# **User Guide**

**Issue** 10.4.2

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User Guide Contents

# **Contents**

User Guide	. 1
.1 Buying a Support Plan	
.2 Viewing a Support Plan	
.3 Changing a Support Plan	3
.3.1 Upgrading a Support Plan	4
.3.2 Downgrading a Support Plan	5
.4 Renewing a Support Plan	7
.5 Unsubscribing from a Support Plan	8
.6 Support Plan Sharing	9
.7 Change History	11

# **1** User Guide

- 1.1 Buying a Support Plan
- 1.2 Viewing a Support Plan
- 1.3 Changing a Support Plan
- 1.4 Renewing a Support Plan
- 1.5 Unsubscribing from a Support Plan
- 1.6 Support Plan Sharing
- 1.7 Change History

# 1.1 Buying a Support Plan

#### Scenario

You are using a Basic support plan, and want to buy a Developer, Business, Enterprise On-Ramp, or Enterprise support plan to obtain better service response and service content.

#### **Procedure**

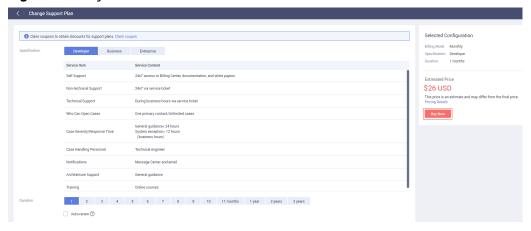
- **Step 1** Go to the **Support Plans** page.
- Step 2 Click Buy Now.

Figure 1-1 Buy Now



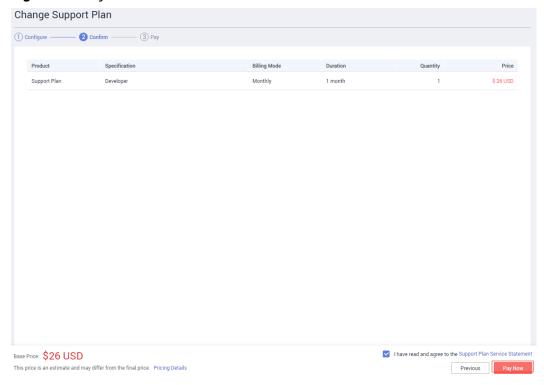
**Step 3** Go to the support plan purchase page, specify **Specification** and **Duration**, and click **Buy Now**.

Figure 1-2 Buy Now



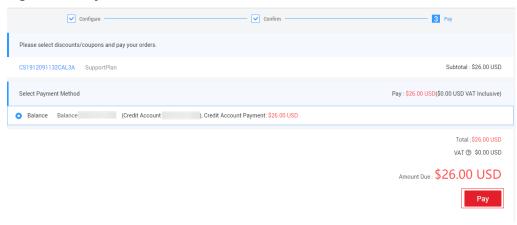
Step 4 On the displayed page, select I have read and agree to the Support Plan Service Statement, and click Pay Now.

Figure 1-3 Pay Now



**Step 5** On the payment confirmation page, select a payment method and click **Pay**.

Figure 1-4 Pay



**Step 6** In the **Identity Verification** dialog box, select **Mobile number** or **Email** for authentication. Enter the verification code and click **OK**.

----End

# 1.2 Viewing a Support Plan

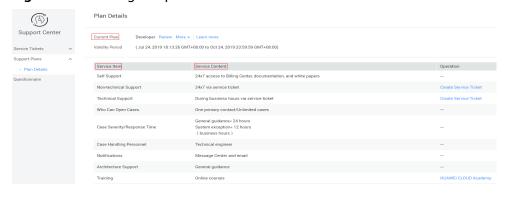
#### Scenario

You view the level, validity period, and service content of the current support plan.

#### **Procedure**

- **Step 1** Log in to the HUAWEI CLOUD management console and go to the **Plan Details** page.
- **Step 2** You can view the service items, service content, and validity period of the current support plan.

Figure 1-5 Viewing the plan details



----End

# 1.3 Changing a Support Plan

## 1.3.1 Upgrading a Support Plan

#### **Scenario**

The response time and service content of the current support plan cannot meet service requirements, and faster response or dedicated service content is required.

