

## Service Guide

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Transaction Type	Definition
Expense User	For monthly plans, a User is defined as an Expense user added or removed via the License Update page. For unlimited flat rate plans, a User is defined as a named user with an Expense activity at any point during a Billing Period.
Time User	For monthly plans, a User is defined as a Time user added or removed via the License Update page. For unlimited flat rate plans, a User is defined as a named user with a Time activity at any point during a Billing Period.

The License Update page is accessible to account administrators only.

Customers on unlimited flat rate plans must go through the SpringAhead support portal to adjust the License Update page.