



# How to buy Egress Switch Secure Workspace subscription licenses online

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

**switch**  
secure data exchange

Please enter your Switch ID (user@domain.com) and password to sign in now.

If you do not have a Switch ID, [create it for free](#). This will only take a minute and will be required **once**.

Switch ID:

Password:

Remember my Switch ID

[Sign In](#)

**New User?**  
Create a Switch account. It's free.

**Forgot Your Password?**  
Reset your Switch password.

**What Is Switch?**  
Learn more about Switch.

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

**switch** Administration Panel John.smith.egress@gmail.com Sign out

**Account Summary**

**Welcome, John Smith!**

[My Account](#)

Switch ID: john.smith.egress@gmail.com  
User display name: John Smith  
Previous sign-in: 10 Nov 2016 16:05

[Change Settings](#) [Change Password](#)

[Payment Settings](#)

Account type: Free Account  
Account balance: 25.0 credits

[Purchase Switch](#)

**Need Help?**

- Learn more about the price plans
- Browse Support Articles
- Contact Support

**Egress News**

- Suffolk County Council uses Egress Switch encryption to protect sensitive information shared via Office 365
- Nine out of 10 CIOs Admit New EU Data Protection Reforms Will Leave Them Exposed
- NTS, part of Capita plc, recognised as Top Performing Partner 2015 by Egress Software Technologies
- Victim Support provides staff with 'e-safety net' using Egress Switch encryption services
- Egress Software Technologies receives two star accreditation from Best Companies as part of their analysis of the top companies to work for

**Downloads**

- Download Switch Client 4.62
- Download Switch Reader

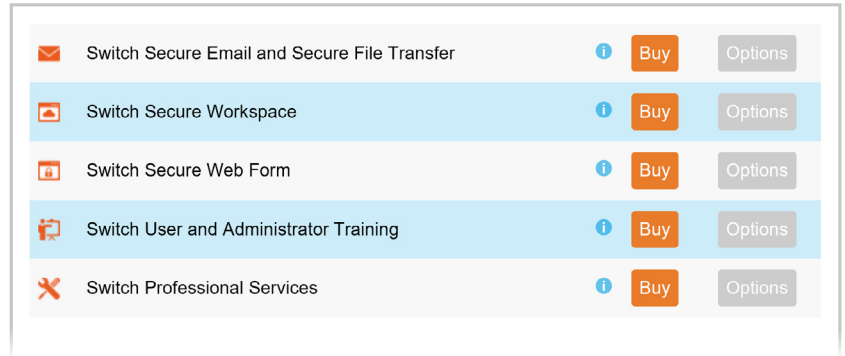
**Purchase Switch**

3. Select that you would like to purchase '10 users and over'

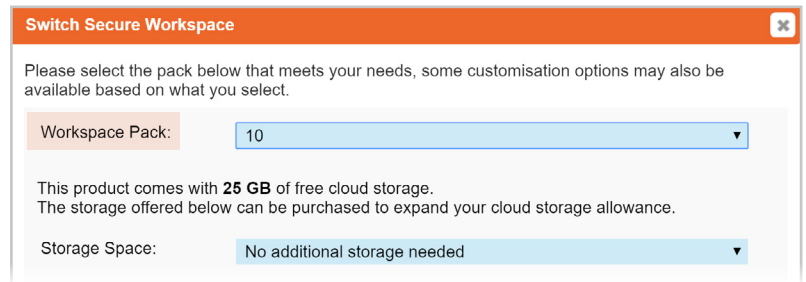
**1 - 9 Users**

**10 Users and over**

4. Select the **'Buy'** button alongside Switch Secure Workspace



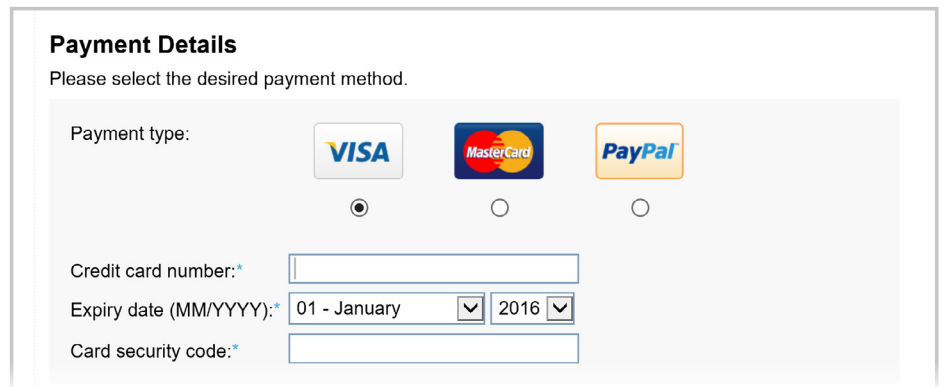
5. The next step is to select if you require a 10 or 25 user pack. You can also add additional storage if required (you get 25GB for free)



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

7. Next, select **'Continue to Review Order'** and if you are happy then select **'Continue to Payment Section'**

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



9. 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

Your Switch Secure Workspace will be set up within 3-5 working days

## Learn more about Switch Secure Workspace

Visit [www.egress.com/online-tutorials](http://www.egress.com/online-tutorials) for video tutorials on using Switch Secure Workspace, including how to:

- Access content in Workspace
- Share documents in Workspace
- Manage user permissions

## Technical support

Should you encounter any problems using Switch Secure Workspace or have any technical questions, please contact Egress Support at [www.egress.com/support](http://www.egress.com/support).



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