

How the platform works

A step-by-step guide to setting up your workspace, buying eSIM data plans for your team, and activating them in the Saily app.

● Set up the workspace

● Buy & assign plans

● Team member claims the plan

What this guide covers

Three phases: the admin sets up the workspace, buys and assigns data plans, and each team member activates their plan in the Saily mobile app.

01

Set up your workspace

- Open the eSIM for Business page
- Log in with Google, Apple or Microsoft
- Your organisation is created — you become the owner
- Add your team members

02

Buy & assign plans

- Regular plans — Add data button
- Ultra plans — Get Ultra button
- Enter company details at checkout
- Assign each plan to a team member

03

Team member activates

- Receives an email with the plan
- Taps Claim Your Plan
- Claims it in the Saily app
- Future plans arrive automatically

01

Set up your workspace

Getting from the landing page to a workspace with team members in it — about two minutes, no long onboarding or business email required.

STEP 1-2

Open the page and click Get Started

1

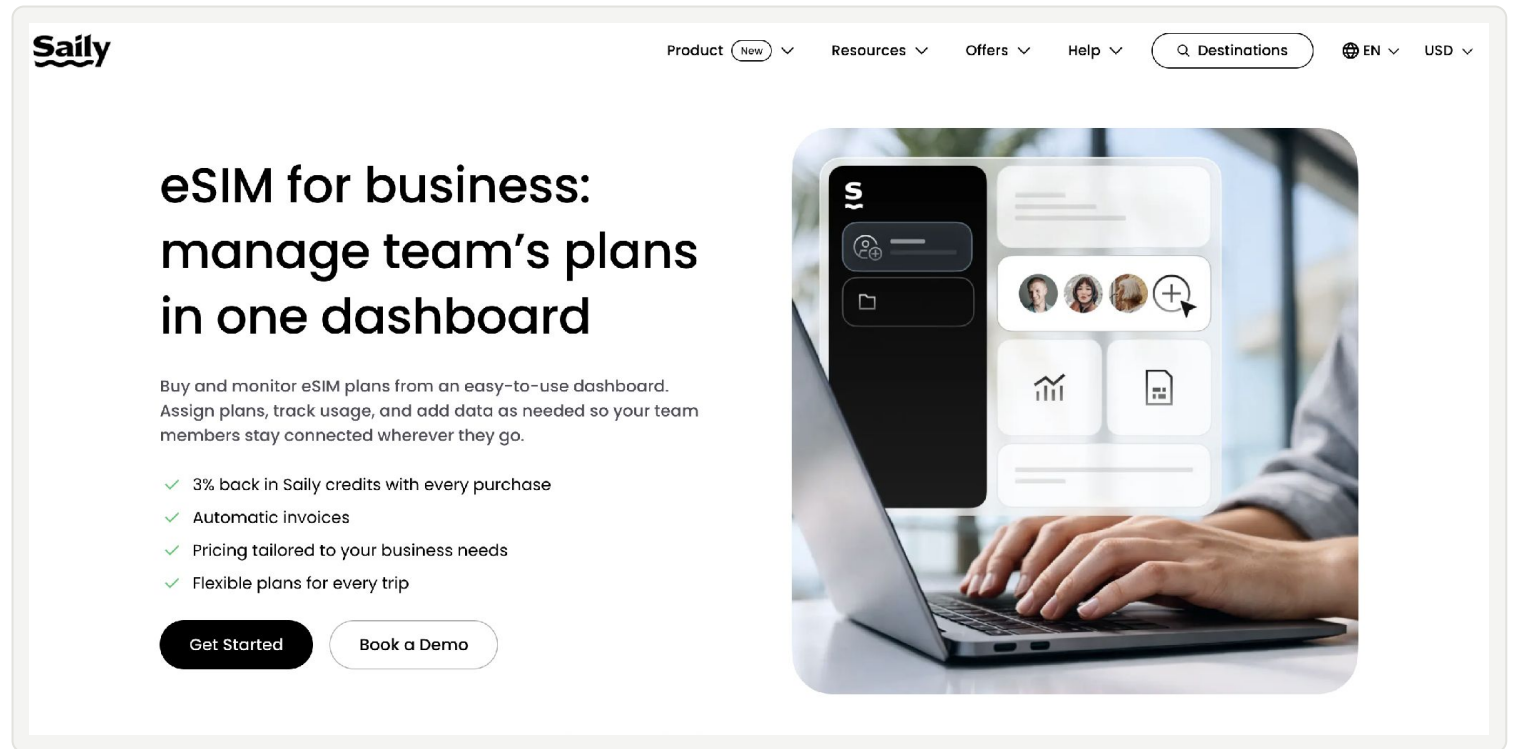
Visit the landing page

Go to saily.com/esim-for-business/ in any browser.

2

Click “Get Started”

The black button under the feature list. “Book a Demo” next to it is for a guided walkthrough with our team instead.



