



## **Manage your account**

Astra

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# Manage your account

## Set up billing

Astra's Free Plan enables you to manage up to 10 apps in your account. If you want to manage more than 10 apps, then you'll need to set up billing by upgrading from the Free Plan to the Premium Plan.

### Billing overview

Astra offers three plans:

#### Free Plan

Manage up to 10 apps for free.

#### Premium PayGo

Manage an unlimited amount of apps at a rate of \$.005 per minute, per app.

#### Premium Subscription

Pre-pay at a discounted rate with an annual subscription that enables you to manage up to 10 apps per *application pack*. Contact NetApp Sales to purchase as many packs as needed for your organization—for example, purchase 3 packs to manage 30 apps from Astra. If you manage more apps than allowed by your annual subscription, then you'll be charged at the overage rate of \$0.005 per minute, per application (the same as Premium PayGo).

If you don't have an Astra account yet, purchasing the Premium Subscription automatically creates an Astra account for you. If you have an existing Free Plan, then you're automatically converted to the Premium Subscription.

When you create an Astra account, you're automatically signed up for the Free Plan. Astra's Dashboard shows you how many apps you're currently managing out of the 10 free apps that you're allowed:

The screenshot shows the LongBoat IE dashboard. At the top, it says "Welcome to LongBoat IE". Below that is a notification banner: "You are currently on the Free Plan and your limit is set to 10 applications. If you want to upgrade to the Premium Plan, please click the button below." with a "Manage Plans" button. The main content is divided into two sections: "Resources summary" and "Getting started".

**Resources summary**

- Apps:** 4/10 Managed. Status: All Healthy (green checkmark), Not Fully Protected (4 orange warning icons), Discovered (0).
- Compute:** 1 Managed. Status: All Healthy (green checkmark).

**Getting started**

- Manage Kubernetes compute:** Add compute to install the Astra storage operator.
- Add your applications:** Install your stateful applications onto Managed Compute and Astra storage classes.
- Manage applications:** Enable your applications to be protected and cloned.
- Invite users:** Share access to your account with colleagues.

When you try to manage an 11th app, Astra notifies you that you've reached the limit of the Free Plan. It then prompts you to upgrade from the Free Plan to a Premium Plan.

[Learn more about Astra pricing.](#)

## Important notes

- Your billing plan is per Astra account.

If you have multiple accounts, then each has its own billing plan.

- Your Astra bill includes charges for managing your Kubernetes apps. You're charged separately by your cloud provider for the backend storage for persistent volumes.

[Learn more about Astra pricing.](#)

- Each billing period ends on the last day of the month.
- You can't downgrade from a Premium Plan to the Free Plan.

## Upgrade from the Free Plan to the Premium PayGo Plan

Upgrade your billing plan at any time to start managing more than 10 apps from Astra by paying as you go. All you need is a valid credit card.

### Steps

1. Click **Account** and then click **Billing**.
2. Under **Plans**, go to **Premium PayGo** and click **Upgrade Now**.

3. Provide payment details for a valid credit card and click **Upgrade to Premium Plan**.



Astra will email you if the credit card is nearing expiration.

## Result

You can now manage more than 10 apps. Astra starts charging you for *all* apps that you're currently managing.

## Upgrade from the Free Plan to the Premium Subscription

Contact NetApp Sales to pre-pay at a discounted rate with an annual subscription.

### Steps

1. Click **Account** and then click **Billing**.
2. Under **Plans**, go to **Premium Subscription** and click **Contact Sales**.
3. Provide details to the sales team to start the process.

## Result

A NetApp Sales representative will contact you to process your purchase order. After the order is complete, Astra will reflect your current plan on the Billing tab.

The screenshot displays the Astra user interface for the Billing section. At the top, there is an 'Account' header with tabs for 'Users', 'Credentials', 'Notifications', and 'Billing'. Below this is a 'BILLING OVERVIEW' section with two main cards. The left card, titled 'Premium Subscription', shows '10/10 Managed Apps'. The right card, titled 'Current Cost', states 'You have the Premium Subscription. You have no payments due.' Below the overview is a 'CURRENT PLAN' section with tabs for 'Plans', 'Billing history', and 'Payment method'. The 'Plans' tab is active, showing a blue card for 'Premium Subscription' which is a 'PRE-PAY ANNUAL SUBSCRIPTION' with 'Discounted rates with annual subscriptions'.

## View your current costs and billing history

Astra shows you your current monthly costs, as well as a detailed billing history by app.

### Steps

1. Click **Account** and then click **Billing**.

Your current costs appear under the billing overview.

