



*If you have questions or technical issues please reach out to [TeamSupport@headspace.com](mailto:TeamSupport@headspace.com).*

### How do I sign up for Headspace for Work?

Signing up for Headspace is a 3-step process: Sign up/Log In, Verify and Finish. If you're new to Headspace, you can sign up for an account by following the below instructions. You can also link an existing account by following the instructions below.

1. Visit your organization's unique enrollment page
2. Fill in the requested information and click "Sign up"
3. Verify your account by entering your organization and your last name
  
4. New members will receive two emails: one to confirm your new Headspace account, and one to verify your organization email address
5. Download the Headspace app in the iOS App Store or Google Play Store
6. Open the app and log in using your Headspace login details
7. Get some Headspace

### Can I link my existing Headspace account to a Headspace for Work membership?

Yes, If you're already a Headspace user, you can link your existing account. Follow the below instructions:

1. Visit your organization's unique enrollment page
2. Click "Login"
3. Enter your existing Headspace login information
4. Verify your account by entering the email address associated with your organization
  - Note: If your organization uses employee ID for verification, you will need to enter your unique ID for that organization and your last name

Please Note: If you purchased an individual membership directly through our site, your Headspace Plus auto-renew was turned off automatically. If you have a student plan, family plan, or signed up through Apple iTunes, Google Play, or Spotify you will need to turn off auto-renew



I'm already a Headspace Plus Member and have pa



1. Visit <https://www.headspace.com/family/manage>
2. Click the "X" button to the right of your family member's email address

### I am currently the owner of a family plan, how will my enrollment in Headspace for work affect my other members?

If you are the owner of a family plan and enroll in Headspace for Work, you will continue to be billed for the annual Family Plan subscription unless you turn off auto-renew.

If you close your Family plan account or turn-off auto renew all members in your Family Plan will lose access to their Headspace Plus membership through the Family Plan Account once your subscription expires.

If you are enrolled in Headspace for Work and close your Family Plan Account, you will continue to have access to Headspace Plus through Headspace for Work and don't need to take any further action.

If you wish to cancel your Family Plan, turn off auto renew by:

Visit <https://www.headspace.com/subscription/manage>

Log into your account

Select "TURN OFF AUTO RENEWAL".

If the button is not there, please send an email [teamsupport@headspace.com](mailto:teamsupport@headspace.com) for help.

If you do not turn off auto-renew and keep your family plan, you will continue to have access to Headspace Plus should you leave your organization.

### I have a student plan, can I sign up for Headspace for Work?

Yes you can connect your student plan to Headspace for Work. However, you will need to turn off auto pay or your billing will continue.

To turn off auto pay:

Visit <https://www.headspace.com/subscription/manage>

Log into your account

Select "TURN OFF AUTO RENEWAL".

If the button is not there, please send an email [teamsupport@headspace.com](mailto:teamsupport@headspace.com) for help.



How do I cancel my currently Headspace Plus Subscription if I paid with Apple iTunes, Google Play, or the Spotify Bundle?

Cancellation steps can differ, depending on wh n





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