STEP 3

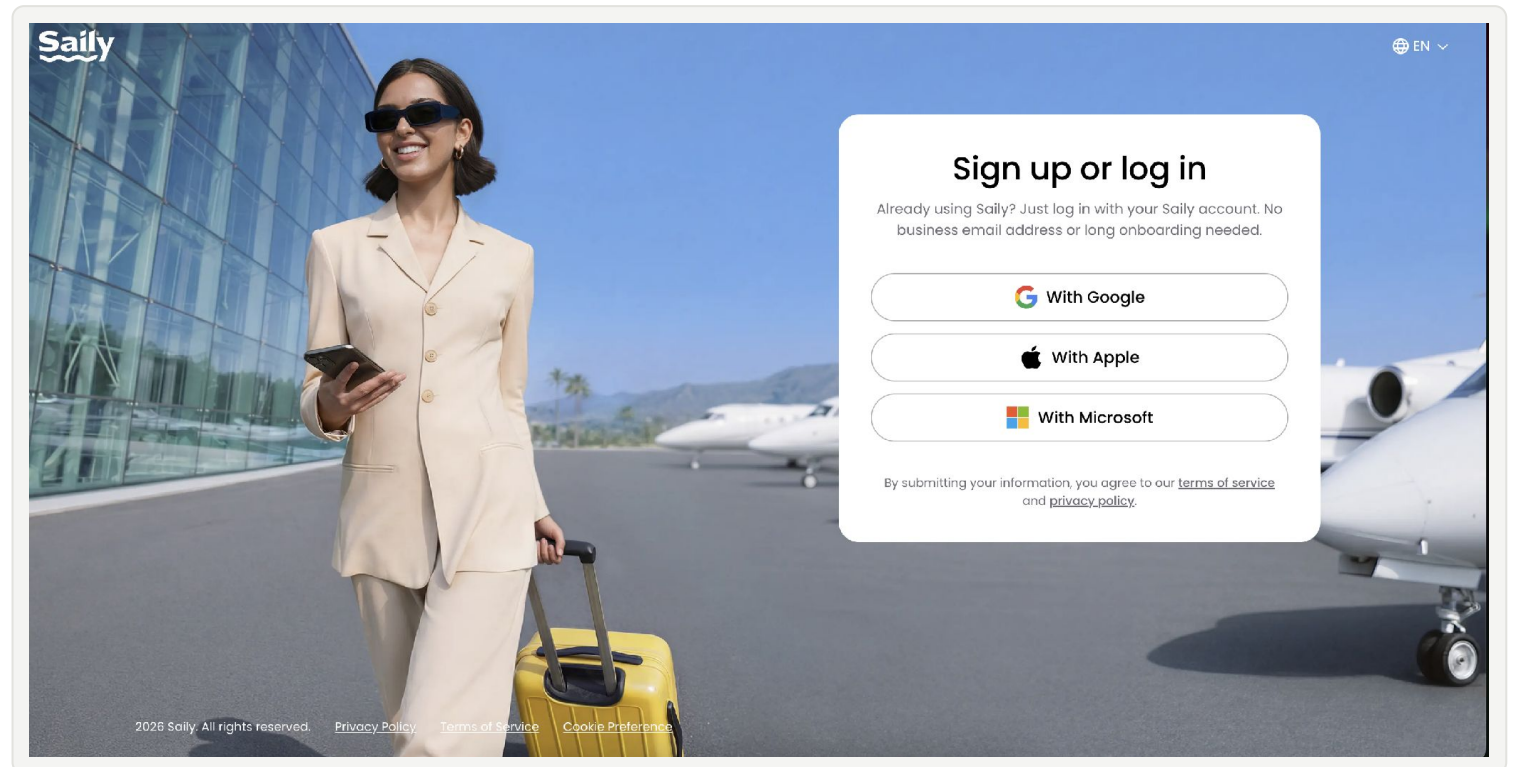
Log in with your preferred account

3

Choose Google, Apple or Microsoft

There is no separate password to create. If you already use Saily, log in with your existing Saily account.

No business email address and no long onboarding are needed — you are in the dashboard right after logging in.