#### **Procedure**

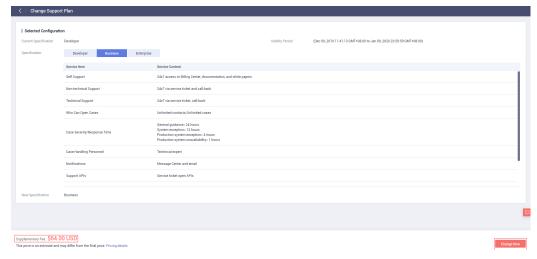
- **Step 1** Log in to the HUAWEI CLOUD management console and go to the **Plan Details** page.
- Step 2 Click More > Change.

Figure 1-6 Changing a support plan



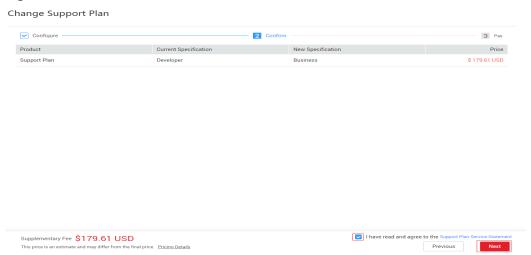
**Step 3** On the **Change Support Plan** page, select the desired support plan. View the supplementary fee and click **Change Now**.

Figure 1-7 Change Now



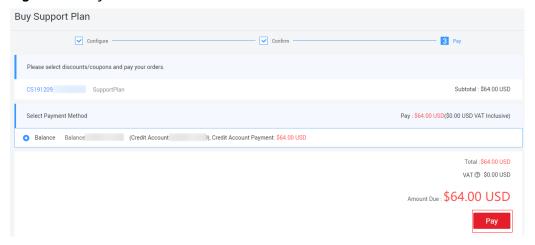
Step 4 On the displayed page, select I have read and agree to the Support Plan Service Statement, and click Next.

Figure 1-8 Next



**Step 5** On the payment confirmation page, select a payment method and click **Pay**.

Figure 1-9 Pay



**Step 6** In the **Identity Verification** dialog box, select **Mobile number** or **Email** for authentication. Enter the verification code and click **OK**.

----End

### 1.3.2 Downgrading a Support Plan

#### Scenario

You downgrade the support plan to balance service costs and service requirements.

#### **Procedure**

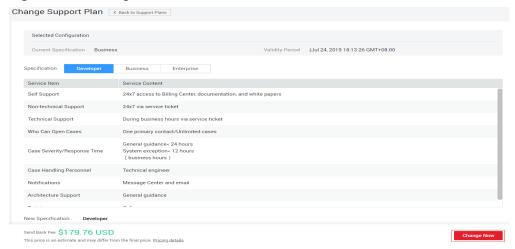
- **Step 1** Log in to the HUAWEI CLOUD management console and go to the **Plan Details** page.
- **Step 2** Click **More** > **Change** to go to the page for changing the support plan.

Figure 1-10 Changing a support plan



**Step 3** On the **Change Support Plan** page, select the desired support plan. View the refund and click **Change Now**.

Figure 1-11 Change Now



Step 4 On the displayed page, select I have read and agree to the Support Plan Service Statement, and click Next.

Figure 1-12 Next
Change Support Plan

 ✓ Configure
 2 Confirm
 3 Pay

 Product
 Current Specification
 New Specification
 Price

 Support Plan
 Business
 Developer
 \$179.76 USD



**Step 5** Go to **Billing Center > Orders > Details** to view the refund processing progress. ----**End** 

# 1.4 Renewing a Support Plan

#### **Scenario**

Your support plan is about to expire and needs to be renewed.

#### **Procedure**

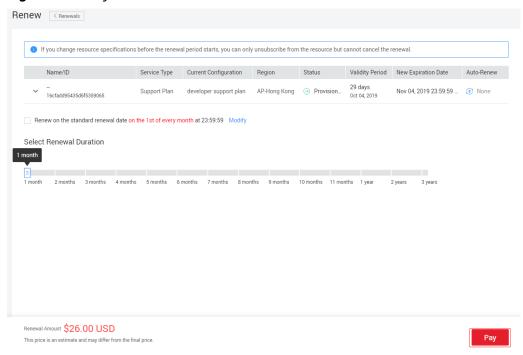
- **Step 1** Log in to the HUAWEI CLOUD management console and go to the **Plan Details** page.
- **Step 2** Click **Renew**. The resource renewal page is displayed.

