Webflow

Migration Guide: Freelancers & Agencies

Are you a **Workspace owner or admin of a freelancer or agency plan**? Here's what to do at each milestone.

Starting February 2, 2026

Get to know *client seats*

Client seats are now live in your workspace. These seats allow clients to contribute to a site without giving them full design access. Familiarize yourself with this new seat and review the roles available for you to assign to each client.

- Marketer
- Content editor
- Reviewer

Start using client seats

Assign **client seats** to your clients who don't have access to the legacy Editor by following the steps below. You can also assign any remaining **client seats** to existing legacy Editor users to give them early access to the new experience.

1. Navigate to the site on your dashboard
2. Under *Site settings*, open the *Site access* tab
3. Within the *Clients* section, click *Invite a client*
4. Enter the email address of your client and select a role
5. Continue with the invite flow for **client seats** to add that user

Inviting legacy Editor users remains available

You can still invite client members as legacy Editor users for new and existing Workspaces prior to May 4, 2026 (instructions). Note: Users with a Site manager, Designer, Marketer, or Content editor role can also invite legacy Editor users.

Webflow

Confirm legacy Editor users

Before May 4, double check the list of your existing legacy Editor users who will be automatically migrated to a free *client seat.*

1. Navigate to the site on your dashboard
2. Under *Site settings*, open the *Site access* tab
3. Review the names listed in the *Legacy Editor access* section

Maximize your free seats

To take full advantage of the free *client seats* you receive as part of the automatic migration, complete the following before May 4:

- Make sure all your legacy Editor user spots are filled (instructions). A spot is considered filled when a user 1) accepts their invite, and 2) creates a login.

- Assign the *client seat(s)* you received in February to clients who aren't already legacy Editor users.

Starting May 4, 2026

Help clients get started

Migrated clients will receive an email invitation from Webflow to join your workspace within two weeks. If they don't accept the invite right away, we'll send reminder emails after one day and three days.

Make sure to encourage your clients to log in, create their account, and begin using their new role. You can find resources in the Migration Hub to share with your clients to help them get comfortable with their new workflows.

Review & update roles as needed

As part of the automatic migration, your remaining legacy Editor users will be assigned the **Content editor** role through their *client seat.* Take a moment to review the different roles available with *client seats* so you can update this if needed.

- Marketer
- Content editor
- Reviewer

Starting August 4, 2026

Manage collaboration as you grow

Need more *client seats* after the migration? Freelancer Workspaces can be upgraded to an Agency Workspace plan to get three *client seats* for every site. If you have an Agency Workspace plan, you'll need to purchase *limited seats* in order to to collaborate with new clients (instructions).