STEP 4

Your organisation and workspace are created

4

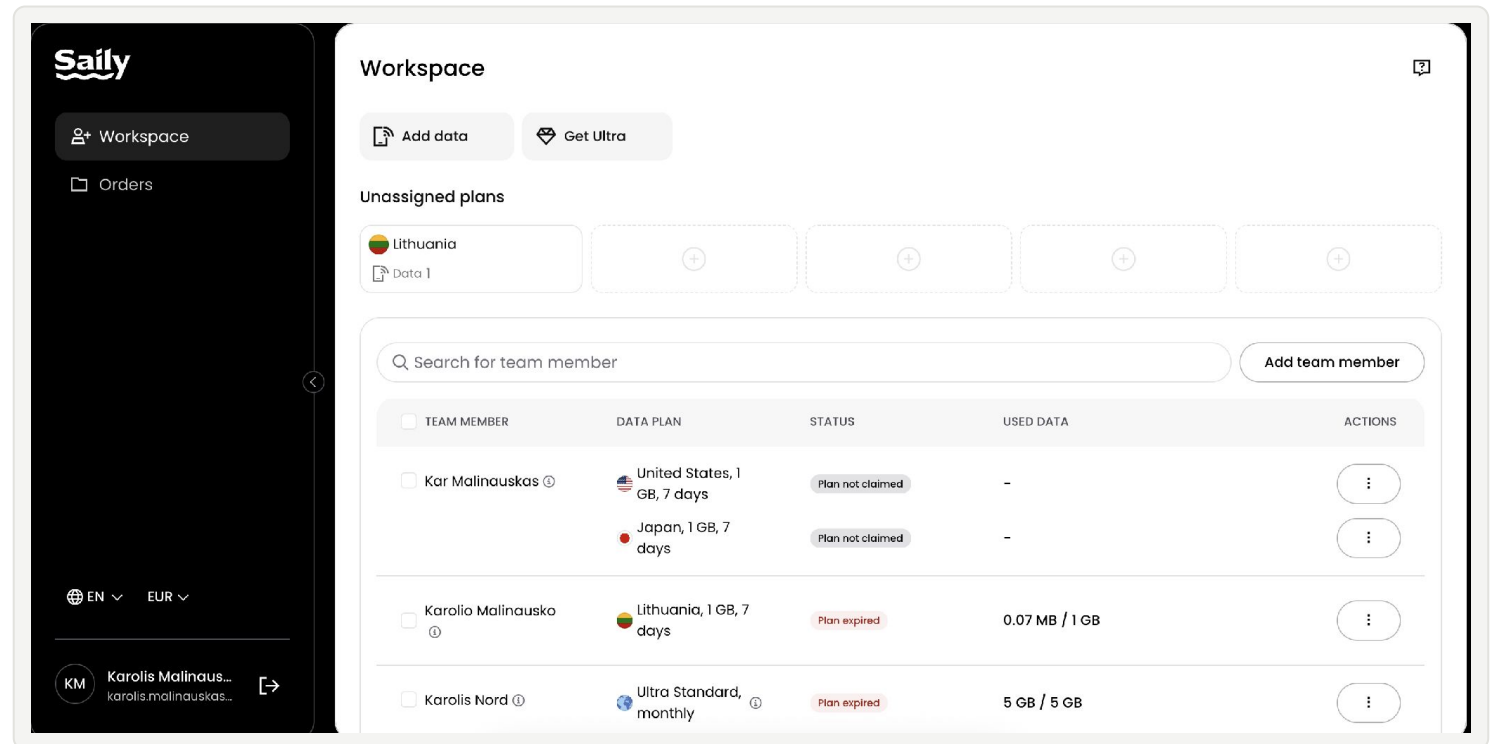
You become the organisation owner

The workspace is created automatically on first log-in. As owner you buy plans, add members and see all usage.



What you see here

Unassigned plans at the top, your team member list below, and the Orders section in the left menu for invoices.



STEP 5

Add your team members

5

Click “Add team member”

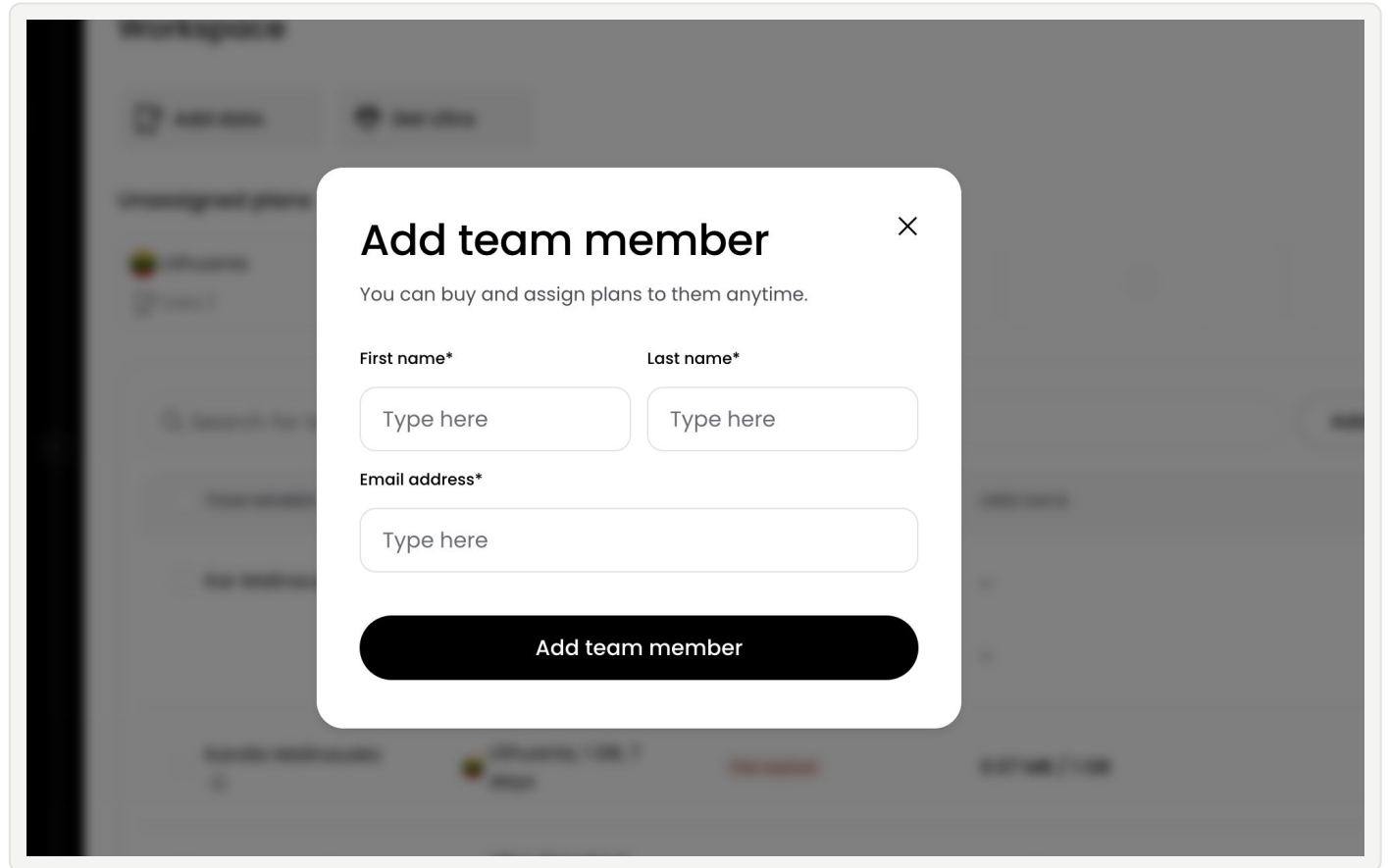
Top-right corner of the team list.

