

# Setting up OpenAI API Key

## Instructions:

This guide provides a comprehensive step-by-step process on how to securely create and manage an API key with OpenAI, including setting usage limits to control access and costs. Follow each step to ensure your API key is set up correctly, implement security measures to protect your key, and configure usage limits to avoid unexpected charges. This manual is designed for individuals or organizations intending to integrate OpenAI's capabilities into their applications while maintaining optimal security and budget control.

## Step 1: Register OpenAI account (Skip if you already have an OpenAI account)

1.1 Visit OpenAI Website: [OpenAI SignUp Page](#)

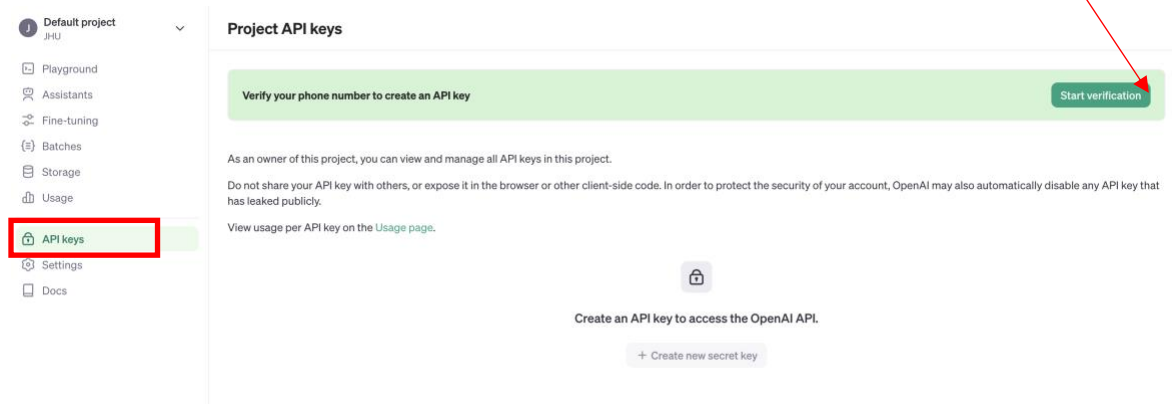
1.2 Click on "Sign Up" to create a new account or "Log In" if you already have an account.

1.3: After submitting your information, check your email for a verification link from OpenAI. Click the link to verify your email address.

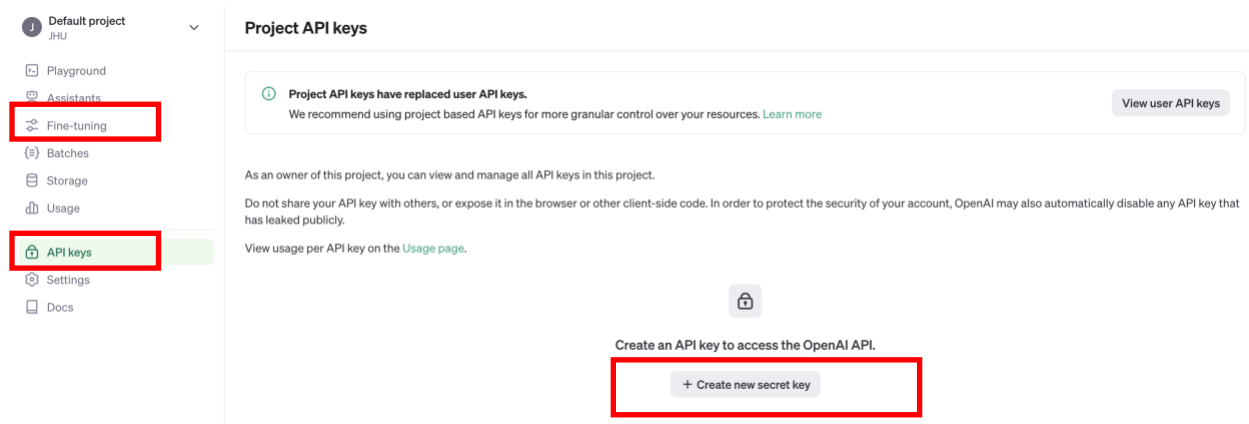
1.4: Once your email is verified, you may be prompted to complete your profile.

