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Google Workspace

Google Workspace Referral Program

Account sign-up and promotion code redemption process

April 2022

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Summary

Sign-ups for the United States and Canada

Customers signing up for Google Workspace in the United States and Canada are required to provide payment information **before the trial begins, ie. during the trial sign-up process**. This is the **only** time when a promo code can be entered.

Upgrade/Downgrades

A customer can apply a promo code if they choose to upgrade or downgrade at any point during their subscription. The code will be eligible for redemption as long as a code was not previously used on the same account for the same plan type.

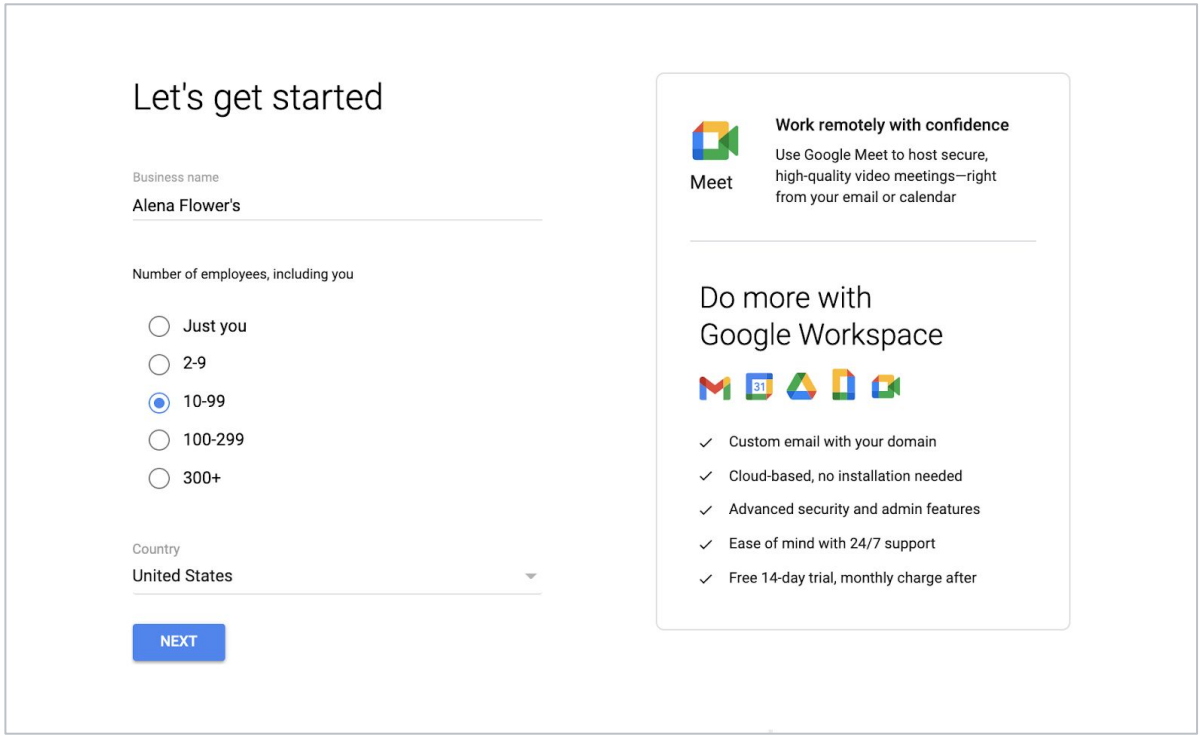
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Google Workspace sign-up process & promo code entry opportunities:

Customers in the United States and Canada

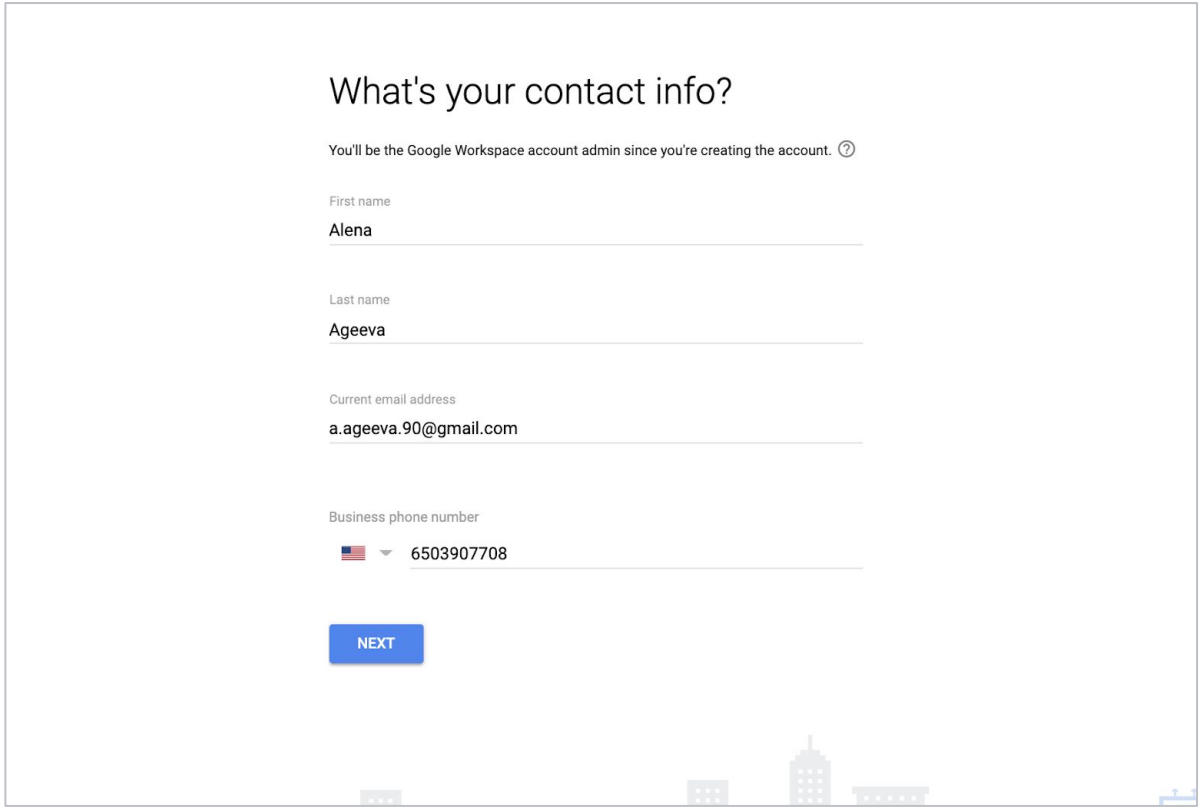
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To get started, provide your business name, number of employees, and your country.



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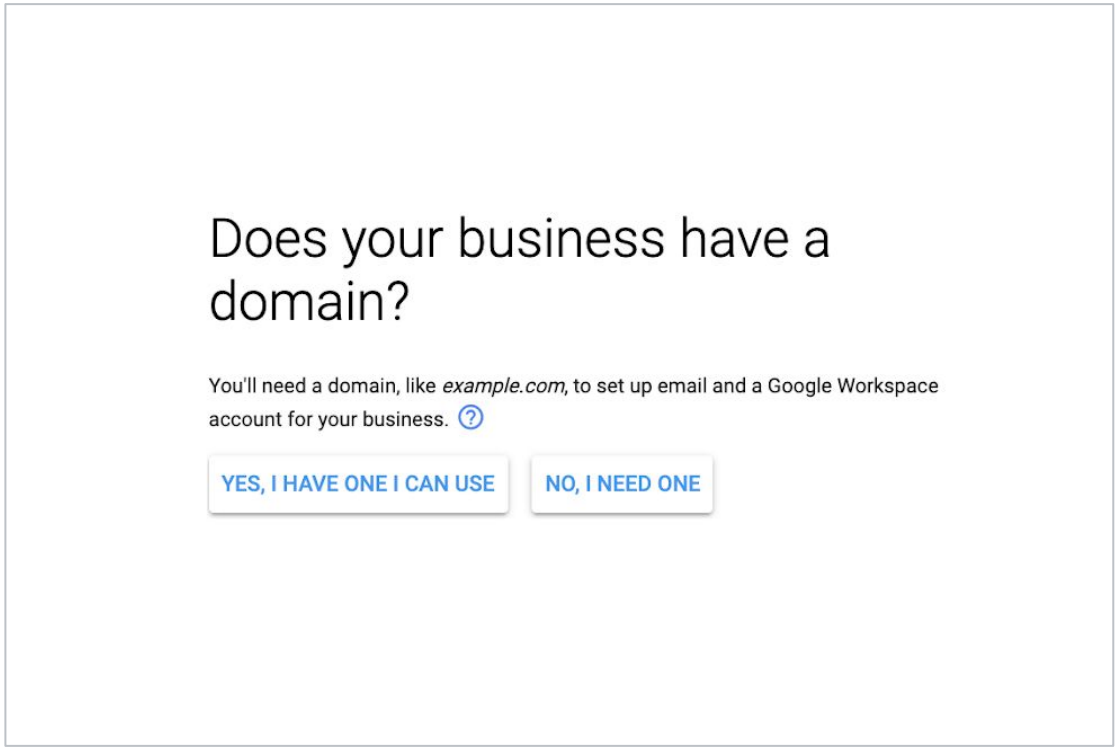
Provide your contact information. Please note you will be the admin since you are creating the account.