Fill in the details

First name, last name and email address. The email is where the plan invitation will be sent.

Repeat for everyone

You can add as many members as you need, and buy or assign plans to them at any time later.

A screenshot of a web application showing a modal form titled "Add team member" with a close button (X) in the top right corner. The form contains three input fields: "First name*" and "Last name*" (each with a "Type here" placeholder) and "Email address*" (with a "Type here" placeholder). A black button labeled "Add team member" is at the bottom. The background is a blurred view of a team list interface.

Add team member ×

You can buy and assign plans to them anytime.

First name* Last name*

Type here Type here

Email address*

Type here

Add team member

Two ways to buy data

Both buttons sit in one row at the top of the Workspace screen. The difference is when you choose the team member.

Add data

Regular plans

One-off country or regional plans

- Buy first, assign afterwards
- Several plans in one purchase
- Plans wait in “Unassigned plans”
- 365 days to assign and claim

Get Ultra

Ultra plans

Monthly, quarterly or yearly subscriptions

- Pick the member before paying
- Standard, Plus or Premium tier
- Covers 121 destinations
- Assigned automatically after payment

02

Buying regular plans

Country and regional data plans bought with the “Add data” button — buy in bulk, then assign each plan to a team member.

Click Add data and pick a destination

1

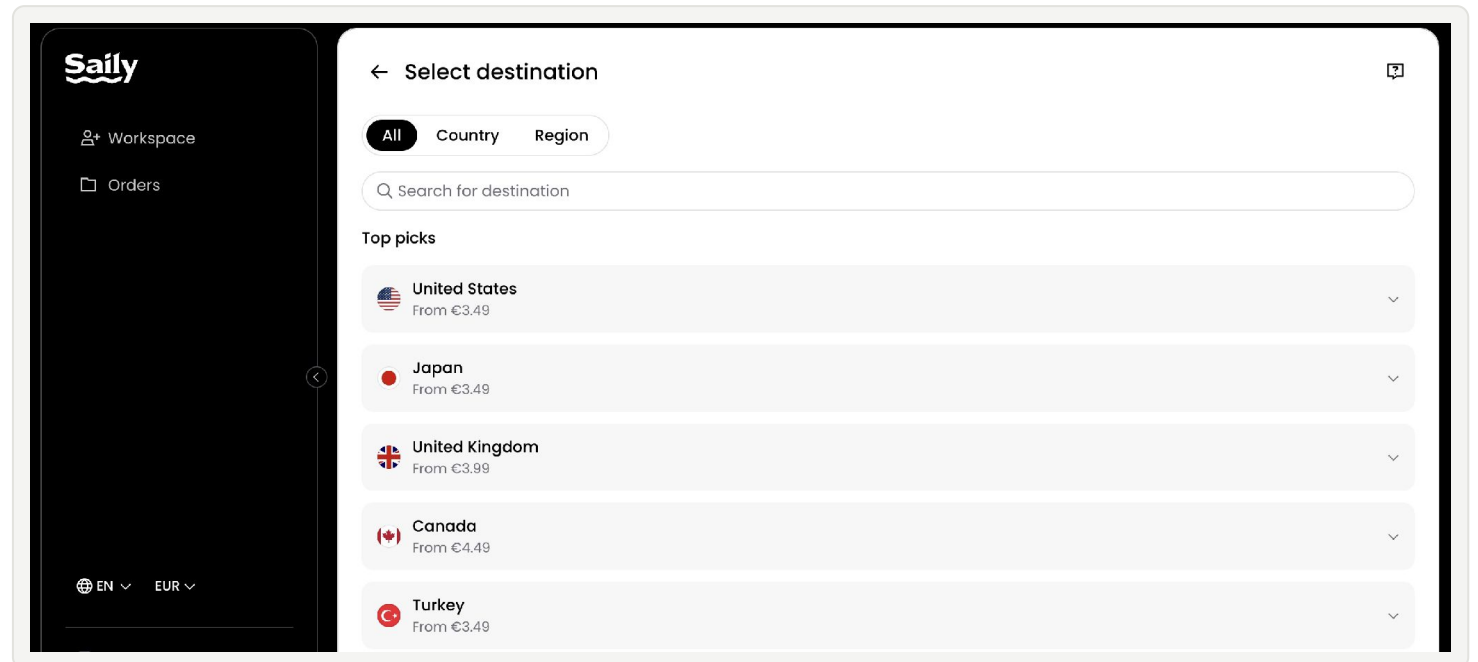
Click “Add data”

The Select destination screen opens.



Find the destination

Filter by All, Country or Region, or search by name. Top picks are listed first with their starting price.