2. To view the billing history by app, click **Billing history**.

Astra shows you the usage minutes and cost for each app. A usage minute is how many minutes Astra managed your app during a billing period.

3. Click the drop-down list to select a previous month.

## Change the credit card for Premium PayGo

If needed, you can change the credit card that Astra has on file for billing.

### Steps

1. Click **Account > Billing > Payment method**.
2. Click the configure icon.
3. Modify the credit card.

## Invite and remove users

Invite users to join your Astra account and remove users that should no longer have access to the account.

### Invite users

Account Owners and Admins can invite other users to join the Astra account.

### Steps

1. Make sure that the user has a [Cloud Central login](#).
2. Click **Account**.
3. In the **Users** tab, click **+ Invite users**.
4. Enter the user's name, email address, and their role.

Note the following:

- The email address must match the email address that the user used to sign up to Cloud Central.
- Each role provides the following permissions:
  - An **Owner** has Admin permissions and can delete accounts.
  - An **Admin** has Member permissions and can invite other users.
  - A **Member** can fully manage apps and compute.
  - A **Viewer** can view resources.

5. Click **Send invite(s)**.

### Result

The user will receive an email that invites them to join your account.

## Change a user's role

An Account Owner can change the role of all users, while an Account Admin can change the role of users who have the Admin, Member, or Viewer role.

### Steps

1. Click **Account**.
2. In the **Users** tab, select the drop-down list in the **Role** column for the user.
3. Select a new role and then click **Change Role** when prompted.

### Result

Astra updates the user's permissions based on the new role that you selected.

## Remove users

An Account Owner can remove other users from the account at any time.

### Steps

1. Click **Account**.
2. In the **Users** tab, select the users that you want to remove.
3. Click **Actions** and select **Remove user/s**.
4. When you're prompted, confirm deletion by typing the user's name and then click **Yes, Remove User**.

### Result

Astra removes the user from the account.

## Add and remove credentials

Add and remove cloud provider credentials from your account at any time. Astra uses these credentials to discover Kubernetes compute, the apps on the compute, and to provision resources on your behalf.

Note that all users in Astra share the same sets of credentials.

### Add credentials

The most common way to add credentials to Astra is when you manage compute, but you can also add credentials from the Account page. The credentials will then be available to choose when you manage additional Kubernetes compute.

#### What you'll need

- For GKE, you should have the service account key file for a service account that has the required permissions. [Learn how to set up a service account](#).
- For AKS, you should have the JSON file that contains the output from the Azure CLI when you created the service principal. [Learn how to set up a service principal](#).

You'll also need your Azure subscription ID, if you didn't add it to the JSON file.

### Steps

1. Click **Account > Credentials**.

2. Click **Add Credentials**.
3. Select either **Microsoft Azure** or **Google Cloud Platform**.
4. Enter a name for the credentials that distinguishes them from other credentials in Astra.
5. Provide the required credentials.
  - a. **Microsoft Azure**: Provide Astra with details about your Azure service principal by uploading a JSON file or by pasting the contents of that JSON file from your clipboard.

The JSON file should contain the output from the Azure CLI when you created the service principal. It can also include your subscription ID so it's automatically added to Astra. Otherwise, you need to manually enter the ID after providing the JSON.

- b. **Google Cloud Platform**: Provide the Google Cloud service account key file either by uploading the file or by pasting the contents from your clipboard.
6. Click **Add Credentials**.

## Result

The credentials are now available to select when you add compute to Astra.

## Remove credentials

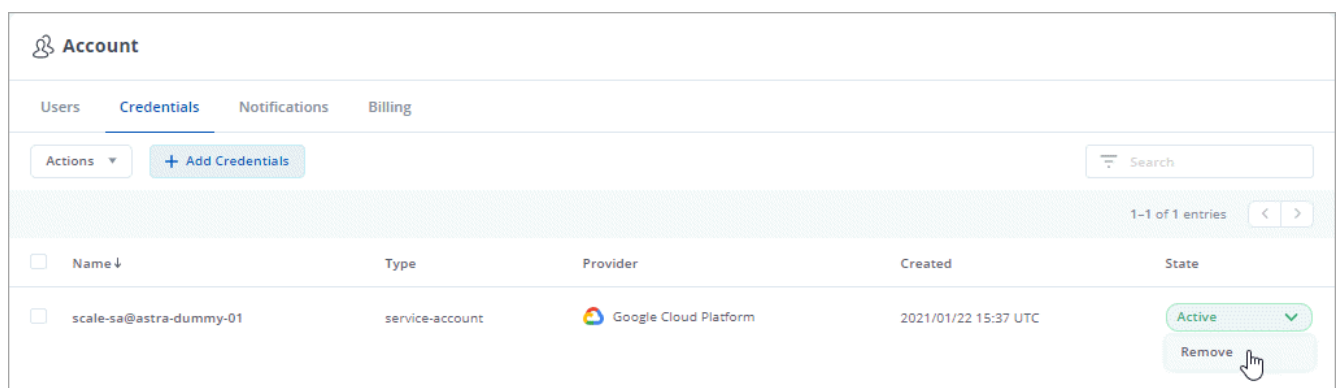
Remove credentials from an account at any time. You should only remove credentials after [unmanaging all compute](#).



