How to Find
TechSoup Subscription Renewal Information

techsoup

Information such as subscription renewal term date, activation date, and payment information can be accessed via one of the following methods.

Cloud Manager will show all subscriptions and licenses obtained through TechSoup, including any licenses that may in future include support fees.

Microsoft Admin Center will show all subscriptions and licenses obtained from TechSoup and other providers, such as Microsoft Direct.

Via TechSoup Cloud Manager

Via the Microsoft Admin Center

Option 1: TechSoup Cloud Manager

1 Log in to TechSoup Cloud Manager.
Or copy and paste this URL into your browser address bar:
https://www.techsoup.org/Login?LoginView=CSP&ReturnUrl=/csp-thanks-for-logging-in

Please log in to access Cloud Manager.

Member Login
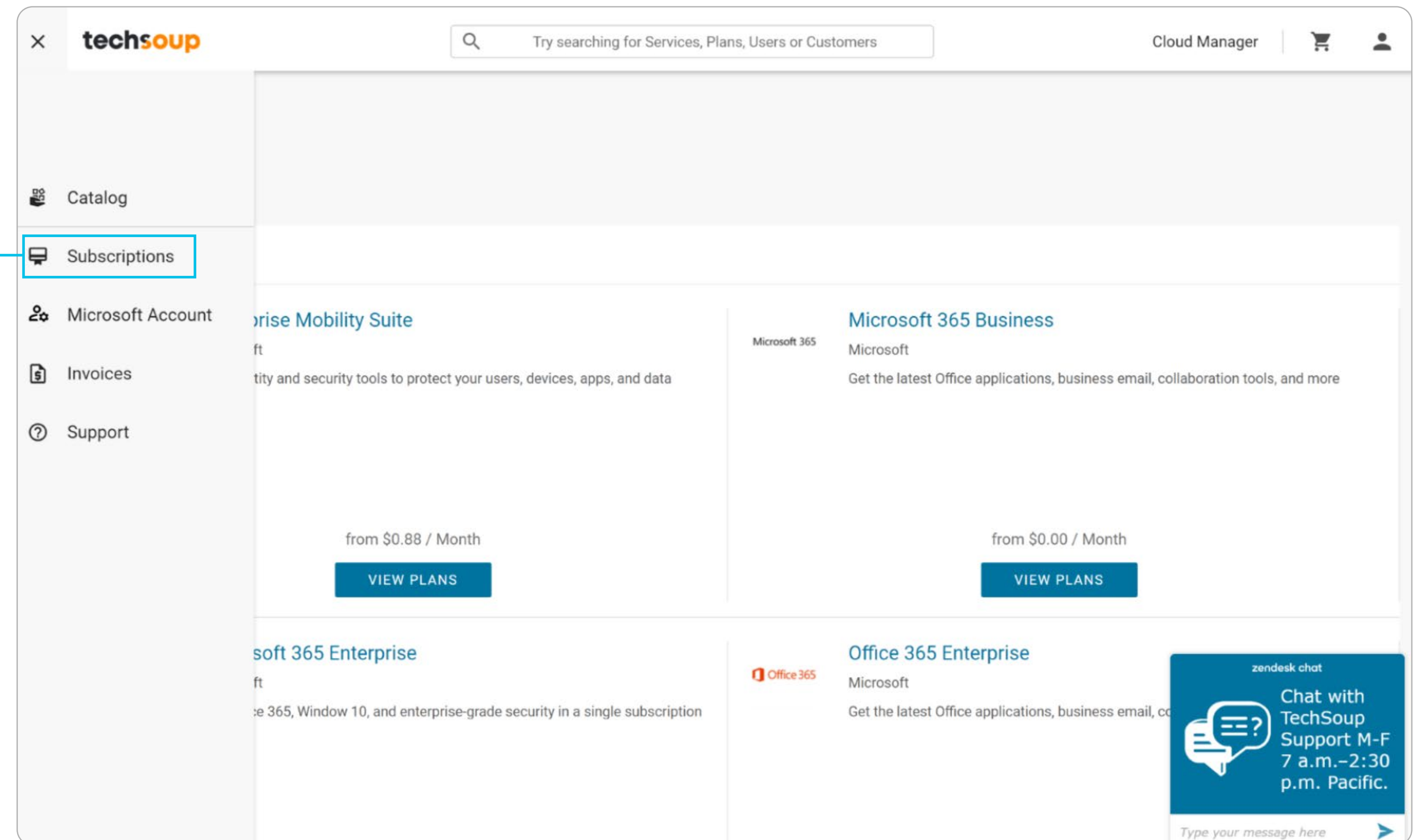
EMAIL ADDRESS   Enter your email

PASSWORD   Enter your password

Reset password

LOG IN

2 Choose **Subscriptions** in the icon menu on the left. These are the subscriptions obtained through TechSoup.

If these subscriptions include Office 365 E1 (donation), Microsoft 365 Business Basic, or Microsoft 365 Business Premium (10-seat donation), these subscriptions will include support fees upon term renewal on or after January 4, 2023.