Choose plan size and how many you need

2

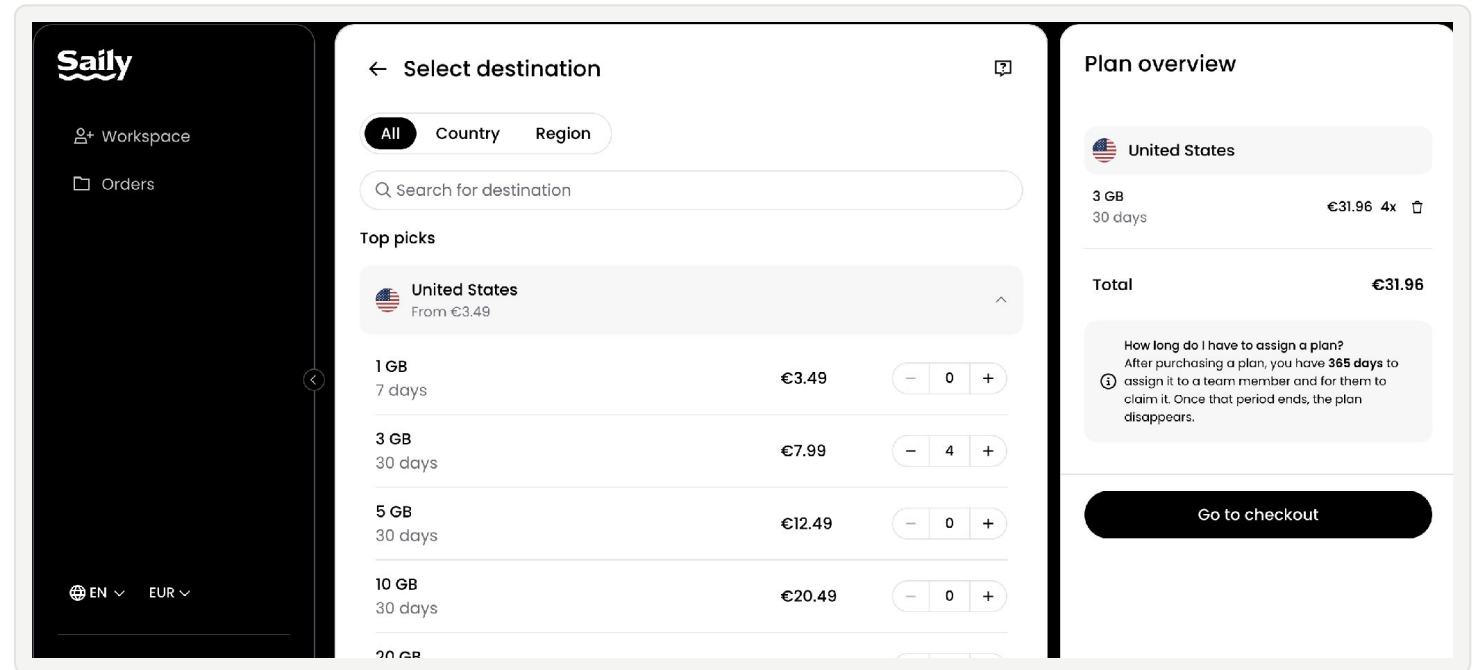
Set the quantity per plan

Expand a destination and use – / + next to each data package. You can buy several plans, sizes and destinations in one order.

Check the Plan overview

The right-hand panel shows everything in the order and the total. Then click “Go to checkout”.

You have 365 days from purchase to assign a plan and for the member to claim it.



Pay and enter your company details

3

Fill in the billing information

Company name, country, address, city and VAT / Tax ID. These details are required — the invoice is generated from them.



Choose a payment method

Credit or debit card, Google Pay or PayPal. Saily credits and a coupon code can be applied to the total.

Every purchase earns 3% back in Saily credits, which you can spend on the next order.

Billing information

Company name*

Country*

Address line 1*

Address line 2

City*

VAT/Tax ID

☒ The company's address is the same as its billing address.

Order summary

United States x 4

Plan	3 GB, 30 days
Price	€7.99
Plan	3 GB, 30 days
Price	€7.99
Plan	3 GB, 30 days
Price	€7.99
Plan	3 GB, 30 days
Price	€7.99

Pay €1.91 in credits ☐

Total **€31.96**

[Saily credits](#) +€2.56

Got coupon code?

Select a payment method

Credit or debit card

Google Pay

PayPal

Purchased plans become unassigned plans

4

Find them in the top row

On Workspace, paid plans appear under “Unassigned plans” — for example 1 Lithuania plan.

