You get an email with subject “Upgrade to Pro Subscription - Jhrsgomes 5521981234520**”**

And his details are inside the email, something like:

Date of request (GMT)=Thu Jul 23 14:24:27 GMT 2015  
  
username=5521981234520  
  
first name = 5521981234520  
  
last name = Jhrsgomes  
  
company =   
  
email = [jhrsgomes@gmail.com](mailto:jhrsgomes@gmail.com)  
  
mobile = 55-21-981234520  
  
package = Upgrade to Pro Subscription  
  
purchased value =

2.       When you get such an email, please login to the TeleAdmin, find the user and change his service level to ProManager

3.       Then send him an email with the following information:

Subject: TeleMessage - Upgrade to Pro Admin for <First\_name><Last\_name>

Dear <First\_name>,

Thank you for your interest in TeleMessage.

We’ve upgraded your account to [Pro](http://developer.telemessage.com/administration-tools/) and you have Admin rights.

You can now open accounts for co-workers, administer other users, provide them with our [Secure Messaging App](http://developer.telemessage.com/apps/), accesses our [Web](http://developer.telemessage.com/web-portal/), [Outlook Plug-in](http://developer.telemessage.com/outlook-plug-in/) to define corporate policies and [more](http://developer.telemessage.com/tutorial/anywall/).

You can find the admin tutorial [here](http://developer.telemessage.com/tutorial/anywall/), feel free to contact us if you need additional help.

Let us know what do you intend to do with TeleMessage and how can we assist you.

Enjoy TeleMessage,

Gil

**Gil Shapira |**VP of Business Development

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