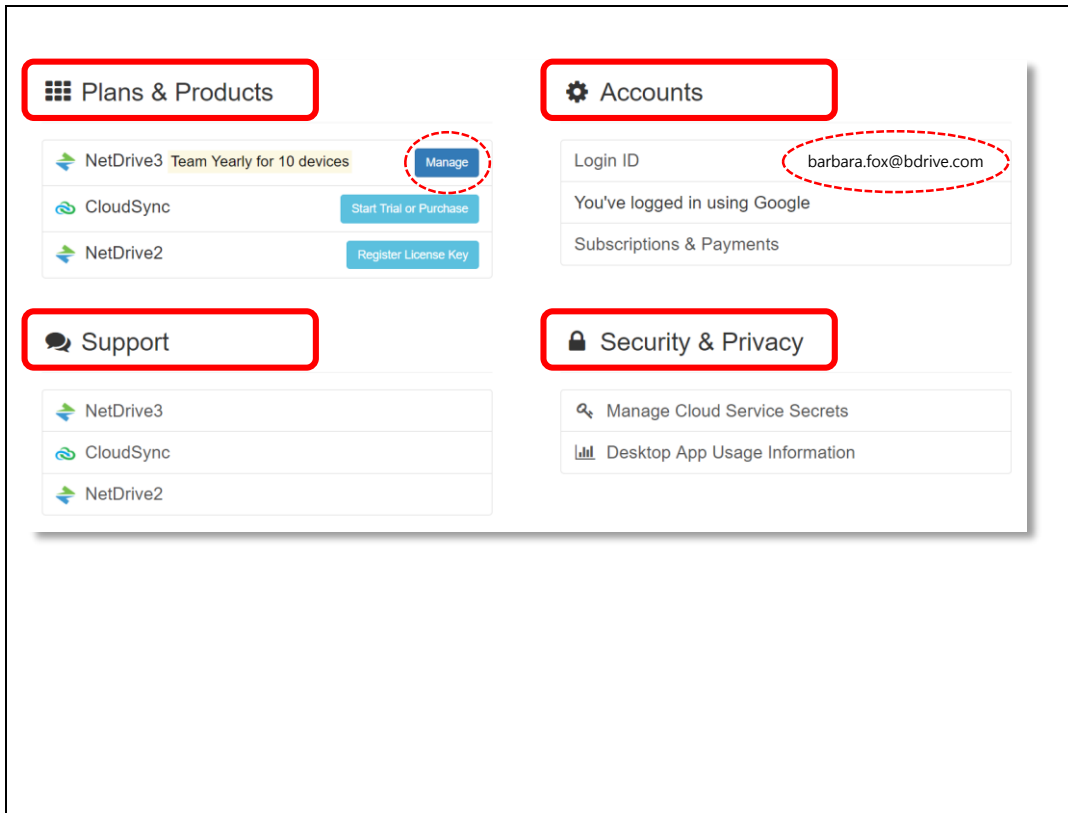


## TEAM Manual - Team Admin and Member Control

### 1. Visit [accounts.bdrive.com](https://accounts.bdrive.com) site after login using Bdrive team admin account ID



The screenshot shows the NetDrive team admin dashboard. Key sections are highlighted with red boxes:

- Plans & Products:** Lists NetDrive3 Team Yearly for 10 devices (with a **Manage** button), CloudSync (with **Start Trial or Purchase** button), and NetDrive2 (with **Register License Key** button).
- Accounts:** Shows Login ID as **barbara.fox@bdrive.com**, and options for You've logged in using Google and Subscriptions & Payments.
- Support:** Lists NetDrive3, CloudSync, and NetDrive2.
- Security & Privacy:** Includes Manage Cloud Service Secrets and Desktop App Usage Information.

Additional annotations in the screenshot include a red dashed circle around the **Manage** button for NetDrive3 and a red dashed circle around the email address **barbara.fox@bdrive.com**.

