

# Managing existing backup plan

To manage existing backup plan, upgrade or downgrade your backup plan provide GB quota:

1. Login into your [client area](#).
2. Proceed to "**backup**" tab.
3. Click "**Service Details**".
4. In order to increase or decrease your backup quota you have to proceed following steps:
  - Press "**Upgrade / Downgrade**"
  - Select a new value for your backup quota in the "**New setting**" tab.\*
  - Press "continue".

A new invoice will be generated for the new backup quota. Once the invoice is paid you will have the access to additional GB quota within your backup plan.

*\*Please note that you will have to run through the initial backup setup in case you have downgraded from the original value backup plan quota.*