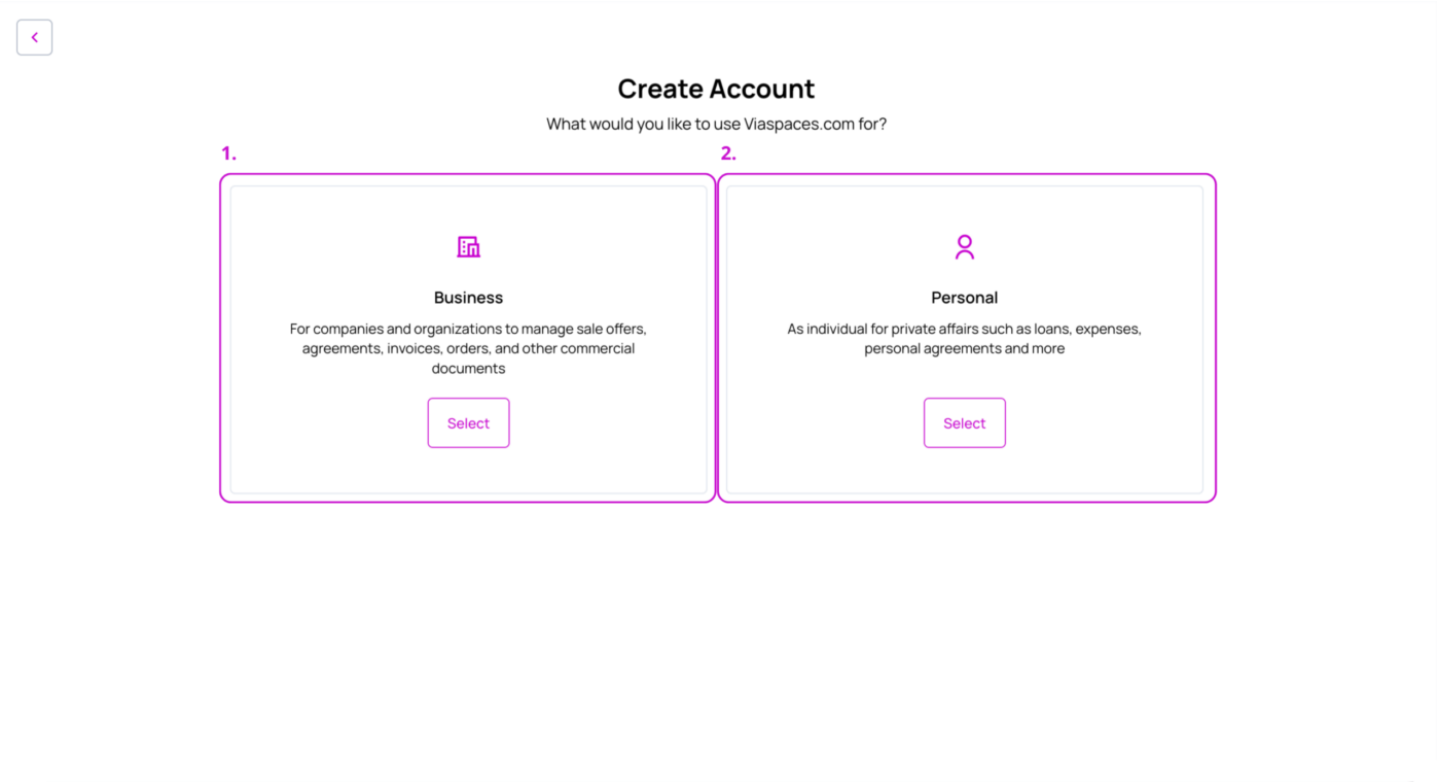
Create Account

Documentation · https://viaspaces.com/Documentation/create_account/

An account holds your documents, business partners, templates, and settings. You create it from your user profile after signing up, and choose whether it is a **Business** account for a company or a **Personal** account for an individual.



Account Types

The account type is selected at creation and is permanent.

Business Account

Create from **My Accounts → Add Account → Business Account**.

1. Select **Business Account**.
2. Complete the fields below.
3. Click **Create**.

Field	Value
Account Nickname	Label shown in the account list. Unique per account.
Country	Country of registration.
Company Name	Registered company name.
Email	Contact email.
First Name, Last Name	Contact name.
Phone Prefix, Phone	Contact number.
Company ID	Business registration number.
Billing cycle	Monthly or Yearly.
Subscription plan	For example, Starter.

Personal Account

Create from **My Accounts → Add Account → Personal Account**.

1. Select **Personal Account**.
2. Complete the fields below.
3. Click **Create**.

Field	Value
Nickname	Label shown in the account list. Unique per account.
Email	Contact email.
First Name, Last Name	Contact name.
Phone Prefix, Phone	Contact number.
Country	Country.
Billing cycle	Monthly or Yearly.
Subscription plan	For example, Free Personal.