5

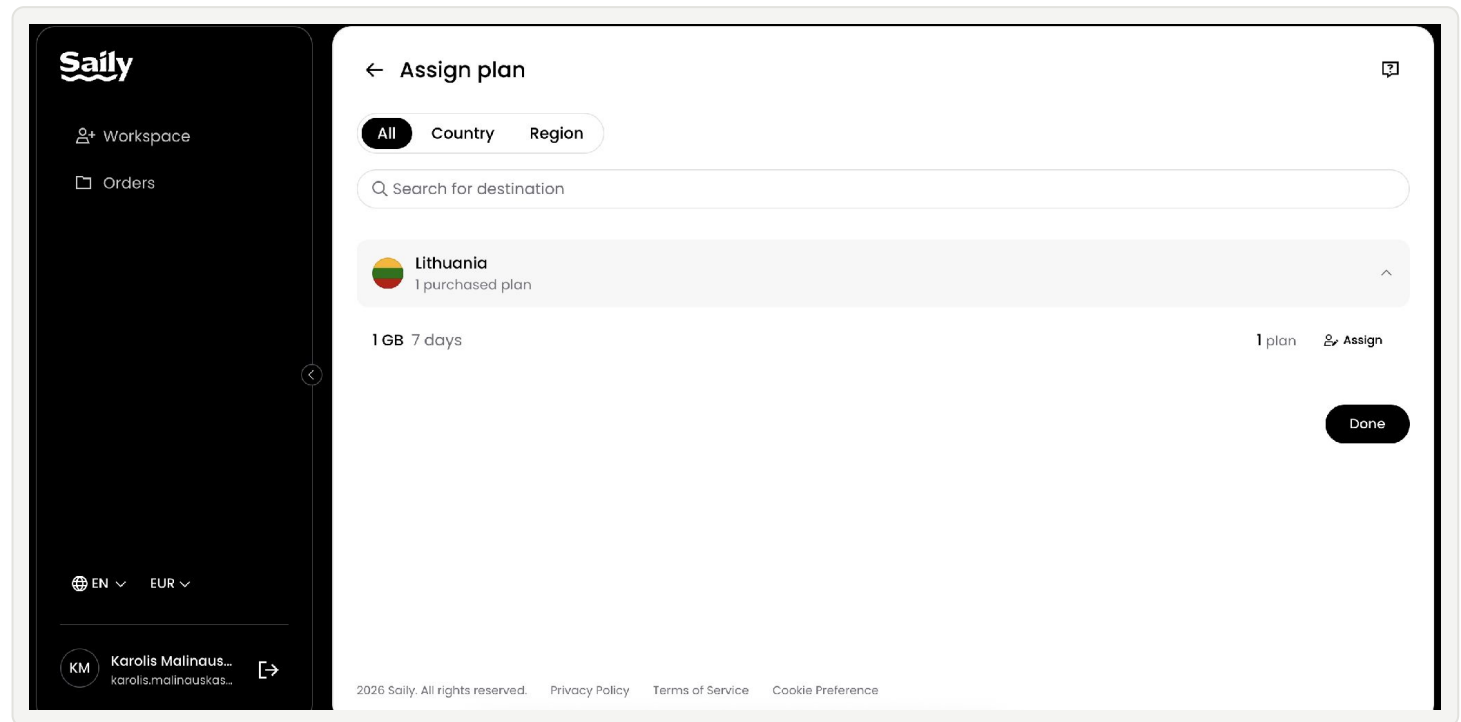
Click the country

The Assign plan screen opens and shows the purchased plans for that destination.

6

Click “Assign”

Next to the plan size and duration you want to hand out.



Select the team member

7

Click “Assign” next to a member

The member list opens with each person's current plan, status and used data. Search by name if the list is long.



They are notified by email

As soon as the plan is assigned, that member gets an email to activate it. Click “Done” when you have finished assigning.

Saily

Workspace
Orders

EN ▼ EUR ▼

KM Karolis Malinauskas...
karolis.malinauskas...

← Assign plan

Lithuania
1 GB 7 days • 1 plan

Once you assign it, each member gets an email to activate their plan.

Search for team member

TEAM MEMBER	DATA PLAN	STATUS	USED DATA	ACTIONS
Kar Malinauskas ⓘ	United States, 1 GB, 7 days	Plan not claimed	-	Assign
	Japan, 1 GB, 7 days	Plan not claimed	-	
Karolio Malinausko ⓘ	Lithuania, 1 GB, 7 days	Plan expired	0.07 MB / 1 GB	Assign
Karolis Nord ⓘ	Ultra Standard, monthly ⓘ	Plan expired	5 GB / 5 GB	Assign
Karolis M ⓘ	Japan, 1 GB, 7 days	Plan not claimed	-	Assign

Done

03

Buying Ultra plans

Subscription plans with extra benefits — bought per team member with the “Get Ultra” button.

Click Get Ultra and choose a plan

1

Click “Get Ultra”

Next to Add data at the top of the Workspace screen.

