



# Adding, removing, and renewing team plan licenses

Tags: **Skills**

As a plan admin, you can add licenses and lab add-ons to your team plan, upgrade, and renew your team plan.

In this article

[Adding licenses to a plan](#)

[Adding labs to a plan](#)

[Removing licenses from a plan](#)

[Renewing a team plan](#)

[Upgrading or downgrading a team plan](#)

	Who can use this?				
	<u>Std</u>	<u>Prem</u>	<u>Strt</u>	<u>Pro</u>	<u>Ent</u>
<u>Learners:</u>					
<u>Managers:</u>					
<u>Admins:</u>			✓	✓	✓

**Important:** Certain plans, including those with over 500 licenses, will not be able to add licenses or upgrade directly from the Skills platform. If you run into errors, please reach out to your [Pluralsight contact](#).

## Adding licenses to a plan

**Tip:** If you're a plan admin with digital purchasing permissions, you can go directly to [expand your team subscription \(opens in new tab\)](#).

To add Skills licenses to your plan:

1. Click **Account** in the left-pane navigation.
2. Under **Skills** and next to your plan type, click **Add new**.
3. Enter the number of licenses you want to add.
4. Use your saved payment method or add a new one, then confirm your order details.

**Note:** Your [Pluralsight contact](#) may need to reach out to you before your license request can be fulfilled.

[back to top](#)

---

## Adding labs to a plan

As a plan admin, you can also add labs to your team plan. See [Skills subscription and plan comparison](#) to see which add-ons are available for your team plan.

To add labs to your team subscription:

1. Click **Account** in the left-pane navigation.
2. Under **Available add-ons**, click **Add** beneath Labs.
3. Enter the number of lab licenses you want to purchase. This number must not be greater than the number of licenses on the plan.
4. Confirm your payment and order details.

[back to top](#)

---

## Removing licenses from a plan

If you're a plan admin and you'd like to remove licenses on your team plan, please speak with your [Pluralsight contact](#).

## How long will licenses remain on my team plan?

Your licenses are removed from your plan at the next renewal date. You can find your renewal date on the [Account page \(opens in new tab\)](#). You will not be contacted once your licenses are removed.

[back to top](#)

---

## Renewing a team plan

**Note:** As a plan admin, you can renew your team plan from the Account page as long as your plan includes fewer than 1,000 licenses and the expiration date is within one calendar year. Otherwise, please speak with your [Pluralsight contact](#).

To renew your team plan:

1. Click **Account** in the left-pane navigation.

2. Next to your renewal date, click **Renew now**.
3. Proceed with the checkout process.

[back to top](#)

---

## Upgrading or downgrading a team plan

If you're a plan admin, you can upgrade your team plan from Starter to Professional, or Professional to Enterprise.

**Tip:** If you're a plan admin with digital purchasing permissions, you can go directly to [upgrade your plan](#) (opens in new tab).

To upgrade your plan:

1. Click **Account** in the left-pane navigation.
2. Under **Skills** and next to your plan type, click **Upgrade**.
3. Use your saved payment method or add a new one. Your account will be prorated for the remainder of your term if you're upgrading mid-term.
4. Confirm your order details to complete your upgrade.

To downgrade your team plan, please speak with your [Pluralsight contact](#).

---

If you need help, please email [support@pluralsight.com](mailto:support@pluralsight.com) for 24/7 assistance.