Plans & Products

- Manage team account settings by clicking **Manage** button  
*(go to #2)*

Accounts

- Account ID, Login Social Provider, Change Password, Subscription Status

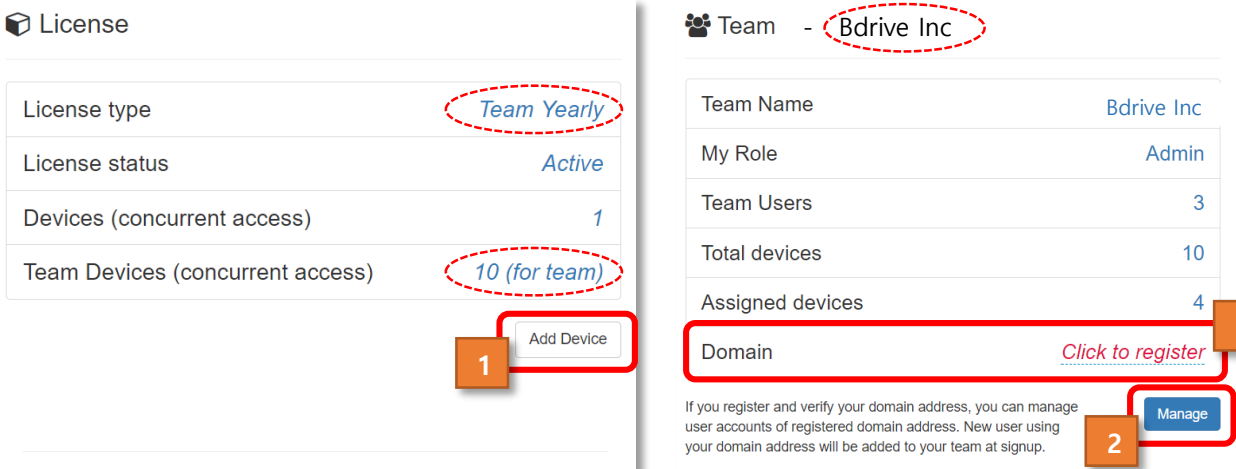
Support

- Post technical/general inquiries in official bulletin board

Security & Privacy

- Set Cloud Service security

## 2. Manage Team account settings in Plans & Products category



**1** Add Device to current order

- [ Yearly Subscription ]

New order will be created at revised price of ①+②  
*(see Notes below)*

- [ Lifetime Plan ]

