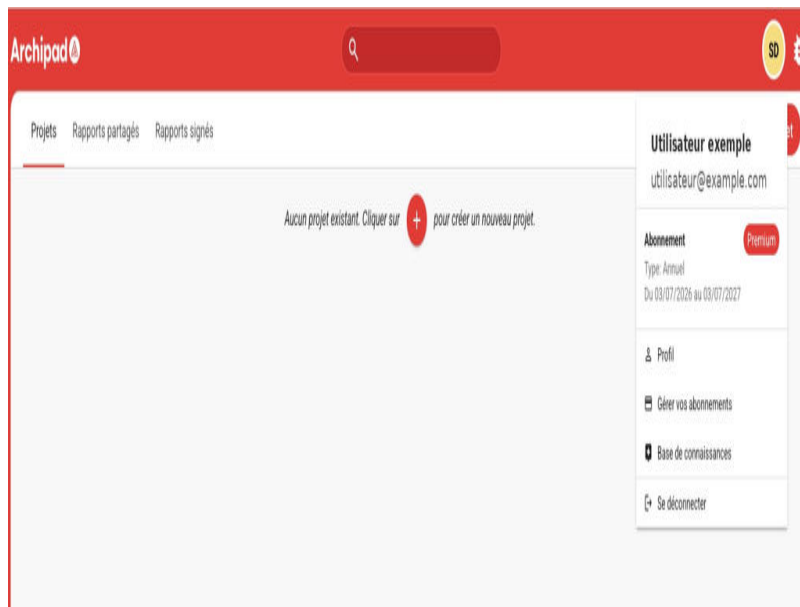
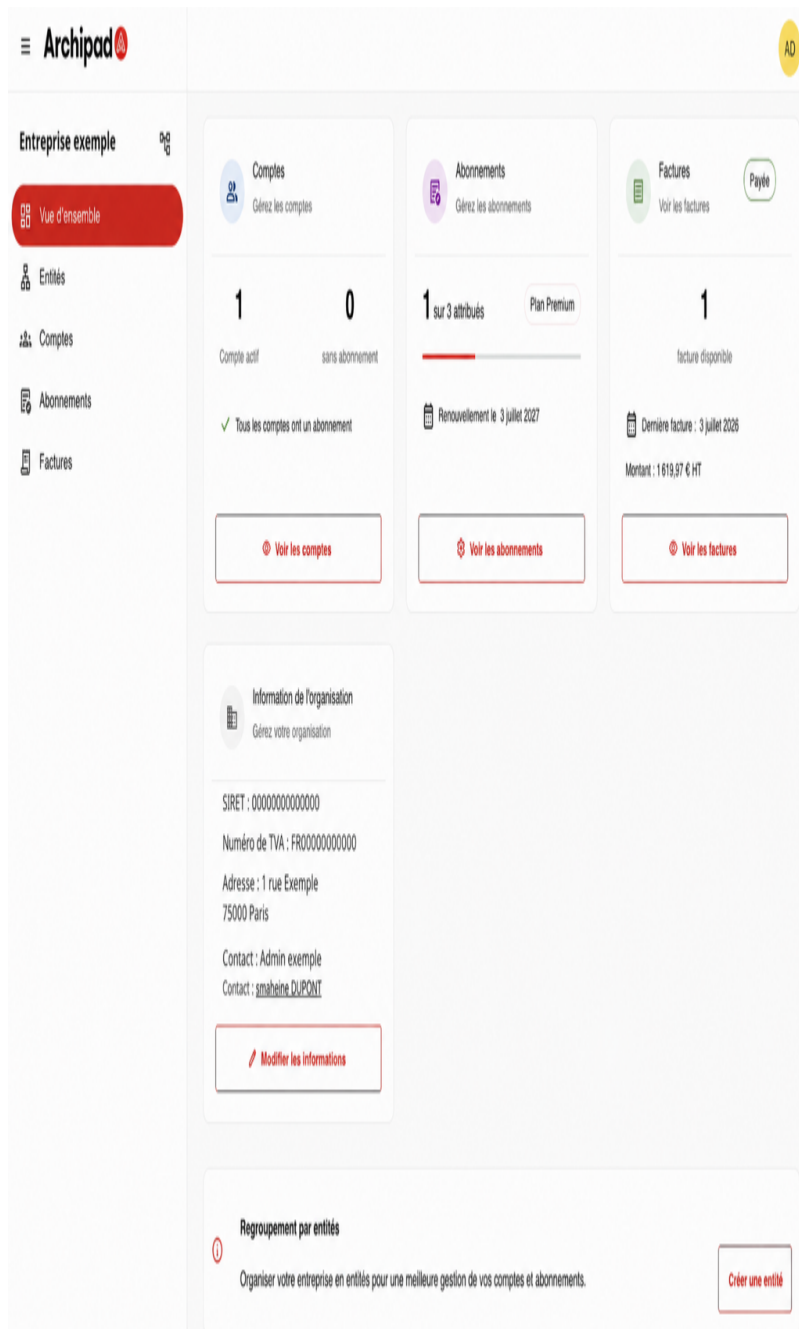


4-Add seats to your Archipad subscription

Posted on July 6, 2026 by Smaheine

You can add seats to your subscription from the **Admin Console**.
An additional seat allows you to assign a license to a user in your company.





The screenshot displays the Archipad Admin Console interface. On the left, a sidebar menu includes 'Entité exemple', 'Vue d'ensemble', 'Entités', 'Comptes', 'Abonnements', and 'Factures'. The main content area is divided into three primary sections: 'Comptes', 'Abonnements', and 'Factures'. The 'Comptes' section shows 1 active account and 0 without a subscription, with a button to 'Voir les comptes'. The 'Abonnements' section shows 1 subscription for 3 users on a 'Plan Premium', with a renewal date of 3 juillet 2027 and a button to 'Voir les abonnements'. The 'Factures' section shows 1 available invoice, the last invoice date of 3 juillet 2026, and an amount of 1 619,97 € HT, with a button to 'Voir les factures'. Below these, the 'Information de l'organisation' section provides details like SIRET, TVA number, address, and contact information, with a button to 'Modifier les informations'. At the bottom, a 'Regroupement par entités' section encourages organizing the company into entities for better management, with a button to 'Créer une entité'.

Add seats

1. From **Archipad Web**, open your user profile.
2. Click on **Manage your subscriptions**.
3. You will be redirected to the **Subscription** menu in the Admin Console. You can also access the **Subscription** menu from the **Overview** in the Admin

Console.

4. From the **Subscription** menu, click on **Add seats**, then specify the number of additional seats you need.
5. Review the summary, then confirm the addition.

Once the addition is confirmed, the new seats are available in your subscription. You can then assign them to accounts in your company from the **Accounts** menu.

An invoice is generated after seats are added. It is available from the **Invoices** menu in the Admin Console.