The first set of credentials that you add to Astra is always in use because Astra uses the credentials to authenticate to the backup bucket. It's best not to remove these credentials.

## Steps

1. Click **Account > Credentials**.
2. Click the drop-down list in the **State** column for the credentials that you want to remove.
3. Click **Remove**.



4. Type the name of the credentials to confirm deletion and then click **Yes, Remove Credentials**.

## Result

Astra removes the credentials from the account.



# View account activity

You can view details about the activities in your Astra account. For example, when new users were invited, when compute was added, or when a snapshot was taken. You also have the ability to export your account activity to a CSV file.

## Steps to view all account activity in Astra

1. Click **Activity**.
2. Use the filters to narrow down the list of activities or use the search box to find exactly what you're looking for.
3. Click **Export to CSV** to download your account activity to a CSV file.

## Steps to view account activity for a specific app

1. Click **Apps** and then click the name of an app.
2. Click **Activity**.

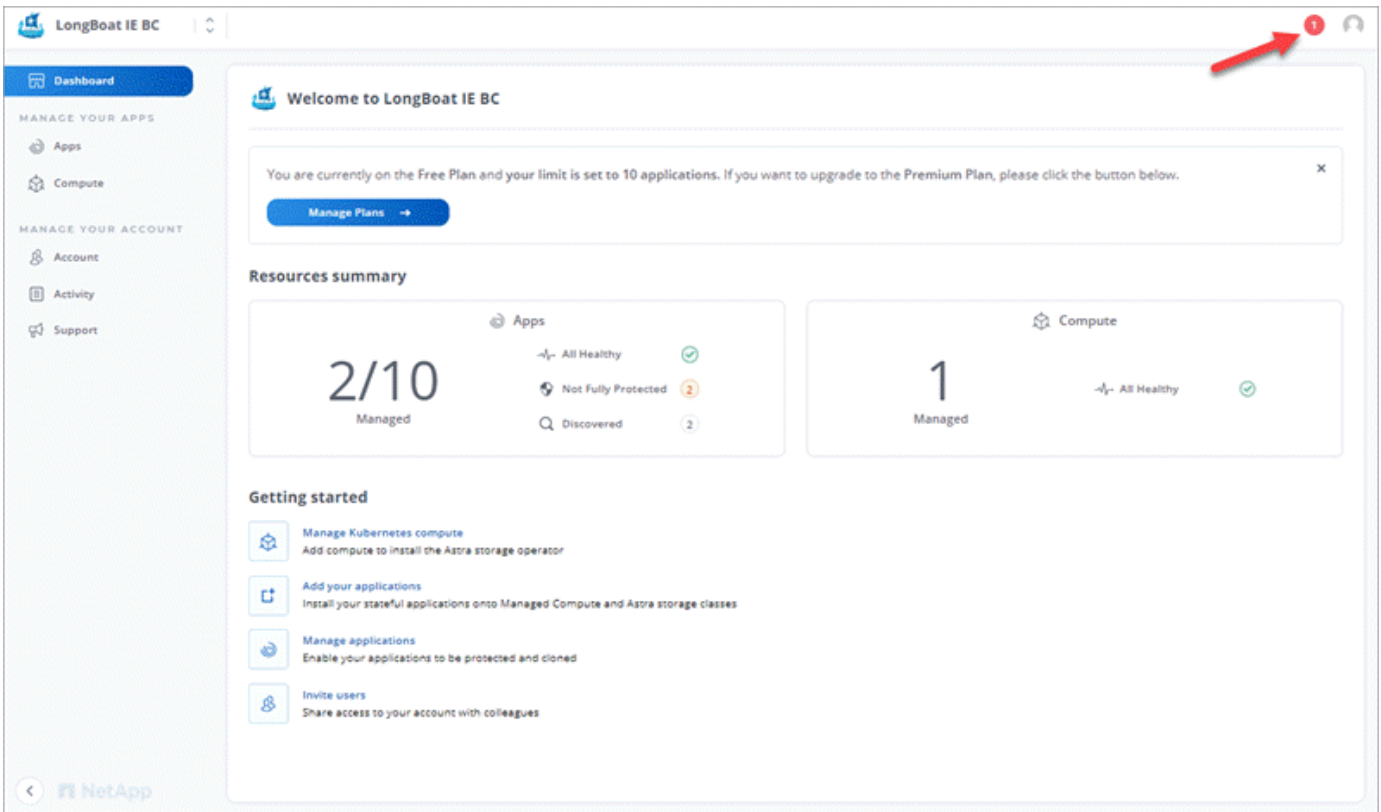
## Steps to view account activity for compute

