

How to Find TechSoup Subscription Renewal Information

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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](https://www.techsoup.org/Login?LoginView=CSP&ReturnUrl=/csp-thanks-for-logging-in).

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

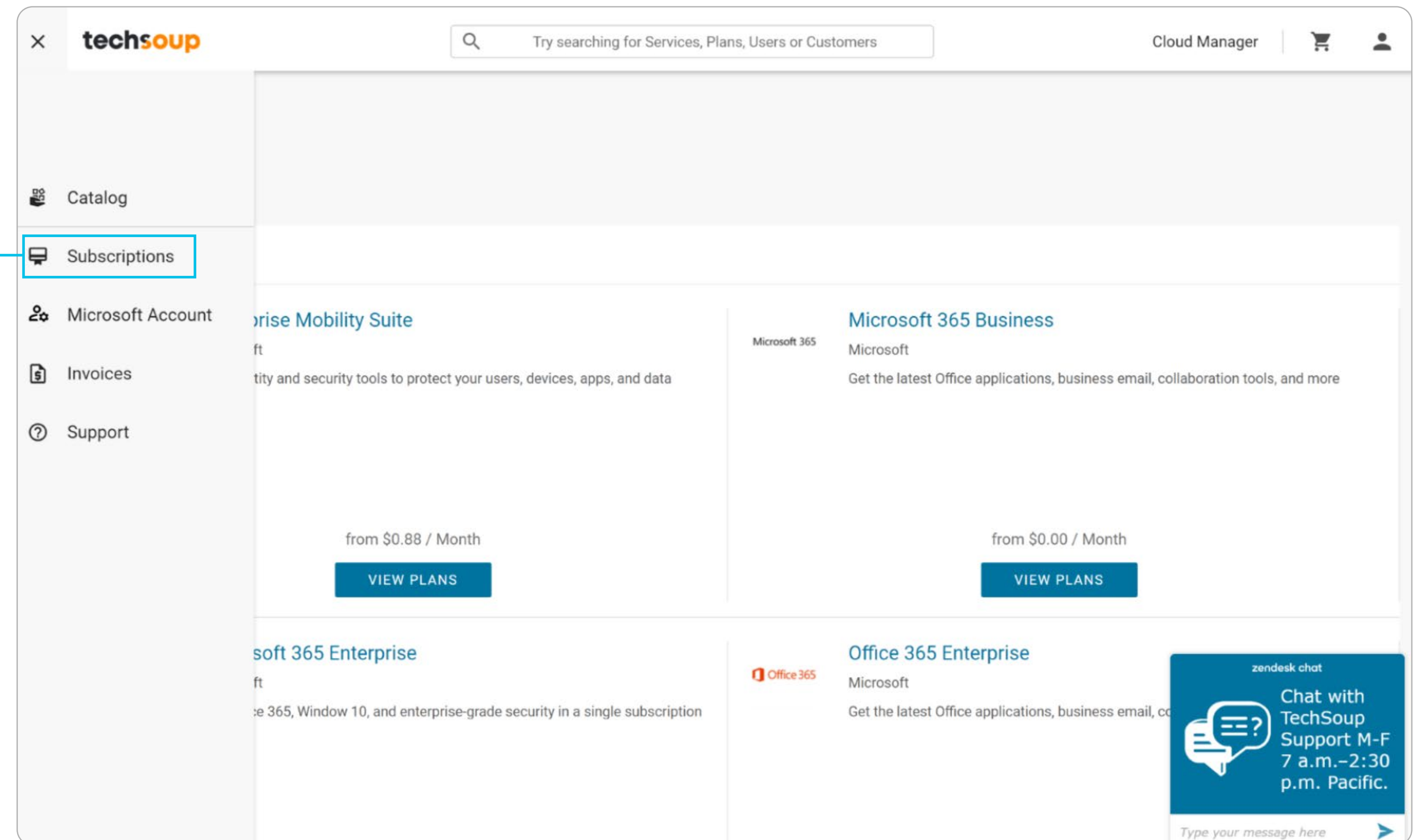
Enter your password

[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**.

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Try searching for Services, Plans, Users or Customers

Cloud Manager

Subscriptions

All Subscriptions

AZ

SUBSCRIPTION	NEXT INVOICE	QUANTITY	STATUS	UNIT PRICE	BILLING PLAN	DISCOUNT	SUBSCRIPTION AMOUNT	ACTIONS
<div>Microsoft 365</div> WCA Microsoft Office 2022	06/24/2022	1 Licenses	Active	\$0.00 / Month	-	0 %	\$0.00	
<div>Office 365</div> WCA Microsoft Office	07/05/2022	1 Licenses	Active	\$0.00 / Month	-	0 %	\$0.00	

Current page

1

zendesk chat

Chat with TechSoup Support M-F 7 a.m.–2:30 p.m. Pacific.

