# Removing the Auto-Renewal from Term

## Fusion Connect Client Portal

## Resources

**Watch a Video:**

[Removing the Auto-Renewal from Term](#)

**More Resources:**

See a complete list of Fusion Connect Client Portal self-support documents here:

[https://www.fusionconnect.com/support/ms-teams-support](https://www.fusionconnect.com/support/ms-teams-support)
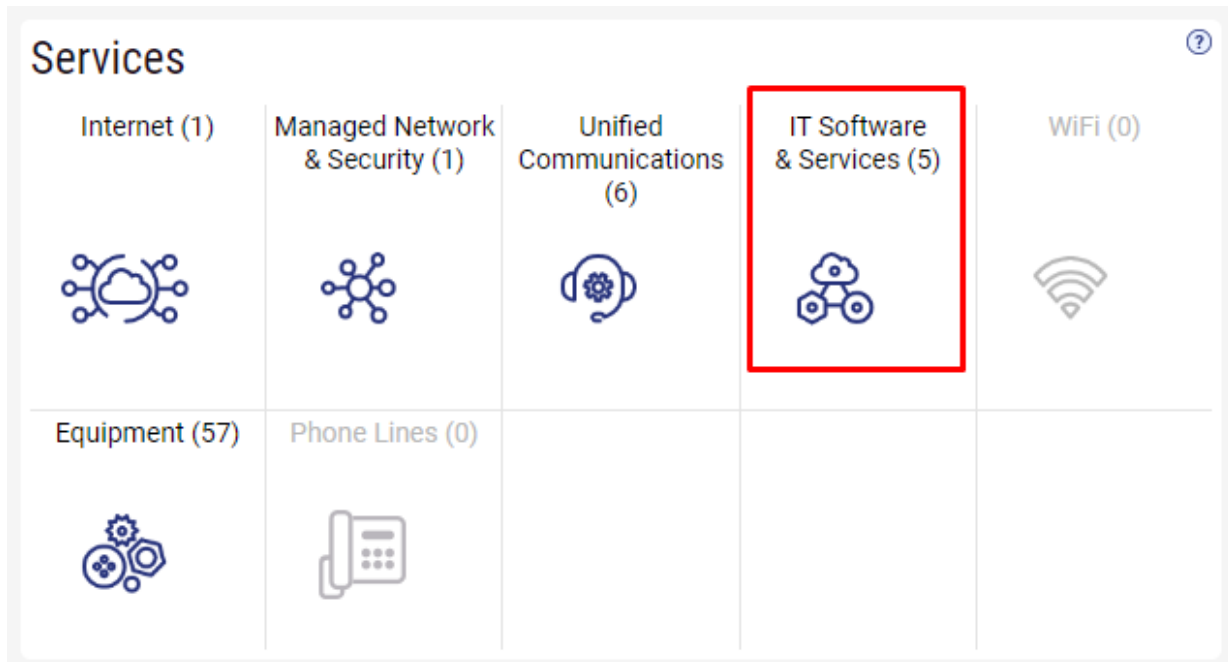
## Removing the Auto-Renewal from Term…

The Services Tile displays a list of the services that Fusion Connect offers.  Services you currently subscribe to will appear in bold with the number of sites you have in parentheses next to the service type.

*Note: Services you do not currently subscribe to will appear in grey.*

For Microsoft Services, click on your *IT Software & Services section*:



This will open a new Tab within your Portal listing your Site(s) and their service(s). Choose the site/service by clicking the **Kabob icon** and choose **"Manage Services"**:

In the Services section, select a specific Product/License by clicking its **"pop-out window" icon**:



In your new Tab, you will see your Auto Renew checked. To change this option, **click EDIT**:

Uncheck Auto Renew and **click SAVE**:

| | |
|---|---|
| Service | Microsoft 365 E3 |
| Billed | Monthly |
| Term | Monthly |
| Effective | 03/18/2024 |
| Term End | 04/18/2024 |
| Auto Renew | ☑ |

Apply   Save   Cancel

Note: Unchecking Auto Renew, your Product with its quantities will cancel on your Term End date.

***If you wish to reset your Product/License to Auto Renew, repeat the above steps "selecting/checking" your Auto Renew option and **click SAVE**. Your Product/License will automatically renew for the same preset Term.