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## Accessing the Account Management Portal from the Options tab [GPv3]

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The **Account Management** portal allows Administrators to manage all billable aspects of your GeoPro account such as **Administrator & Monitor licenses**, all **device licenses**, **service plan changes**, **suspensions/suspension removals**, **deactivations** as well as your **payment details** and **invoices**.

The Account Management portal is completely self-serve and allows you to manage your account in real-time.

**Note:** The Account Management portal is only available to Administrators.

1. To access the Account Management portal, navigate to the **Options** tab and select **Account Management**.

### Options

- My Profile >
- Users >
- Groups >
- Global Address Book >
- Global Event Notifications >
- Global Canned Messages >
- Check-In Schedules >
- Synchronization Tools >
- Tracks >
- Geofences >
- Points of Interest >
- Account Management >
- Log a Support Request



**Note:** For further instructions on using the Account Management portal, please navigate to the **Account Management** section of the knowledgebase.