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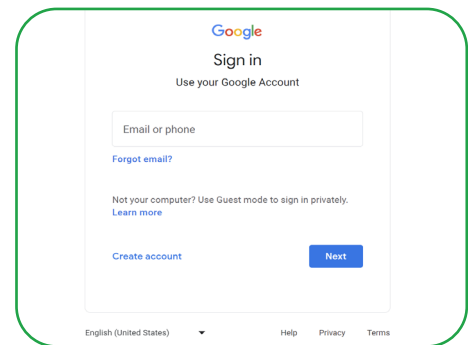
Step 3   Open a new window and search for **'Transfer a sub-scription to a reseller'**
or visit
https://support.google.com/a/answer/7643790?hl=en

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**

We will process the transfer, which takes 24 hours