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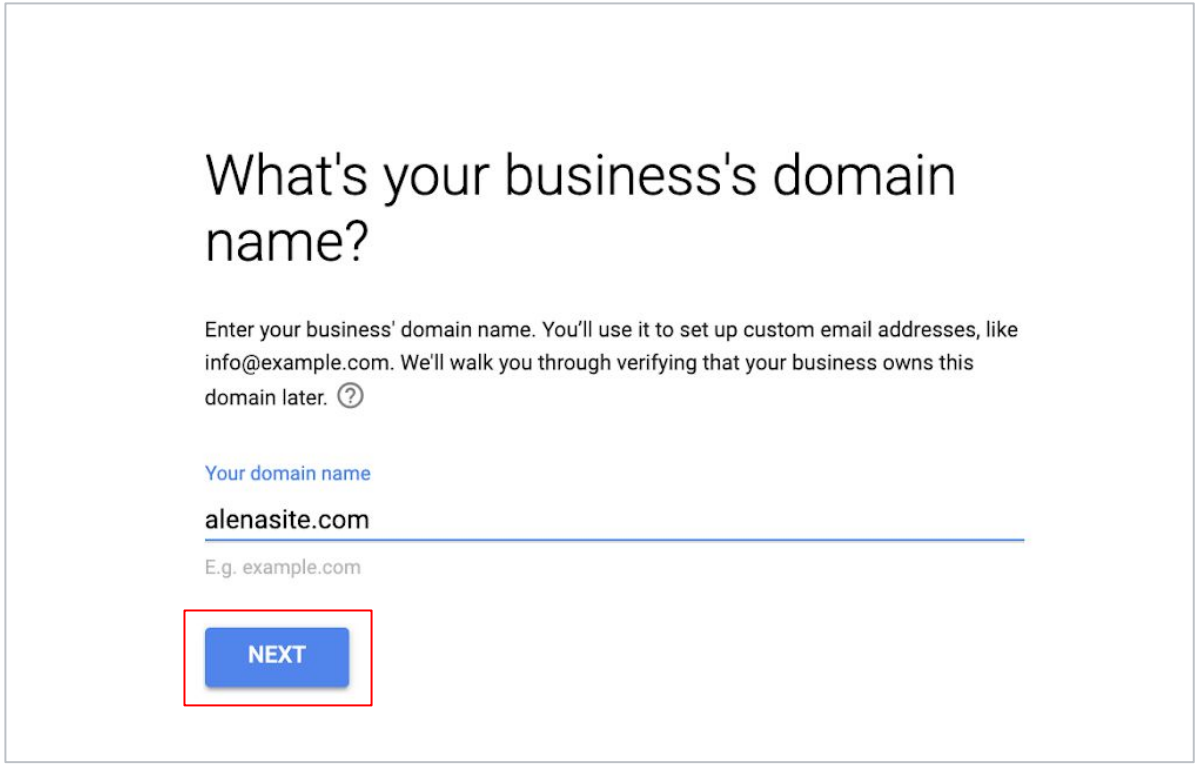
Select YES if you already have a business domain.

If you don’t have one, select NO and proceed to register a domain.