1. Click **Compute** and then click the name of the compute.
2. Click **Activity**.

# View and manage notifications

Astra notifies you when actions have completed or failed. For example, you'll see a notification if a backup of an app completed successfully.

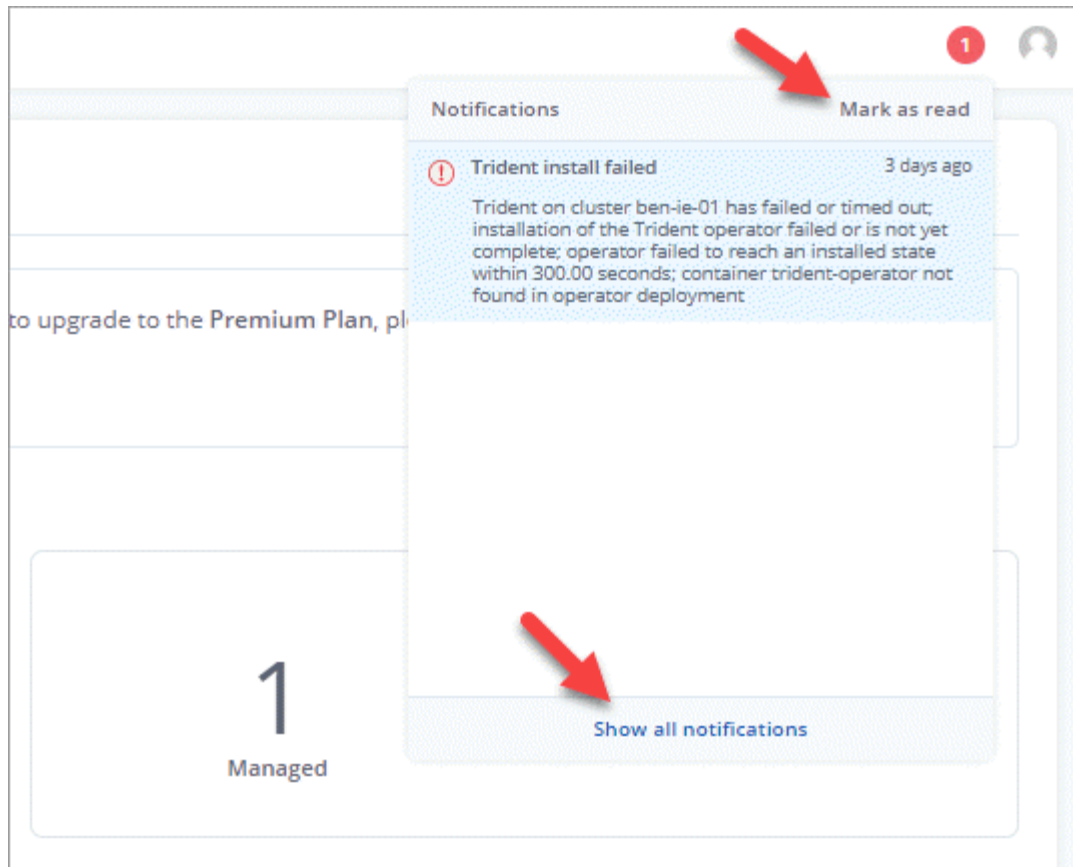
The number of unread notifications is available in the top right of the interface:



You can view these notifications and mark them as read (this can come in handy if you like to clear unread notifications like we do).

### Steps

1. Click the number of unread notifications in the top right.



2. Review the notifications and then click **Mark as read** or **Show all notifications**.

If you clicked **Show all notifications**, the Notifications page loads.

3. On the **Notifications** page, view the notifications, select the ones that you want to mark as read, click **Action** and select **Mark as read**.

## Close your account

If you no longer need your Astra account, you can close it at any time.

### Steps

1. [Unmanage all apps and compute](#).
2. [Remove credentials from Astra](#).
3. Click **Account > Billing > Payment method**.
4. Click **Close Account**.
5. Enter your account name and confirm to close the account.

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