2

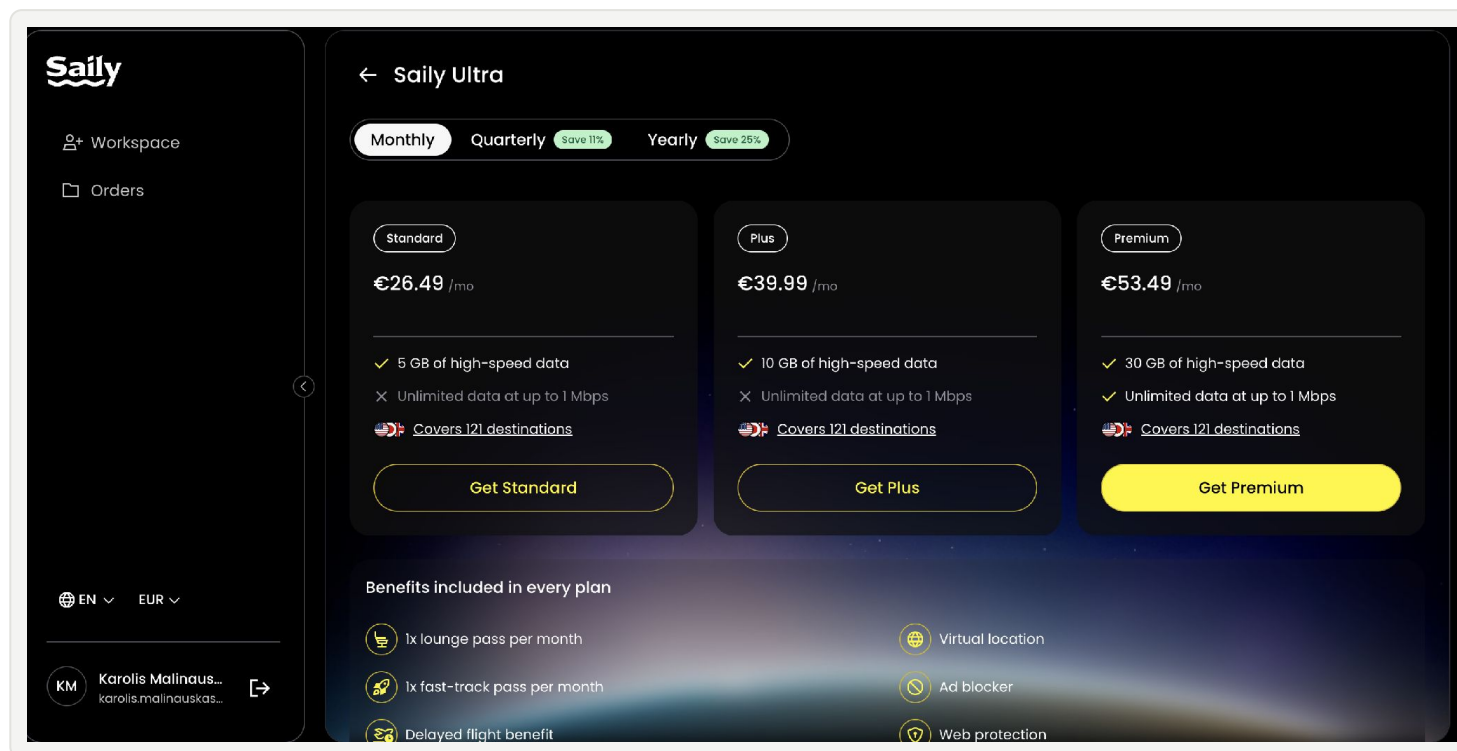
Pick billing period and tier

Monthly, quarterly or yearly, then Standard, Plus or Premium — they differ in high-speed data and unlimited data at reduced speed.



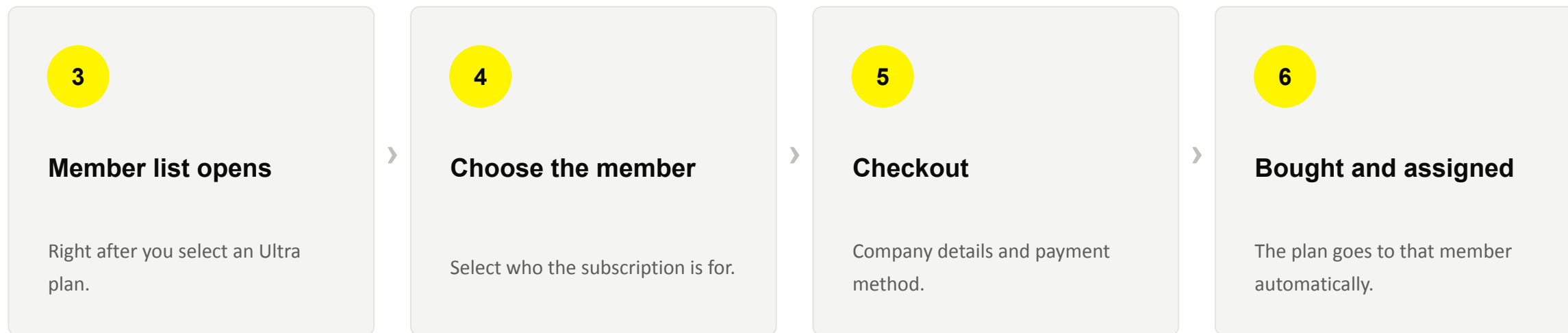
Benefits in every tier

Lounge and fast-track passes, delayed flight benefit, virtual location, ad blocker and web protection.



Assign first, then pay

Ultra plans are bought for a specific person, so the member list appears before checkout — the opposite order to regular plans.



The checkout screen is the same as for regular plans — company name, address and VAT / Tax ID are required for the invoice.

Invoices and order history

Everything you buy is documented automatically — there is nothing to request from support.

1

Invoice generated automatically

Created from the company details you entered at checkout, right after the payment goes through.

2

Available in the Orders section

Open “Orders” in the left-hand menu of the dashboard to view and download invoices for every purchase.

3

Team member gets an email

In parallel, each person the plan was assigned to receives an activation email — covered in the next section.

04

Team member: claiming the plan

What the person you bought the plan for has to do — from the email to working data on their phone.

The member receives an email

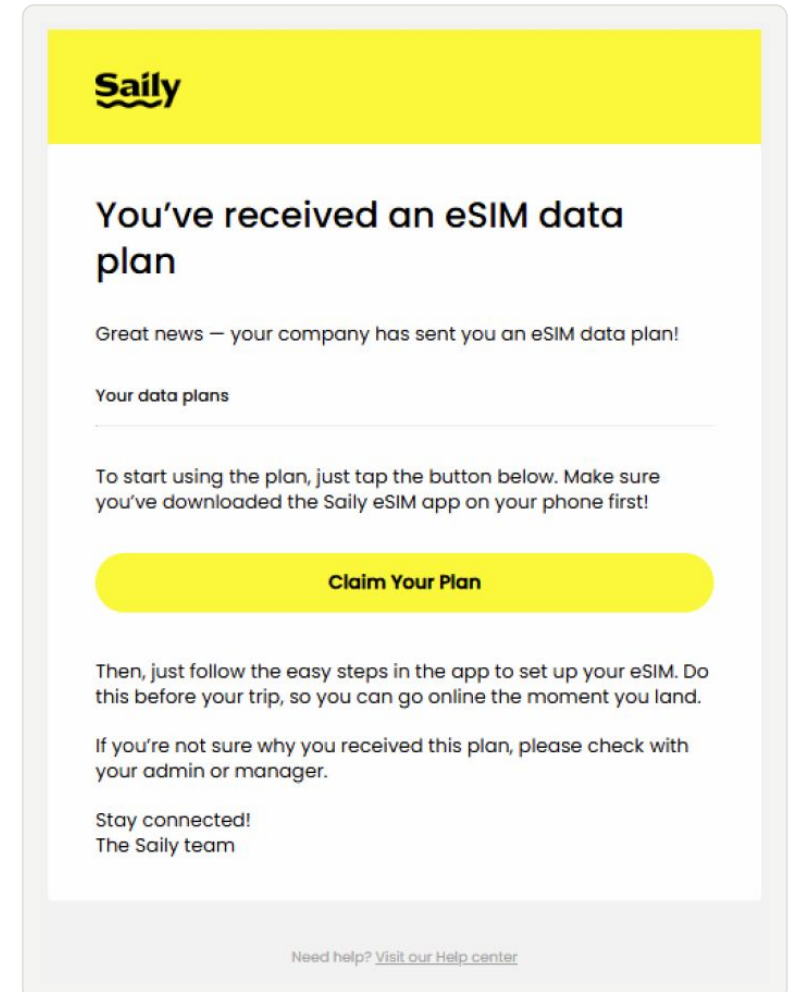
1 “You've received an eSIM data plan”

Sent to the email address you entered when adding the member, as soon as a plan is assigned.