Type your message here

- 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.

The screenshot displays the TechSoup Cloud Manager interface. The top navigation bar includes the TechSoup logo, a search bar, and links for 'Cloud Manager', a shopping cart, and a user profile. The main content area is divided into a sidebar with navigation icons and a central panel. The central panel shows details for a 'Microsoft 365' subscription, including the title 'WCA Microsoft Office 2022', a status of 'Active', and a quantity of '1 Licenses'. Key dates are highlighted: 'Next Invoice: 06/24/2022' and 'Activation Date: 12/24/2021'. A notification box states 'Subscription is under price protection until 12/23/2022'. The 'Your Items' section lists the subscription details, including the product name, quantity, unit price, discount, and final unit price. A 'zendesk chat' widget is located in the bottom right corner, providing contact information for TechSoup Support.

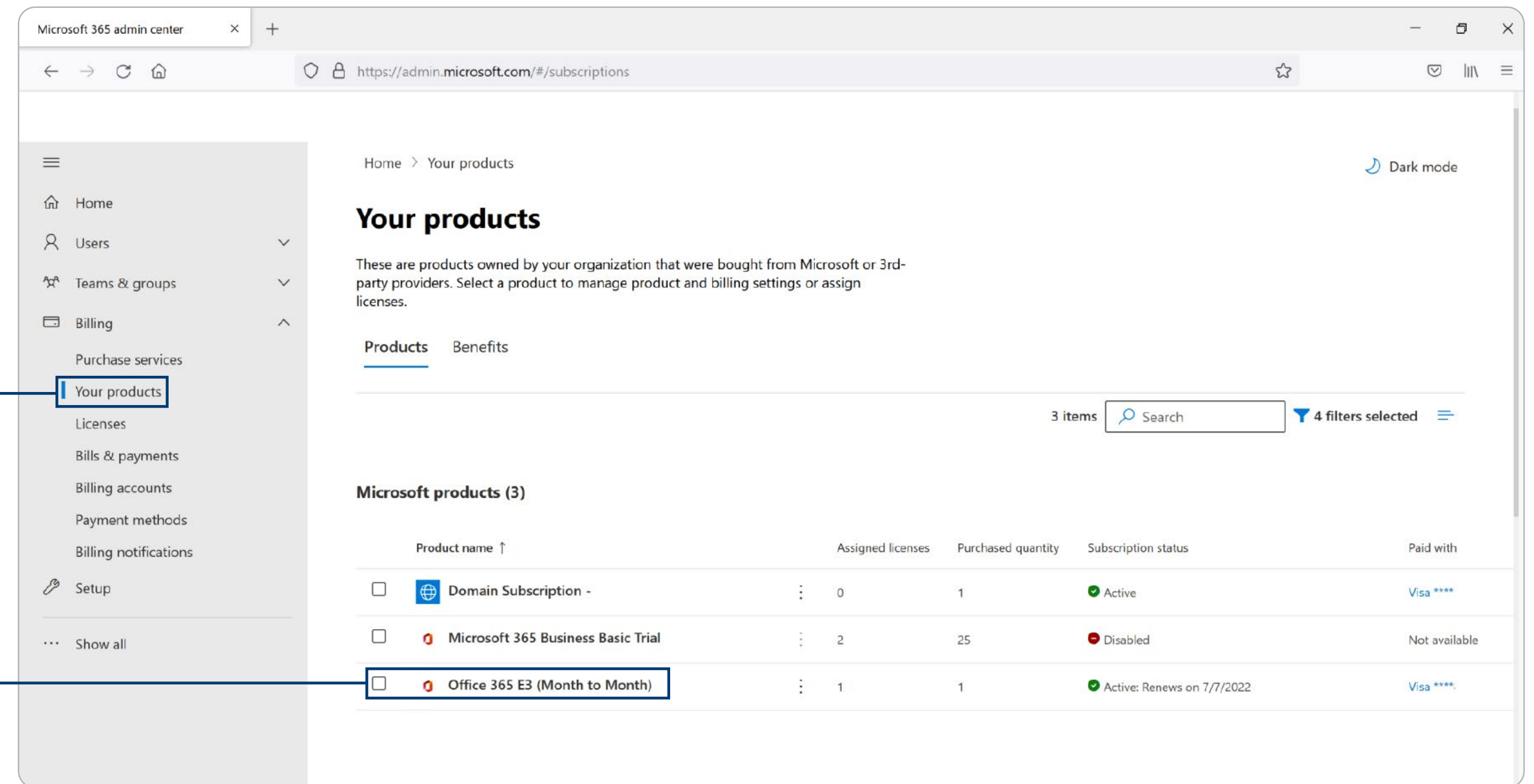
PRODUCT / ADD-ON	QUANTITY	UNIT PRICE	DISCOUNT	FINAL UNIT PRICE	ACTIONS
Microsoft 365 Business Premium (Nonprofit Staff Pricing) Donation (Nonprofit)	1	\$0.00	—	\$0.00	

A woman with dark, curly hair is shown in profile, looking at a laptop screen. She is wearing a dark jacket over a black top. The background is a blurred office environment with a window. A dark blue rectangular box with white text is overlaid on the right side of the image.