3 Select a **subscription**.

4 View subscription renewal information such as **Next Invoice date**, **Activation date**, and **Price Protection date** — your rate is normally guaranteed for one year after the activation date.
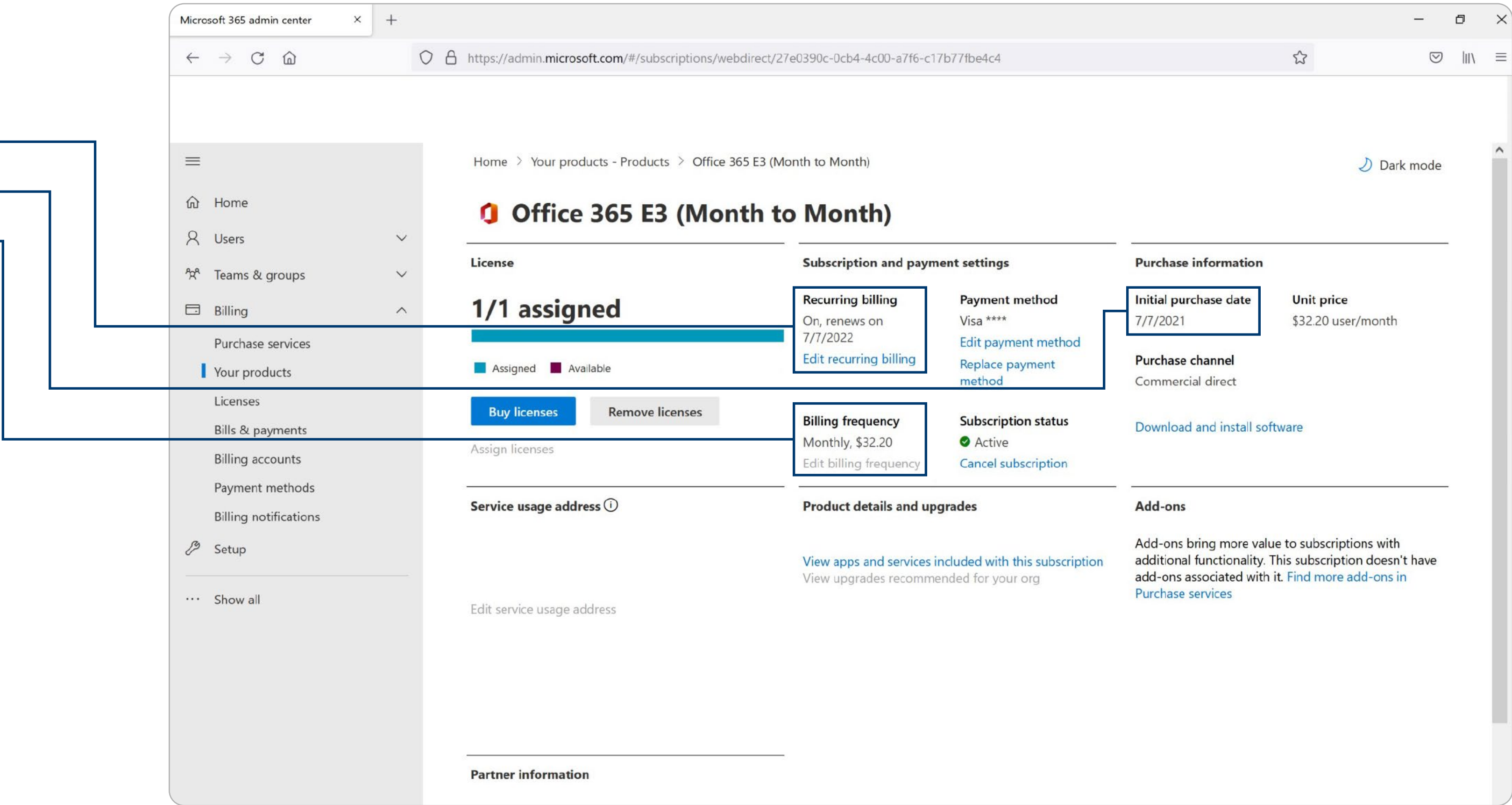
Option 2: Microsoft Admin Center

1 Log in to your organization's Microsoft Admin Center.
Access credentials are generally in the format name@organizationname.onmicrosoft.com and a password.

