

# Grant/Revoke/Change a Nearmap Licence

A licensed user has the access rights to view maps. If you are on a Nearmap plan with limited seats, each user will consume one Nearmap seat licence.

A licensed user also needs to be [enabled](#) in order to log in to Nearmap.



In addition to this guide, you can view our [Service Portal tutorial video on How to Add and Manage Users](#).

- [Granting a Licence](#)
- [Revoking a Licence](#)
- [Changing a Licence](#)

## Granting a Licence

To grant a licence to a Nearmap user:

1. As a Nearmap administrator, log in to Nearmap at <http://admin.nearmap.com/welcome>.
2. Click the **Users** tab.
3. Select a user to licence by clicking the checkbox next to their name.
4. From the **Update Licences** dropdown, select a Nearmap licence to grant to this user.

## Revoking a Licence

To revoke a licence from a Nearmap user:

1. As a Nearmap administrator, log in to Nearmap at <http://admin.nearmap.com/welcome>.
2. Click the **Users** tab.
3. Select a user to revoke map access for by clicking the checkbox next to their name.
4. From the **Update Licences** dropdown, select **Unlicensed**.

Note: When users who do not have a current licence log into Nearmap they will see the message "You are not currently licensed to use Nearmap imagery. Please contact your organisation's Nearmap administrator".

## Changing a Licence

To change a Nearmap user's licence:

1. As a Nearmap administrator, log in to Nearmap at <http://admin.nearmap.com/welcome>.
2. Click the **Users** tab.
3. Select a user to change licence for by clicking the checkbox next to their name.
4. From the **Update Licences** dropdown, select a different Nearmap licence to grant to this user.

Users have to log out of MapBrowser and log back in in order for a changed licence to take effect.

Note: The account must have an additional licence in order to change the existing licence.