Edit A Subscription

Go to **Subscriptions**, view the subscriptions table, and select a subscription to edit.

You can edit the subscription start date if the subscription has not yet started. If you need to change an activated subscription, you can <u>Cancel</u> and then create a new one to address the change.

To edit a subscription:

- 1. View the Subscription Details.
- 2. Select the pencil icon next to *Subscription Start Date*.
- 3. Enter the new start date.
- 4. Click Save.