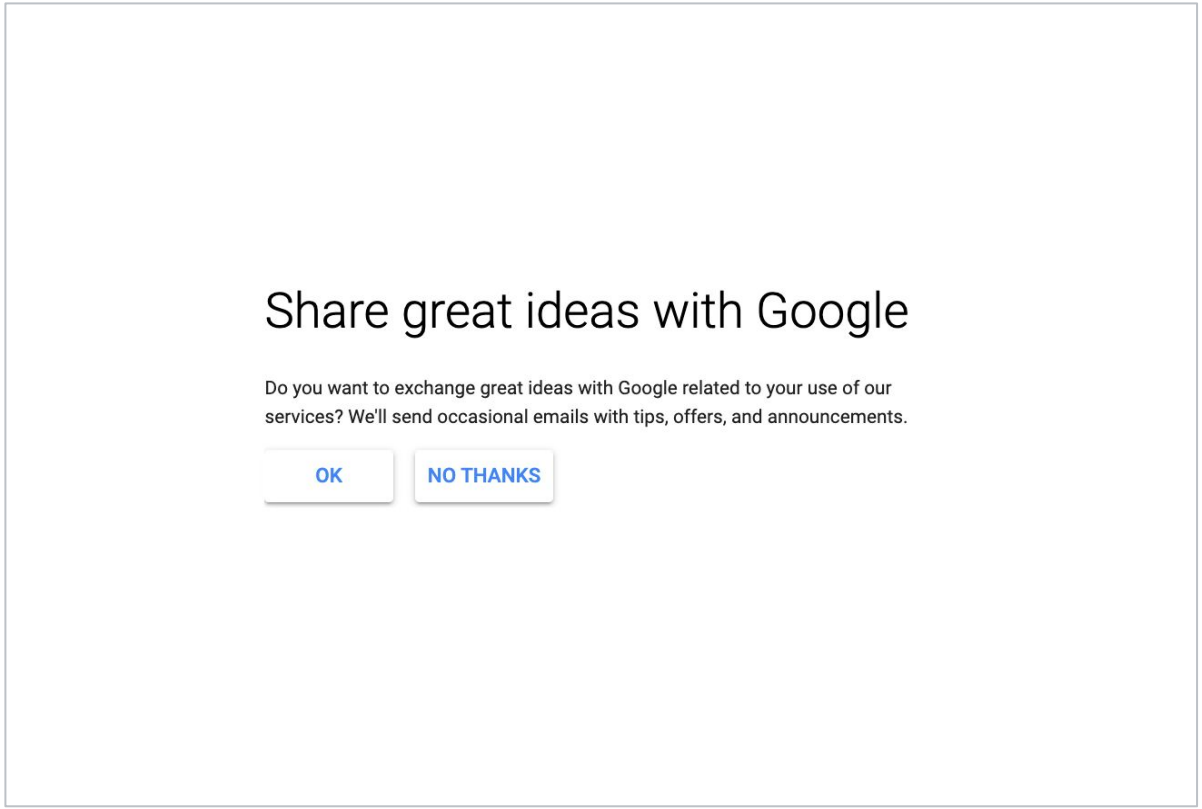
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Insert your domain name and select Next.

