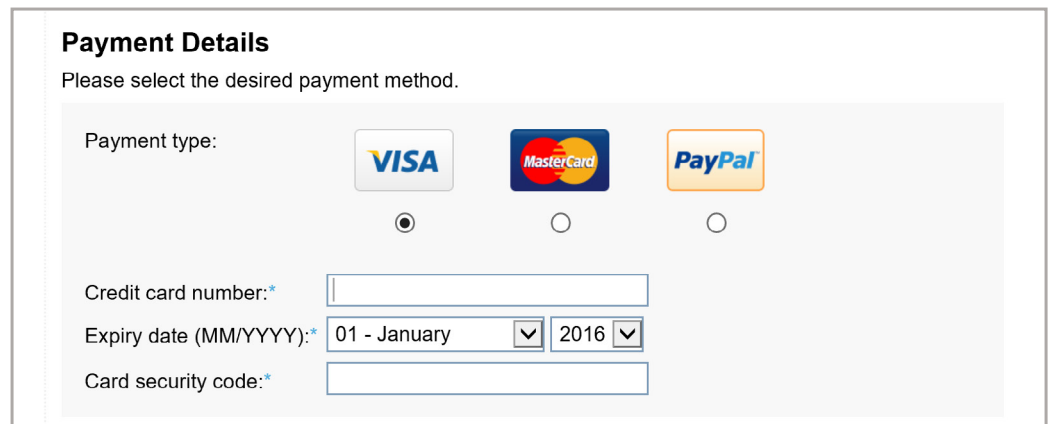
Do you have a promo code? ⓘ

[Continue To Review Order]

6. Next 'Continue To Review Order'

7. If you have purchased more than 1 user, you will need to enter your company details and then select 'Continue To Payment Selection'

8. Enter your payment details (you can purchase using Visa, Mastercard or PayPal)

Payment Details
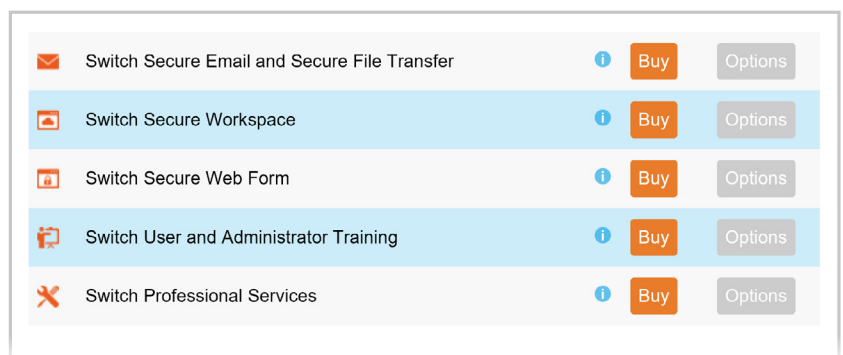
Please select the desired payment method.

Payment type: VISA / MasterCard / PayPal

Credit card number:*

Expiry date (MM/YYYY):* 01 - January / 2016

Card security code:*

Option 2: To purchase a 10 or 25 user Business Pack

9. Select the **'Buy'** button alongside the product line you require

✉	Switch Secure Email and Secure File Transfer	ⓘ	[Buy] [Options]
☁	Switch Secure Workspace	ⓘ	[Buy] [Options]
🔒	Switch Secure Web Form	ⓘ	[Buy] [Options]
🗒	Switch User and Administrator Training	ⓘ	[Buy] [Options]
✖	Switch Professional Services	ⓘ	[Buy] [Options]

10. Please note, when purchasing Switch Secure Email and File Transfer, the standard option is 'Switch Secure Email and File Transfer' from the drop down menu. If you require a gateway or integration with Office 365 or gmail, please contact us

11. The next step is to select if you require a 10 or 25 user pack. You can also add additional storage if required (you get 10GB of free storage)

12. Fill in your company details and VAT ID if appropriate

13. You can then review your order details. If you are happy then select **'Continue To Payment Selection'**

14. Finally, you must enter your payment details (you can purchase using Visa, Mastercard or PayPal)

15. Following your purchase, you will receive a **confirmation email and link to your receipt.** You will be able to access your invoices on the left-hand side of the administration panel when logged into your Switch account

Learn more about Switch Secure Email

Visit www.egress.com/online-tutorials for video tutorials on using Switch Secure Email, including how to:

- Access a secure message
- Manage your messages and control access to them in real time
- Send large files securely
- Approve or deny access requests to secure messages

Technical support

Should you encounter any problems using Switch Secure Email or have any technical questions, please contact Egress Support at www.egress.com/support.