Figure 1-13 Renewing a support plan



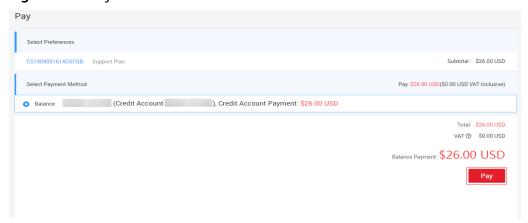
**Step 3** Select a renewal duration, check the renewal amount, and click **Pay**.

Figure 1-14 Pay



Step 4 On the payment confirmation page, select a payment method and click Pay.

Figure 1-15 Pay



**Step 5** In the **Identity Verification** dialog box, select **Mobile number** or **Email** for authentication. Enter the verification code and click **OK**.

----End

# 1.5 Unsubscribing from a Support Plan

#### Scenario

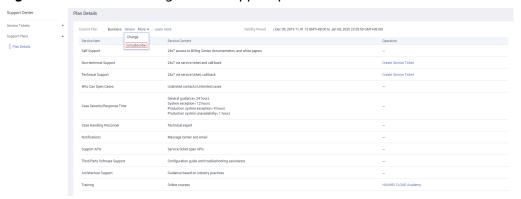
When you do not need a support plan any more, you can return to the Basic level.

#### **Procedure**

**Step 1** Log in to the HUAWEI CLOUD management console and go to the **Plan Details** page.

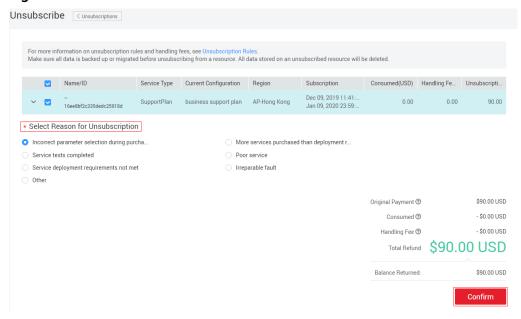
Step 2 Click More > Unsubscribe.

Figure 1-16 Unsubscribing from a support plan



**Step 3** On the displayed page, select the reason for unsubscription, select **I understand a handling fee will be charged for this unsubscription**, and click **Confirm**.

Figure 1-17 Confirm



----End

# 1.6 Support Plan Sharing

#### Scenario

In unified accounting mode, an enterprise master account and its all associated member accounts can share a support plan with consistent services.

#### **Sharing rules:**

Each account can purchase only one support plan.

1. In unified accounting mode, the master account purchases a support plan and shares it with member accounts.

- 2. If you are using an individual account or in independent accounting mode, you can purchase a support plan separately and cannot share it with other accounts.
- 3. Master-member account association

The master account (unified accounting) creates or invites member accounts for association.

- 4. Invited accounts
- If an invited account has not purchased a support plan, the master account can directly invite it for association.
- If an invited account has purchased a support plan, the account needs to unsubscribe from the support plan and then can be associated with the master account.
- 5. Master account's support plan sharing

Support plan sharing provides consistent services and can be enabled or disabled for all member accounts at the same time.

#### **Procedure**

- Log in to the Huawei Cloud management console and go to the Plan Details page.
- 2. Click Enable Sharing.

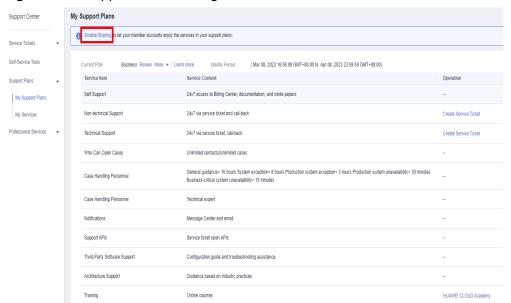


Figure 1-18 Support Plan sharing

3. View the sharing result:

Figure 1-19 Sharing page



# 1.7 Change History

Date	Description
2025-04-08	This issue is the third official release. Updated 3.1 Buying a Support Plan.
2025-01-21	Added reference links of adding a member account in 1.6 Support Plan Sharing.
2023-12-12	更新1.6 Support Plan Sharing中开启 共享的图形。
2019-09-05	This issue is the second official release.  Added section 1.4 Renewing a Support Plan.
2019-04-30	This issue is the first official release.