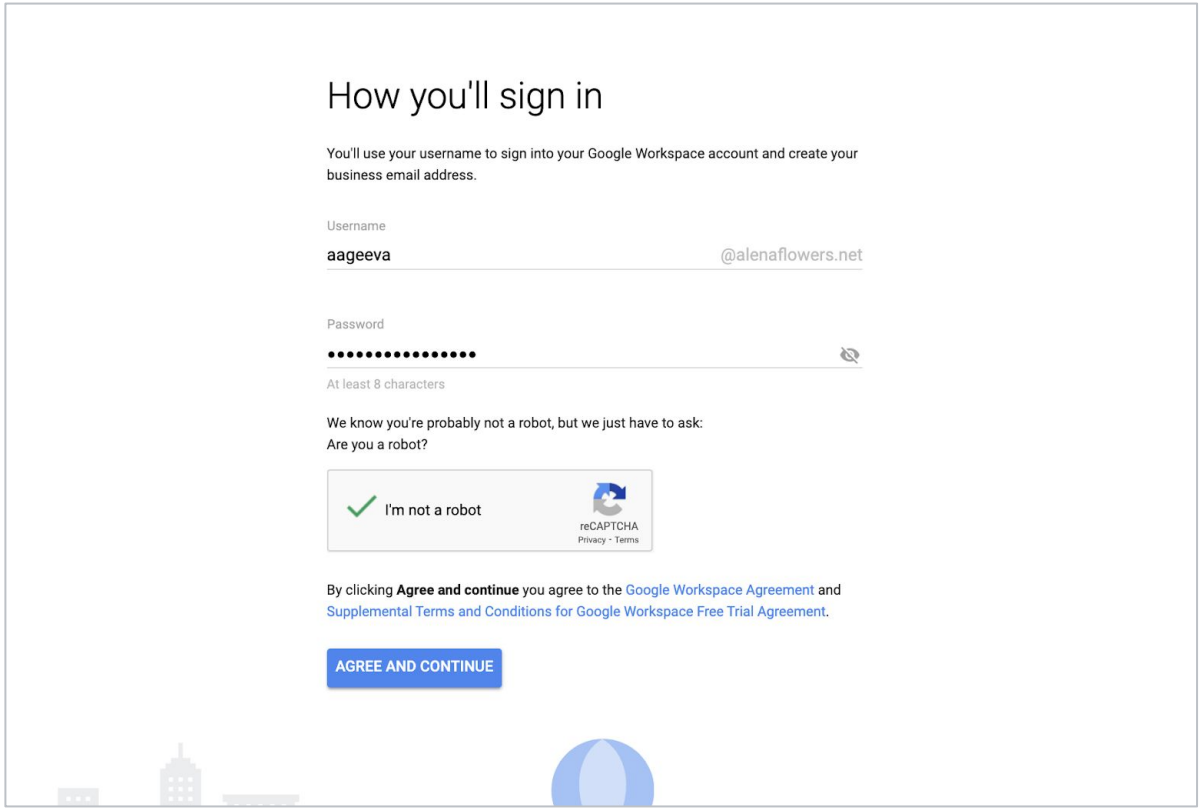


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This screen only appears in certain countries.

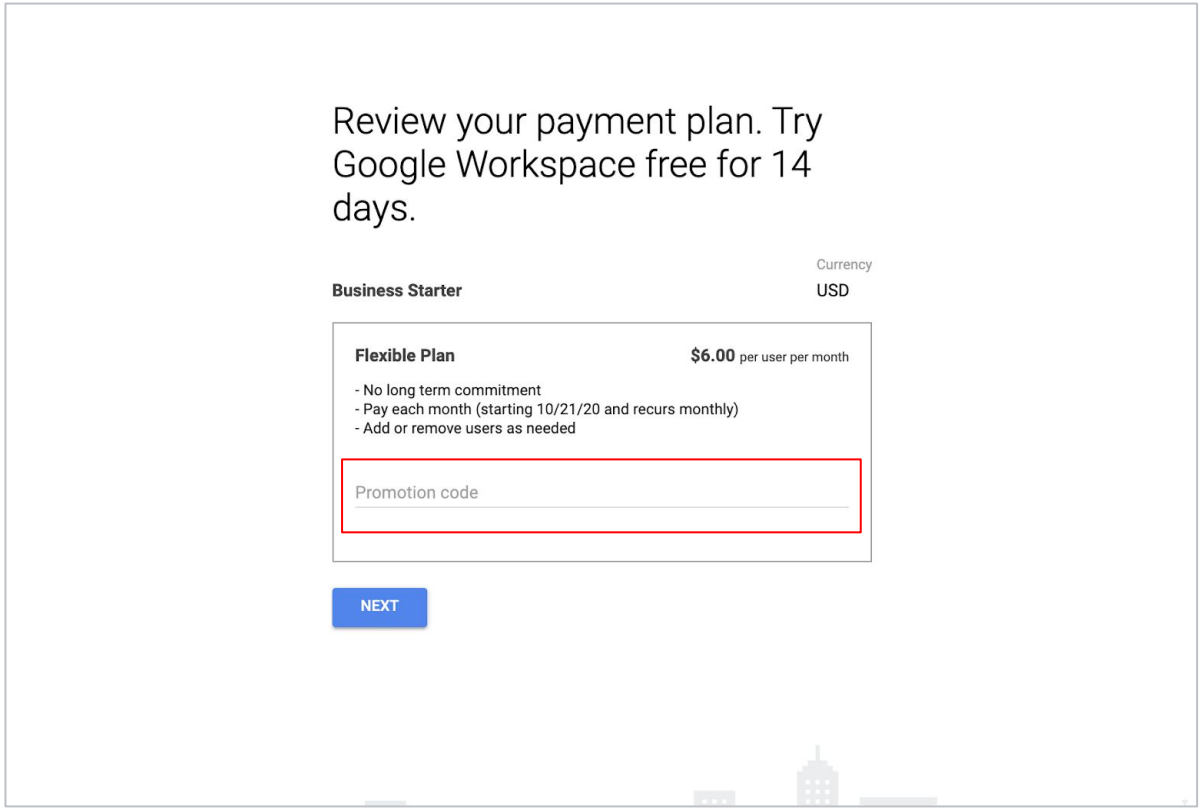


Provide your information to sign-in to your account and proceed to the payment process.