2 Choose **Billing**,
select **Your products**
in the menu on the left,
and select a **subscription**.
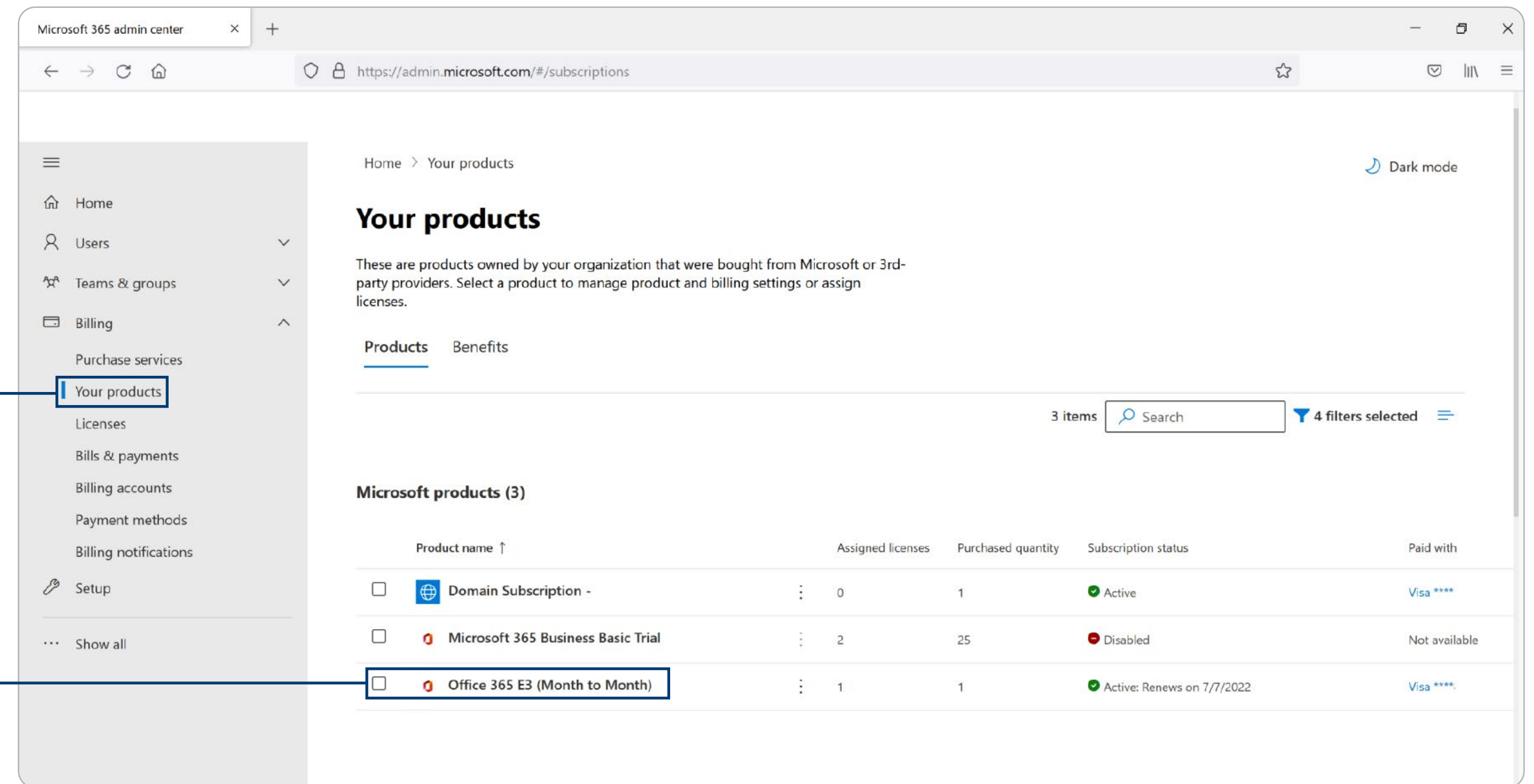
3 View subscription renewal details such as the **Renew On date**, **Initial Purchase date**, and **Billing Frequency** (monthly or annually).

techsoup.org