Autofill

Autofill applies to the Business type for companies registered in **Switzerland, Czechia, or Slovakia** .

Autofill runs automatically and completes Company Name, Address, and the country-specific Company ID and VAT format from the official registry.



Hint: The same autofill is available when creating a Business (Company) business partner registered in these countries.

Multiple Accounts

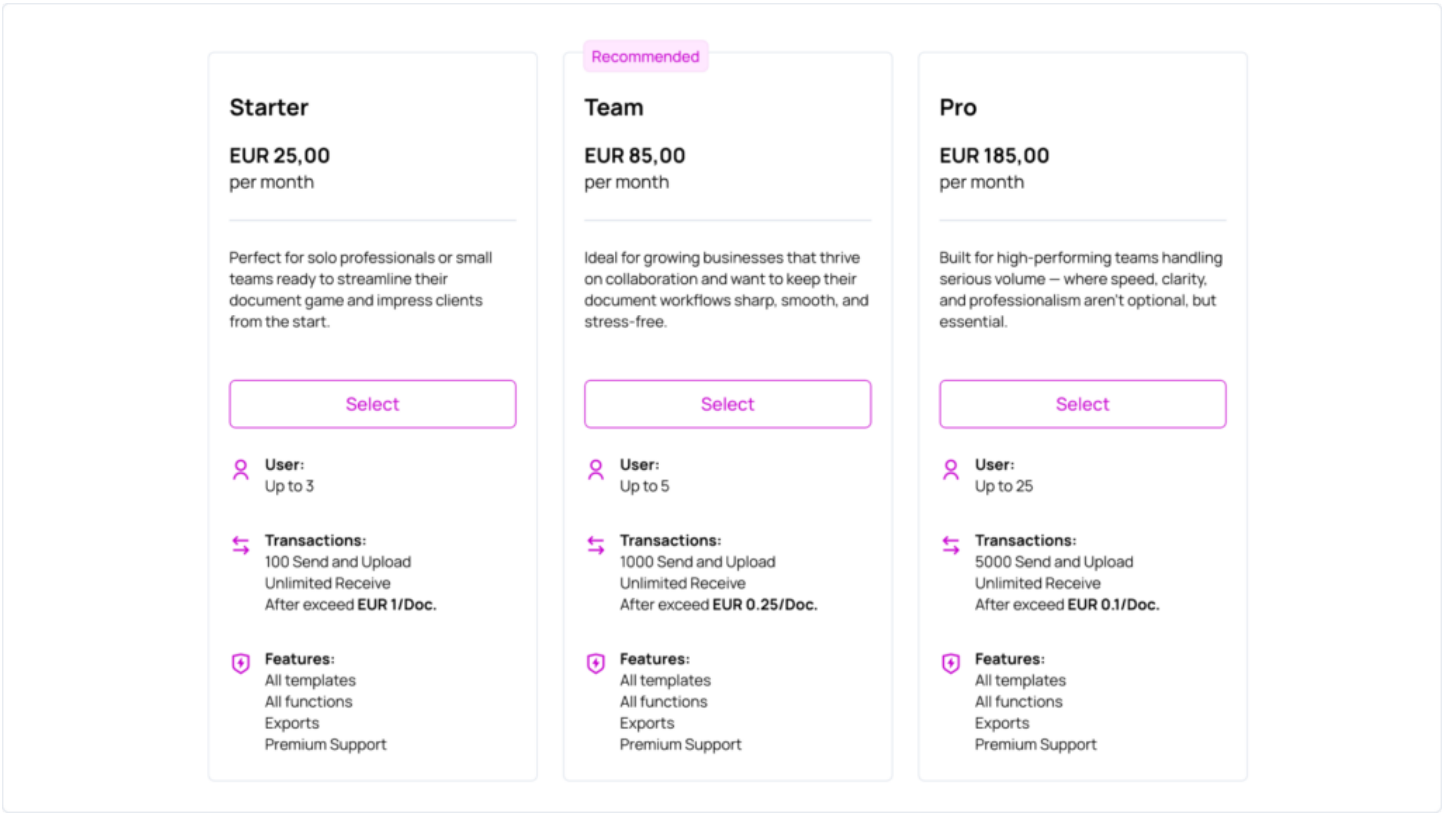
The number of accounts is **unlimited**. Each account carries its own subscription and is billed separately.

Action	Result
Select	Opens the account and loads its data.
Search	Filters the list by account or group name.
Reorder	Changes the display order of accounts and groups.
Switch Accounts	Moves to another account within the session.
Add Account	Creates a Business or Personal account.

Accounts can be organized into groups on the My Accounts page. Groups support create, edit, delete, and selection of an account inside a group. These groups organize the entry screen and are separate from user-permission groups inside an account.