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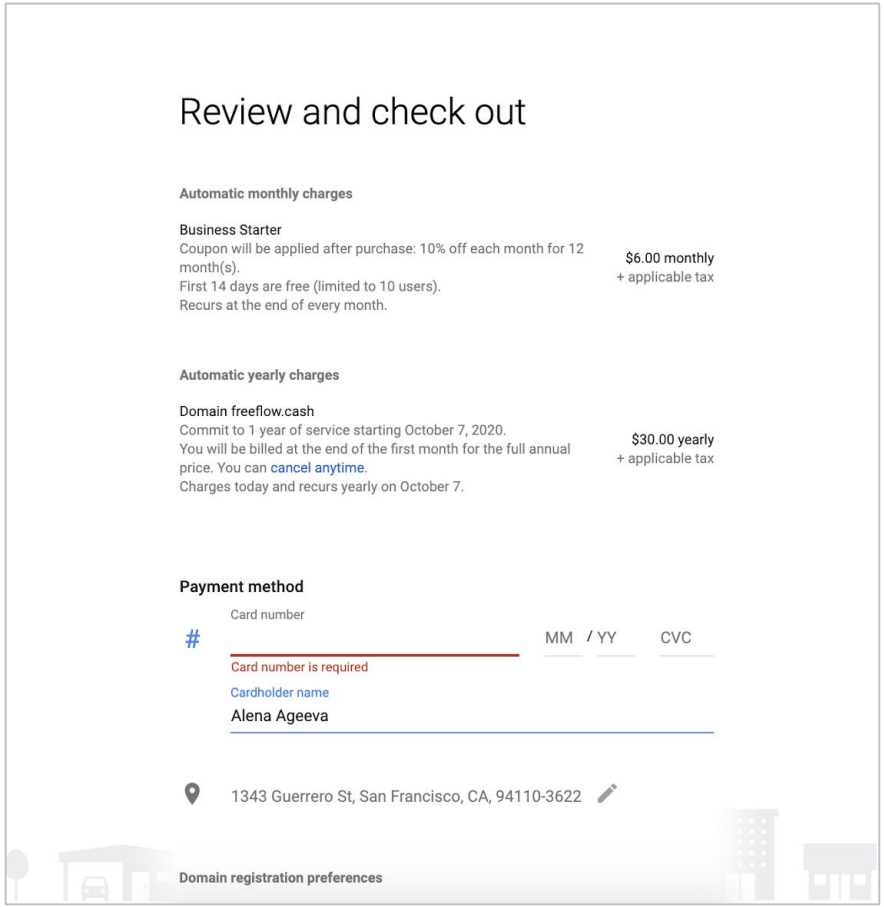
The trial check out process for the United States and Canada will prompt you to this screen to review and check out.



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Enter your Payment method.

You have successfully started your Google Workspace free trial.

