

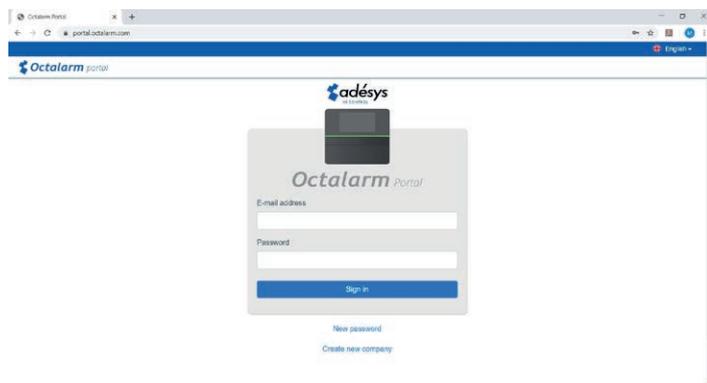
How to convert Connect to the new owner

Octalarm Connect

When taking over a company, it is desirable to convert the current Octalarm Connect subscription to the new owner after the estate has been sold. As the old owner, you can arrange this yourself in the portal together with the new owner. It is arranged in just 5 steps!

Step 1

As the **old** owner log in to <https://portal.octalarm.com> with your Email address and password.

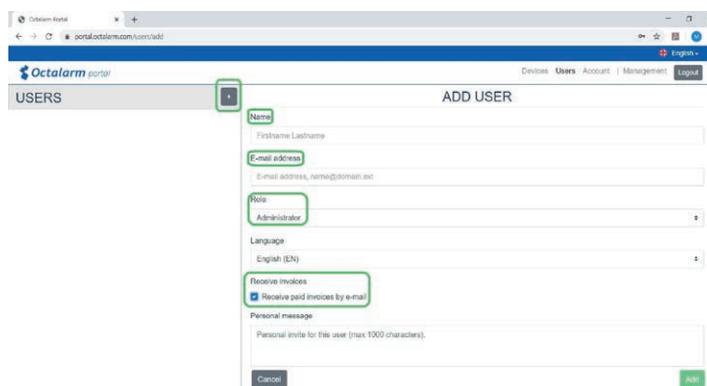


Step 2

Click on the "Users" tab,



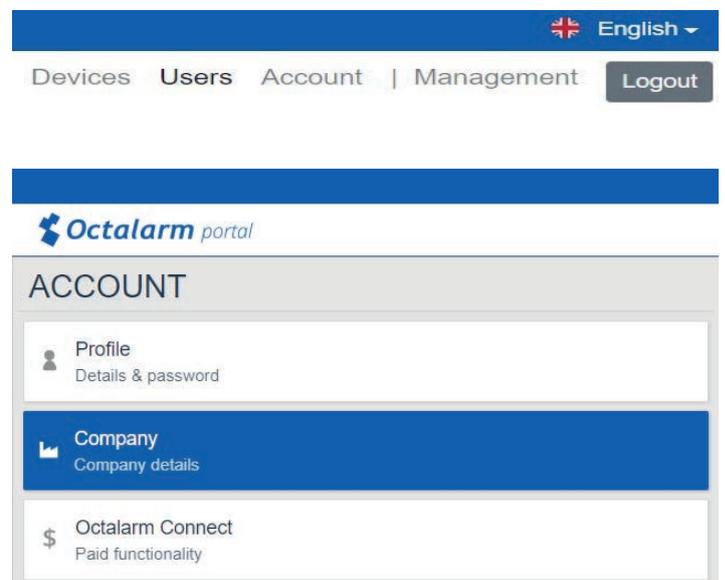
add the new owner as a user and give him administrator rights:



- Click  to add a new user.
- Enter the name and correct Email address*.
 - * *Make sure this is an e-mail from a person and not from a billing program.*
- Set "Role" to "Administrator".
- If desired, tick "Receive paid invoices by Email".
- Click on "Add" to save the user.
- Log out

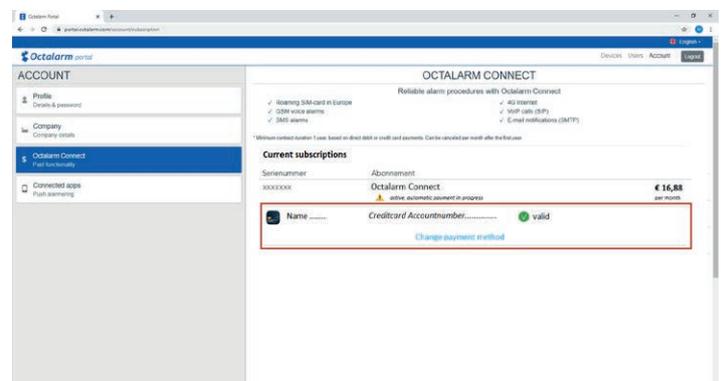
Step 3

As the **new** owner, log in to <https://portal.octalarm.com> with your Email address and password, click the "Account" tab, select "Company" and change the company details.



Step 4

Select "Octalarm Connect" and change the payment method:



- Click on the link "change payment method" at the bottom.
- You will be directed to a payment window to pay € 0.01. This authorizes the new account number for future direct debits.

Step 5

Click on the “Users” tab,



- Remove the old owner.
- Remove any old employees.