Normal order will be newly created

- All plan changes are limited one time per day, 4 times in a month

**2** Manage team members *(go to #4)*

**3** Register and verify domain address  
*(optional, go to #3)*

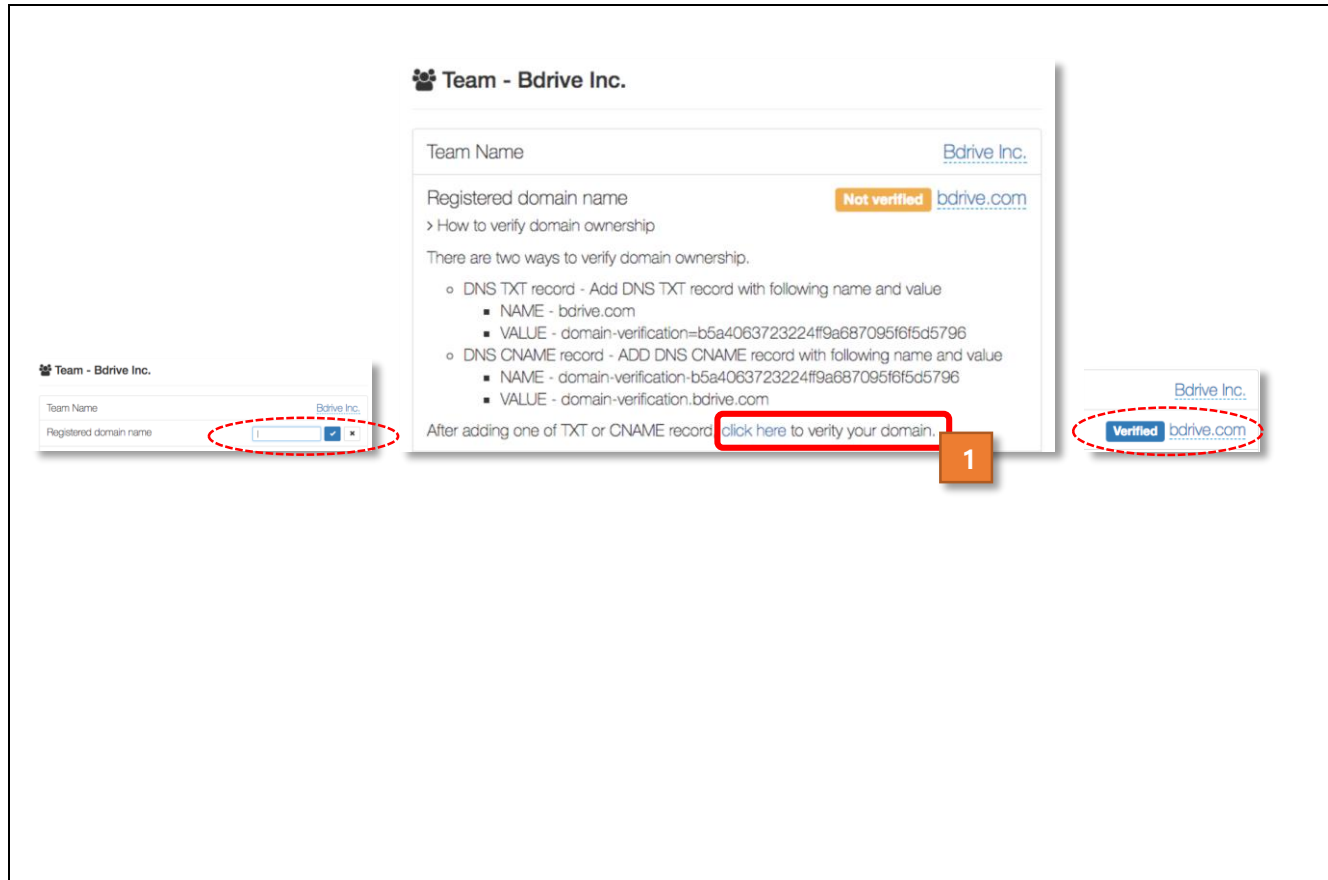
*Note:*

① As of today, initial purchase order will be cancelled and partially refunded from the price you already paid on the beginning day of the subscription period (prorating applied) and

② Add device price throughout the last day of subscription period (prorating applied) will be summed and charged for this new add device purchase order (for total quantity of licenses)

※ Next payment will be auto-charged on the beginning day of subscription next year, using the same credit card (check expire date)

### 3. Register your Domain Address *(optional)*



The screenshot shows the 'Team - Bdrive Inc.' settings page. The 'Registered domain name' is 'bdrive.com', which is currently 'Not verified'. Instructions are provided for verifying domain ownership using either a DNS TXT record or a DNS CNAME record. A red box highlights the 'click here to verify your domain.' link, with a '1' in a box next to it. To the right, a smaller version of the domain name 'bdrive.com' is shown with a 'Verified' status, also circled in red.

**1** To register domain address

- Add your domain record
- Click to verify your domain address
- Max domains to register : 2
- Once domain verified any user can login using their own Bdrive account ID under verified domain address

*(manual add member also possible, go to #4)*

## 4. Team Member Control



**6** Total device 10  
Assigned 4  
Available **6**

**4** Search for email  Go

FILTER     1 / 1

	Email	Number of devices assigned	Status
1	barbara.fox@bdrive.com	<input type="button" value="3"/> <input type="button" value="3"/>	Active
2	timothy.holidays@bdrive.com	<input type="button" value="1"/> <input type="button" value="1"/>	Active
3	christian.mullerhouse@bdrive.com	<input type="button" value="0"/> <input type="button" value="0"/>	Deactivated

**5**  Contact us if you need to add multiple users using CSV files.  
NOTE: For unlimited license you can enter only email addresses of your domains.

**1**

**1** Add new member by registering member's Bdrive account ID  
*(see Notes below)*

**2** Activate/Deactivate/Remove registered members

Deactivate or remove user

For registered domain users, you can deactivate user or completely remove. Deactivated users remain as a member but cannot login. For other users you can only remove from your team.

Activate domain user

For registered domain users, you can re-activate user.

**3** Assign number of devices per member (default : 1)

**4** Search members from added list

**5** Add member using CVS file

**6** Device assigned status

*Note:*

- Each member needs to create Bdrive account ID prior to Add Member  
*(create accounts in [accounts.bdrive.com](http://accounts.bdrive.com) or [www.netdrive.net](http://www.netdrive.net) LOGIN tab)*
- Add Member fails in following cases
  - ① user has NOT created his own Bdrive account ID yet (only Bdrive account ID can be added)
  - ② user is already a team member
  - ③ user already has a personal plan
- Team Members cannot see the details of above Team Admin Control page (but only knows Team Admin ID)