**Vault America Dropsuite Account Transfer Steps**

**To transfer your Dropsuite account to Vault America please complete the following 3 Steps:**

1. Send an email to ASCII@vaultamerica.com and provide:
	1. The total number of Dropsuite customers/ organizations you have currently
	2. The total number of **Dropsuite Backup** user/seat licenses you are paying for currently.
	3. The total number of **Dropsuite Archive** user/ seat licenses you are paying for currently.
2. If you are not already a Vault America Partner complete the Online Partner Registration Form and [Sign up as a Vault America MSP Partner](https://www.vaultamerica.com/partner-center/become-a-partner/)
3. Complete and email the [Vault America Dropsuite Disti Transfer Form](https://www.vaultamerica.com/wp-content/uploads/2024/07/Vault-America_Dropsuite-Disti-Transfer-Form.docx) to: **ASCII@vaultamerica.com****and**cc:**SUPPORT@dropsuite.com**

requesting to have your Dropsuite account transferred from Pax8, another distributor, or Dropsuite Direct, to Vault America.

Vault America will contact you to establish your Vault America billing account, manage the move, and Dropsuite will help with the transfer.