2 Tap “Claim Your Plan”

The button in the email opens the Saily app. The app must be installed on the phone first — ask members to download it before their trip.

Tip: tell your team to claim and set up the eSIM before travelling, so they are online the moment they land.



Log in to the app and claim the plan

3

The Saily app opens

Straight from the button in the email.

4

Log in to the Saily app

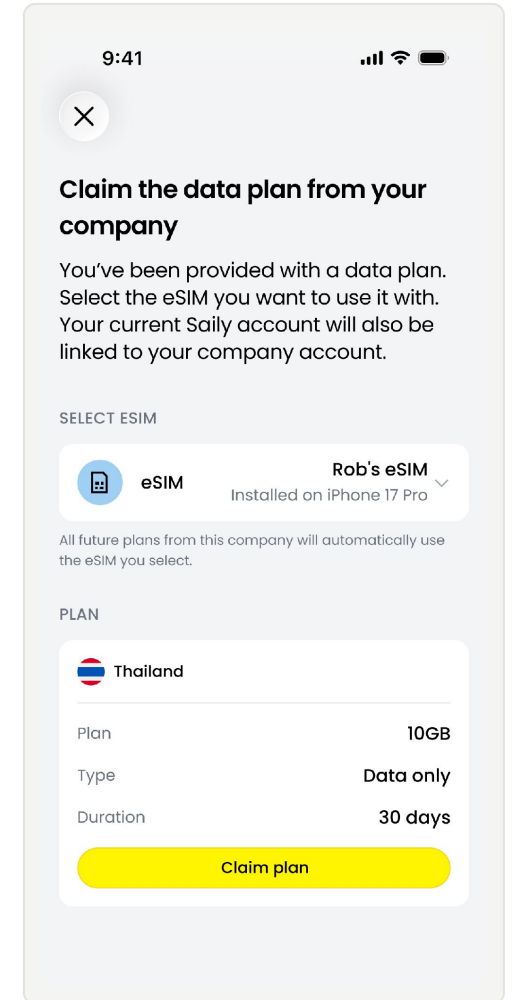
This does not have to be the same email that received the plan — a personal Saily account works fine.

5

Review and claim

The Claim screen shows which eSIM the plan will be used with and the plan itself — destination, data, type and duration. Tap “Claim plan”.

The member's Saily account is linked to your company account, and all future plans from you will use the eSIM they select here.



The plan is ready to use

6

Added to their Saily account

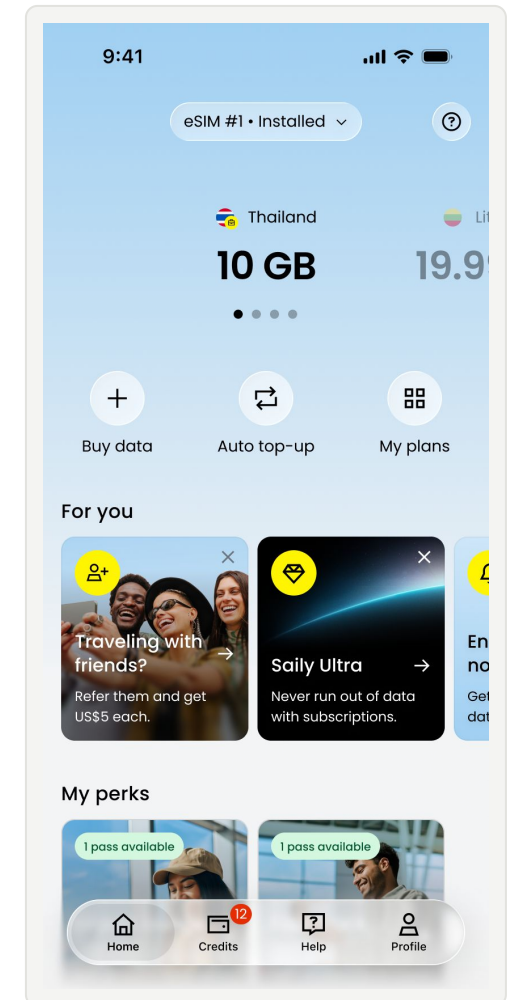
After tapping “Claim plan” it appears on the app's home screen with the destination and remaining data, alongside any personal plans.

7

Next time it is automatic

When you buy another plan for the same member, it is added to the same Saily account without any claiming — no email action needed.

In the dashboard the status changes from “Plan not claimed” to active, and you can follow used data per member.



QUICK RECAP

The whole flow in nine lines

- 1 Open saily.com/esim-for-business/ and click Get Started
- 2 Log in with Google, Apple or Microsoft
- 3 Your organisation and workspace are created
- 4 Add team members with name and email
- 5 Buy regular plans with Add data
- 6 Assign each plan to a member from the list
- 7 Buy Ultra plans with Get Ultra — member chosen first
- 8 Enter company details at checkout for the invoice
- 9 The member claims the plan in the Saily app

Questions? Feel free to contact by email karolis.malinauskas@saily.com