

Email Credits

What Are Email Credits?

Email Credits determine the number of emails that can be sent from your AgentRoof CRM account.

Each account is configured with a default monthly email credit allocation. If additional credits are required, they can be purchased separately.

Purchased email credits are valid for 30 days from the date of purchase.

View Email Credits

1. Click your profile icon.
2. Select **Email Credits**.

The Email Credits page will be displayed.

From this page, you can view:

- Available Email Credits
- Monthly Credit Allocation
- Credit Usage
- Additional Credit Purchase Options
- Purchase History

The Purchase History section displays all previously purchased email credit plans.

Purchase Additional Email Credits

1. Navigate to **Profile > Email Credits**.
2. Click **Purchase Additional Credits**.

A list of available email credit plans will be displayed.

3. Locate the desired plan.
4. Click **Buy Now**.

A payment window will appear.

Enter the required payment details:

- Card Number
- Expiry Date
- Security Code
- Country

5. Click **Pay Now**.

The purchase will be processed successfully.

The purchased email credits will be added to your account immediately.

Note:

All purchased email credit plans have a validity period of 30 days from the purchase date.

Any unused purchased credits will expire after the validity period ends.

Credit Usage Priority

If a new monthly email credit allocation is added while purchased credits are still available, the purchased credits will continue to be used before the monthly allocated credits.

Once the purchased credits are fully used or expire, the system will begin using the monthly allocated credits.

Conclusion

You have successfully learned how to manage Email Credits in AgentRoof CRM.

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