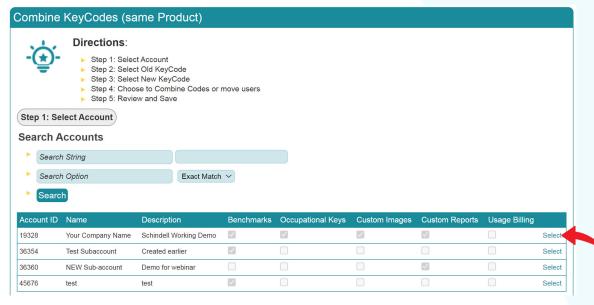
## **COMBINE KEYCODES (SAME PRODUCT)**

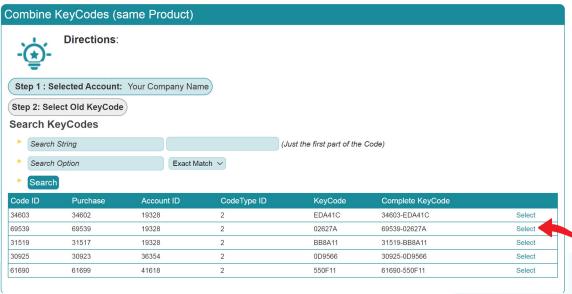
 From your account homepage, in the Special Features box, click Combine Keycodes (Same Product).



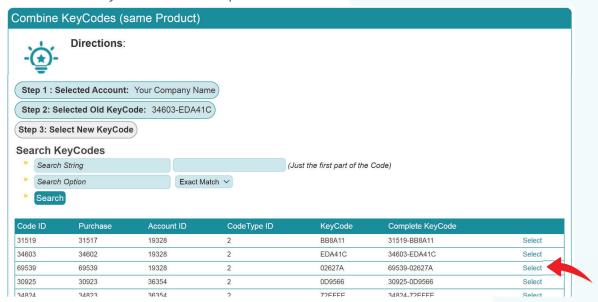
You will see step-by-step instructions at the top of the page. Step 1 is to select the account containing the keycodes you want to combine. From the list provided, find the account you want and click Select.



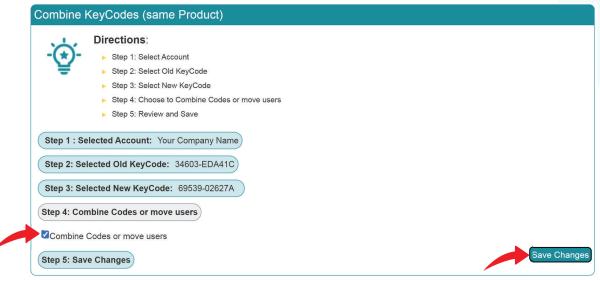
3. Step 2 is to select the keycode "old" keycode. This is the keycode that will be "absorbed" by the new keycode. This keycode number will no longer exist. Find the keycode from the list then click **Select**.



4. Step 3 is to select the "new" keycode. This is the keycode that you will be moving the "old" keycode into. Select the "new" keycode from the list provided and click **Select.** 



5. Step four is to confirm that by combining keycodes you will be moving the users from the "old" keycode into the "new" keycode. Place a check next to *Combine Codes or move users* to confirm. Review your information before clicking the **Save Changes** button.



6. Return to your Home Page by clicking the **Close** button.