Option 2: Microsoft Admin Center

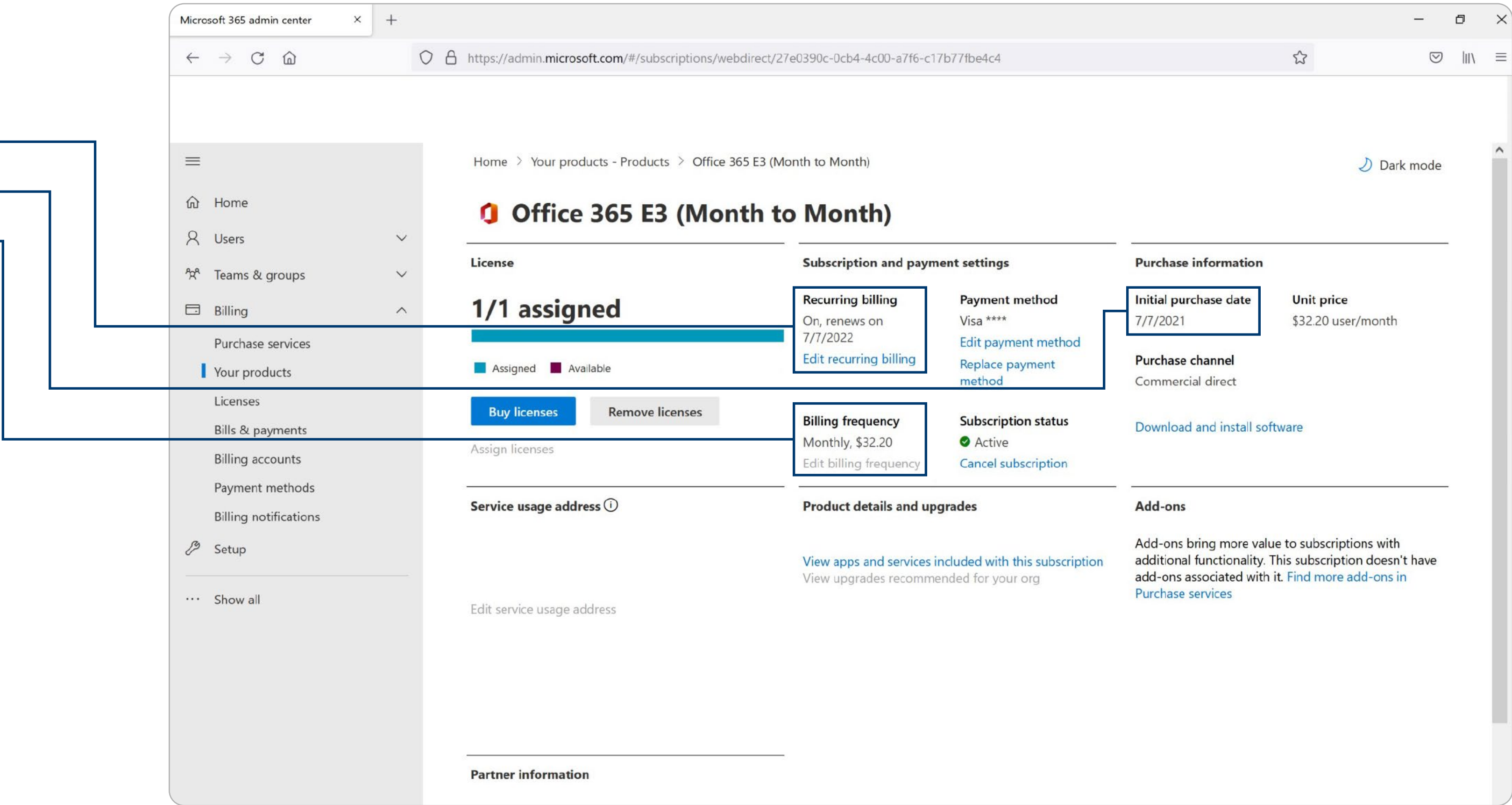
- 1 Log in to your organization's [Microsoft Admin Center](#).
Access credentials are generally in the format [name@organizationname.onmicrosoft.com](#) and a password.

- 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).





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