www.widgit.com/support 01926 333680 support@widgit.com

Multi-Subscription Accounts (MSA)

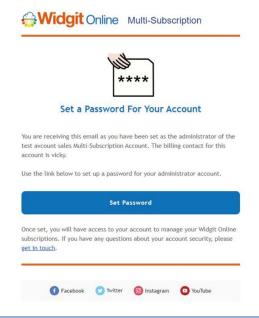
For large organisations, local authorities or Multi Academy Trusts we provide an option which links multiple separate accounts and provides a single payment and renewal point.

MSA Admins

At the point of ordering, your organisation should allocate one or more administrators for the account. This admin will need to set up the sub-accounts and manage these, at the top level over the subscription period. There is also a requirement for a contact for billing/finance to be named within the MSA (but these would not be admins on the account).

How to Get Started – For Admins

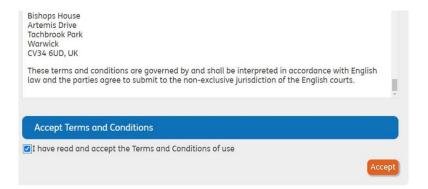
1. You will receive an automated email - click on the link shown to set your password.



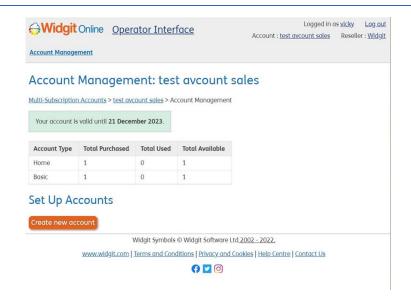
Set your password.



3. Accept the Terms & Conditions.



4. This will take you to the home page.



You will receive a second email with a link to a detailed guide for setting up.



6. Use the emailed guide to set up all the subaccounts.



Multi-Subscription Account

Thank you for purchasing a Widgit Online Multi-Subscription Account.

Your Multi-Subscription Account (MSA) allows you to create and manage multiple Widgit Online accounts.

All your Widgit Online accounts share **one expiry date**. You and your billing contact will be contacted when your MSA is due for renewal.