

Google Workspace Fulfilment

How To Transfer Your Google Workspace Account

Please read the steps below in order to transfer your account.

Generate your Transfer Token

Step 1 Visit www.admin.google.com

Step 2 **Sign in** to your Google Workspace account (you will either see your Admin Console or Gmail screen)

NOTE: If you are already signed in to a gmail account, click on your profile icon on the top right, and press **'Add another user'**

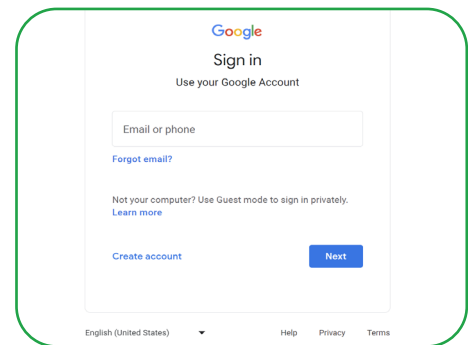
Step 3 Open a new window and search for **'Transfer a subscription to a reseller'** or visit <https://support.google.com/a/answer/7643790?hl=en>

Step 4 Scroll down to the section with the link for **'Retrieve Transfer Token'**

NOTE: If your subscription is **deleted, cancelled, or is the Enterprise Plan**, then you won't be able to retrieve a transfer token. Please send us your log in details as we can complete this step for you.

Step 5 Enter our **Google Partner Public Identifier C029oimhc**

Step 6 Copy the Transfer Token and email it to support@championweb.com.au



Generate a transfer token

A transfer token authorizes a reseller to take over man

Before you begin: Ask the reseller for their 9-charact

1. Open your [Google Admin console](#) .
2. Go to [Retrieve Transfer Token](#) .
3. Enter the identifier you got from your reseller, and t

A screenshot of a web form titled 'Enter Reseller's Public Identifier'. It has a text input field containing the text 'C' followed by a blacked-out section. Below the input field is a blue button labeled 'CONFIRM RESELLER IDENTIFIER'.

Generate transfer token

TRANSFER TOKEN
[Redacted] BE37F0A86E9
Expires 22 Jul 2023

COPY CODE

We will process the transfer, which takes 24 hours