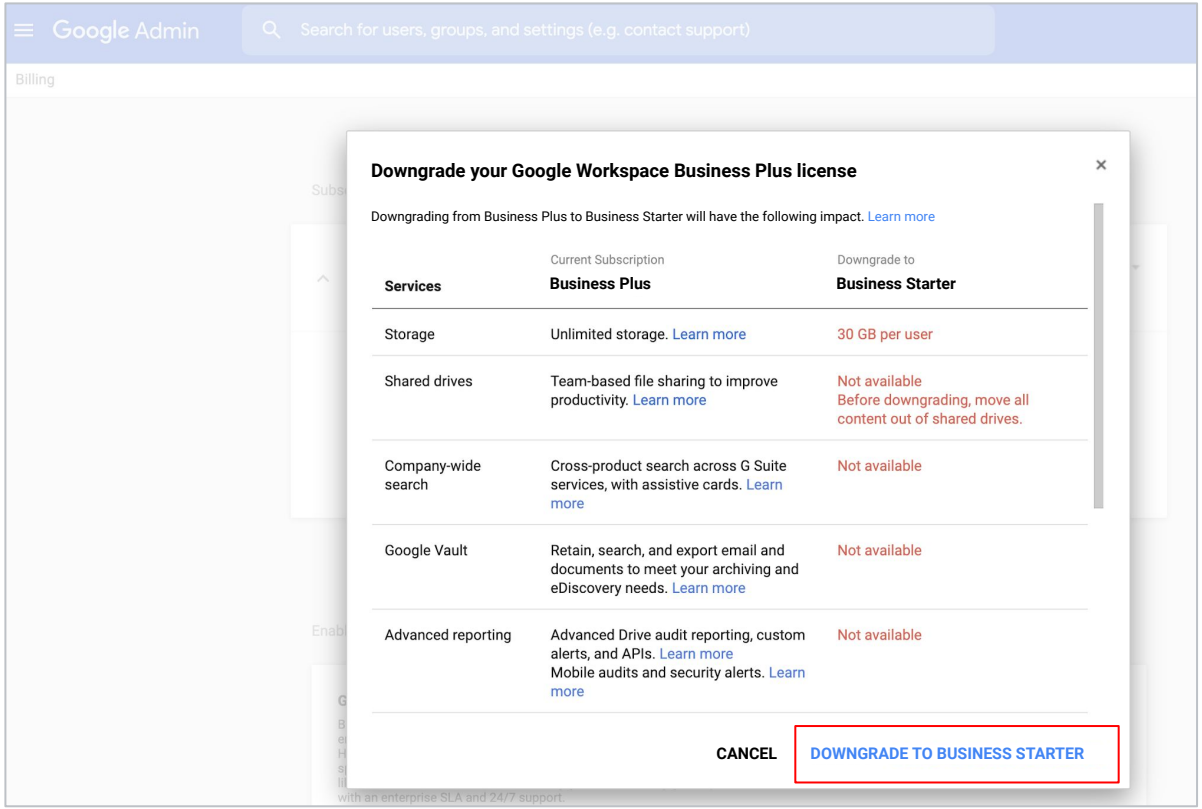


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Google Workspace upgrade/downgrade subscription process

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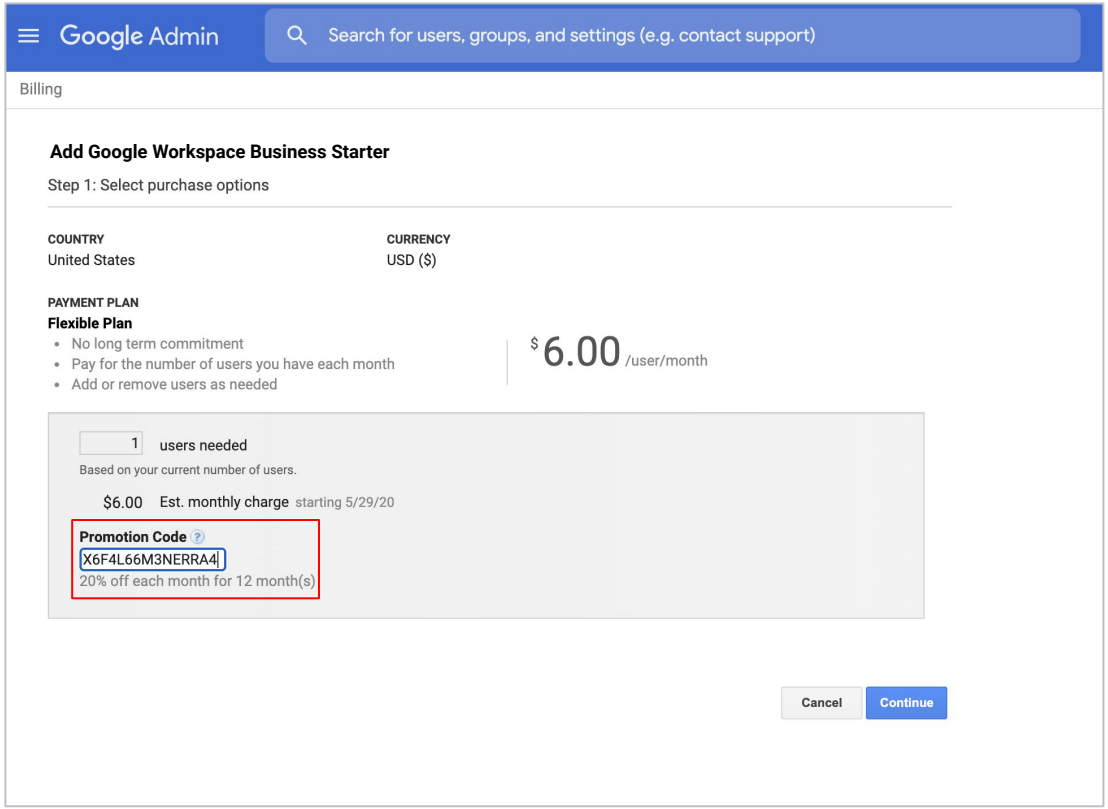
Navigate to the billing section of the Admin Console to downgrade to a different Google Workspace subscription.