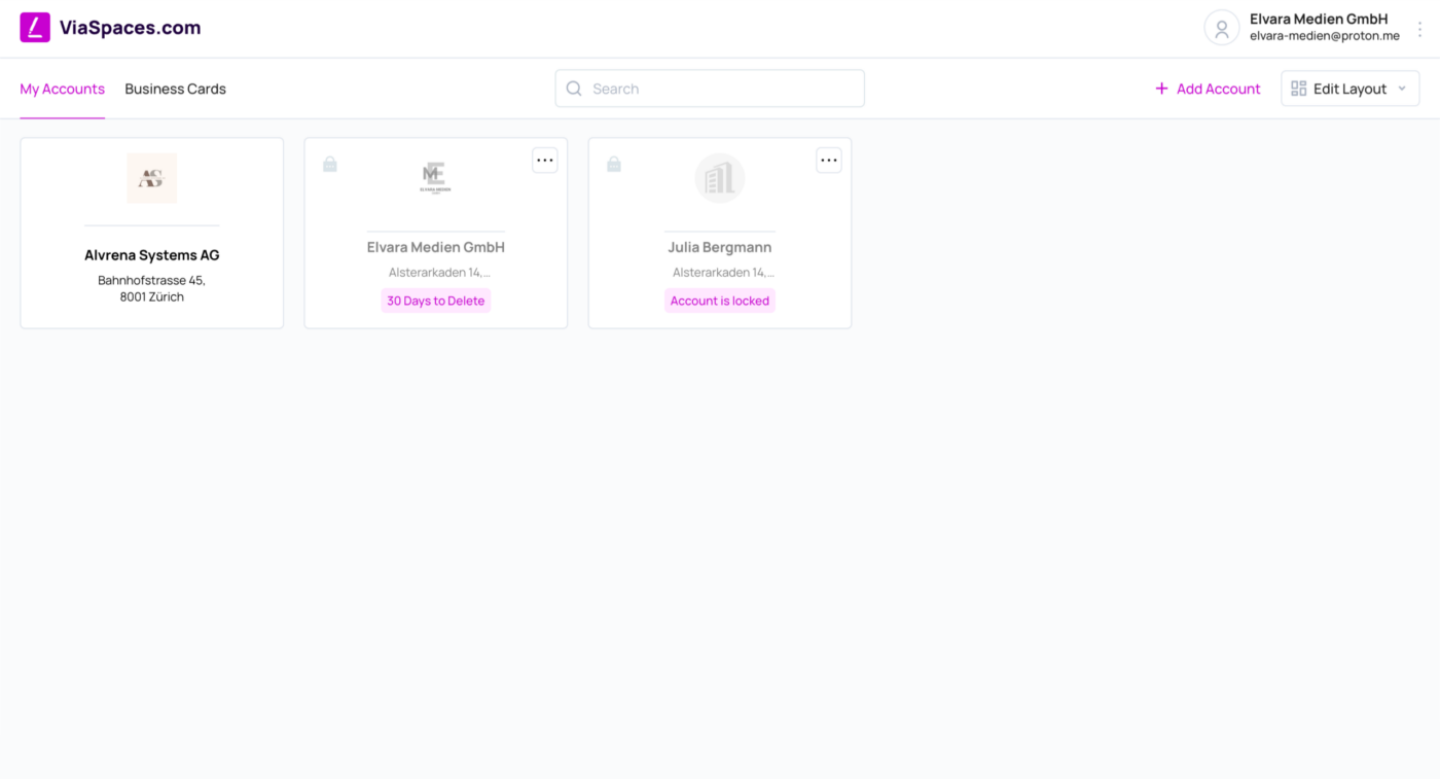
Subscription and Billing

Each account carries its own subscription. The plan and billing cycle are selected at creation and changed in **Settings → Subscriptions & Billing**.



Account States

State	Meaning	Recovery
Active	Normal operation.	—
Locked	Access is blocked. Displayed as "Account is locked".	Recoverable by an Administrator.
30 Days to Delete	Deletion is pending with a countdown.	Recoverable until the countdown ends.



Account Groups

Account groups combine several accounts into a single card on the My Accounts screen, so a user profile that manages related accounts sees them listed together instead of as separate cards.

Hint: Lock, delete, and recover actions are in **Settings → My Account → General**, under Settings.

Locking

A locked account is blocked from normal use and retains its data. An **Administrator** performs the unlock.

Deletion

The deletion countdown is **30 days** and applies to all accounts and plans. The account is recoverable at any point within the countdown. Deletion completes when the countdown ends.

When an Administrator initiates deletion, a full archive of all documents and records is available for download before removal.

Effects of Account State

Area	Effect when the account is Locked or pending deletion
Documents	Document sending to the account is blocked.
Business Cards	The account is withheld from the target list when a business card is accepted.
Partner connections	Partners see the connection as Inactive.