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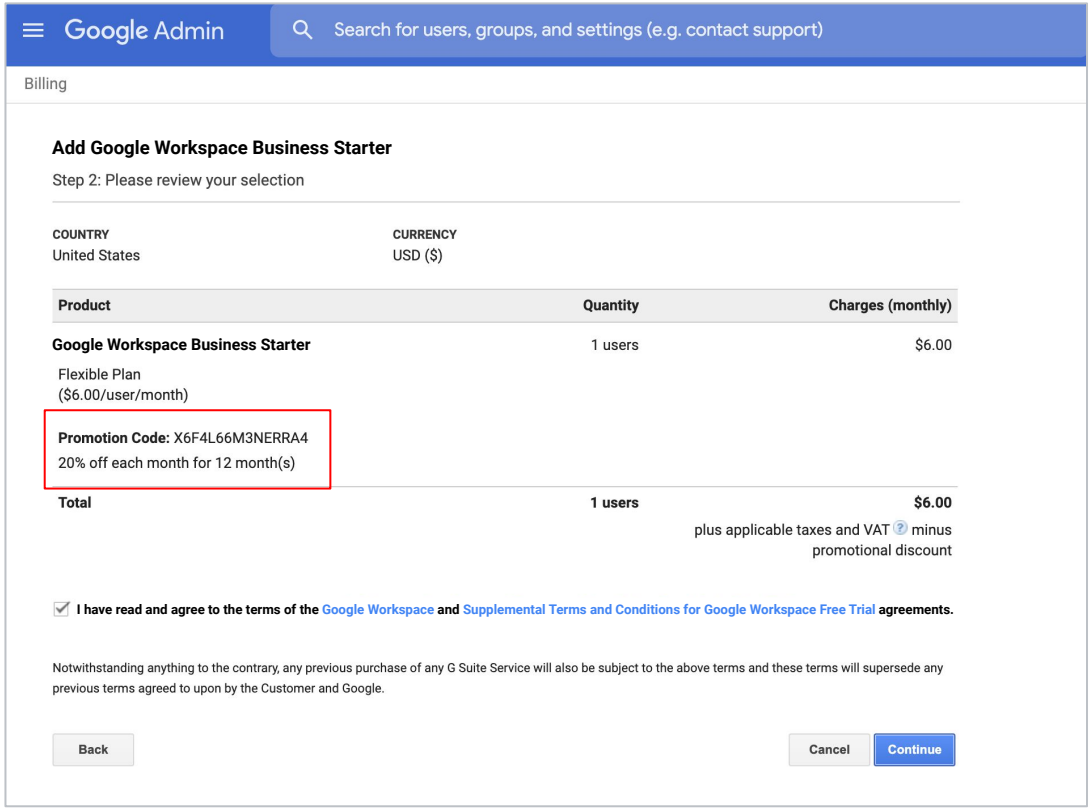
If you have a Promotion Code for the downgraded plan, enter it in the highlighted box before continuing to the next page.

Please note that you will see the discount applied on your billing receipt.



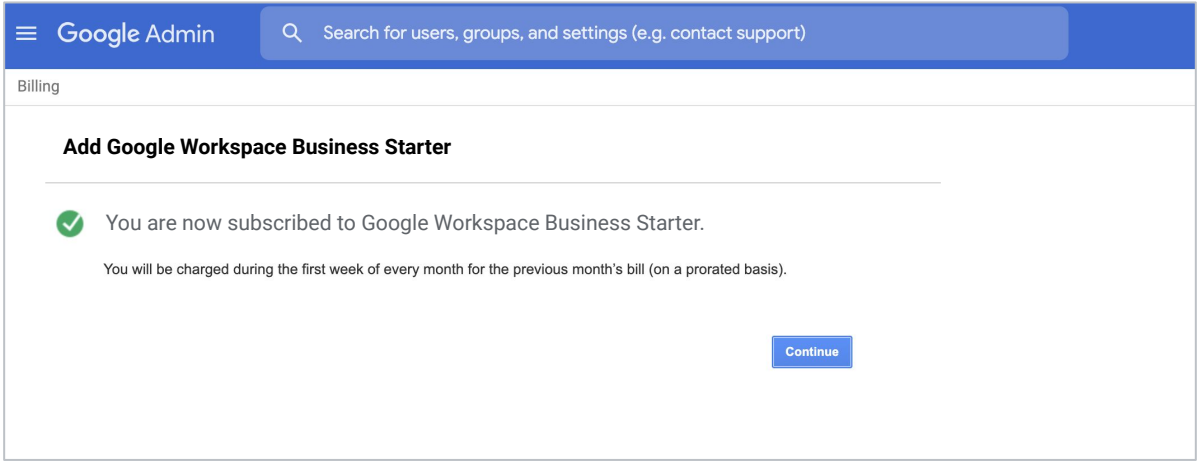
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Promotion code will appear on this page if it is accepted. Select CONTINUE to move forward with the subscription process.



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You have successfully changed your Google Workspace subscription.



Thank You