## Step2: Request API Access

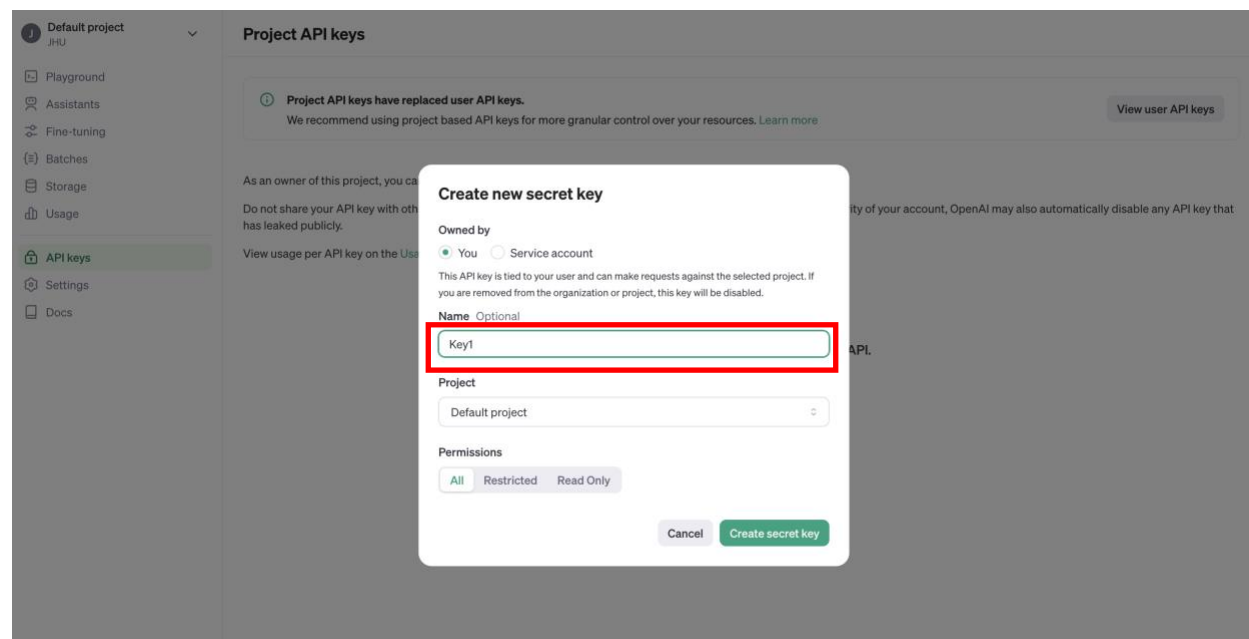
2.1 Navigate to the API keys section on the OpenAI dashboard and click on "Start Verification" button.



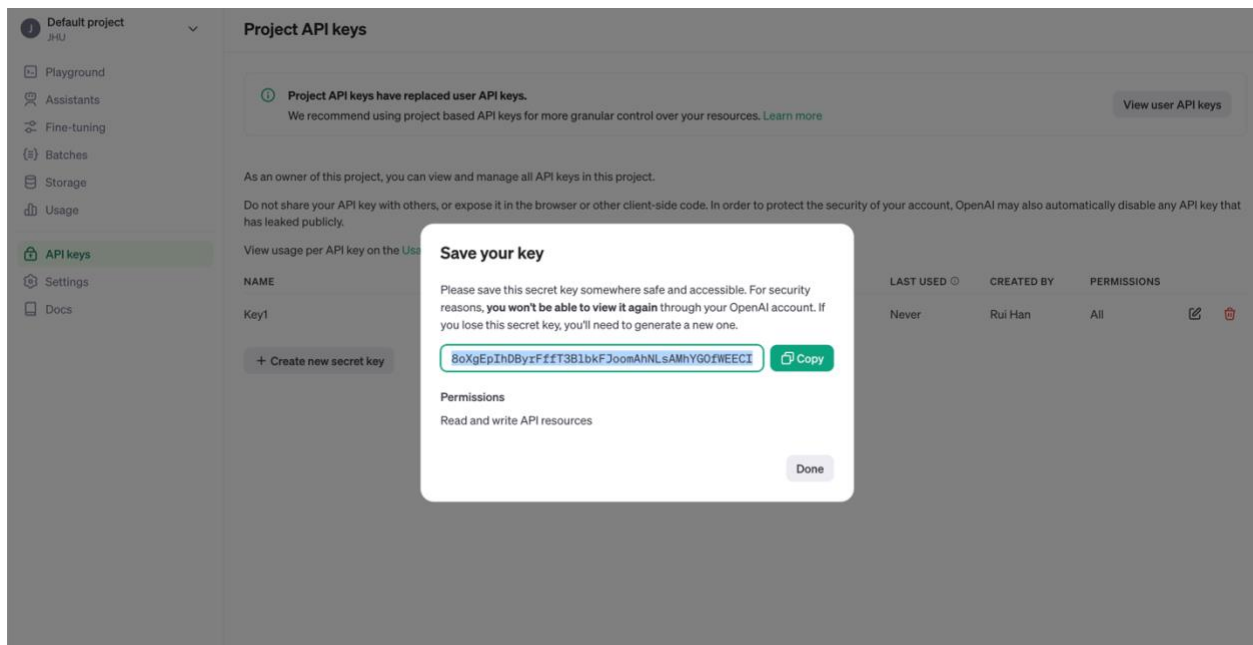
2.2: After verification, you will get to this page and click on “Create new secret key” button.



2.3: Create a name for your key



2.4: Click on “Copy”



Please save it to a notepad, or a place that is convenient and safe.

You can easily delete a key and create as many keys as you want.

It is a good practice to create a project, and then create a new key for that project.

## Security Tips for API Keys:

**Keep it Secret:** Never share your API key with others. Exposure can lead to unauthorized access and potential misuse of your account.

**Restrict Usage:** Apply restrictions on the key's use if possible, such as limiting the IP addresses that can use the key or specifying which operations it can perform.

**Rotate Keys Regularly:** Change your API keys periodically to minimize the risk of abuse if a key is inadvertently exposed.

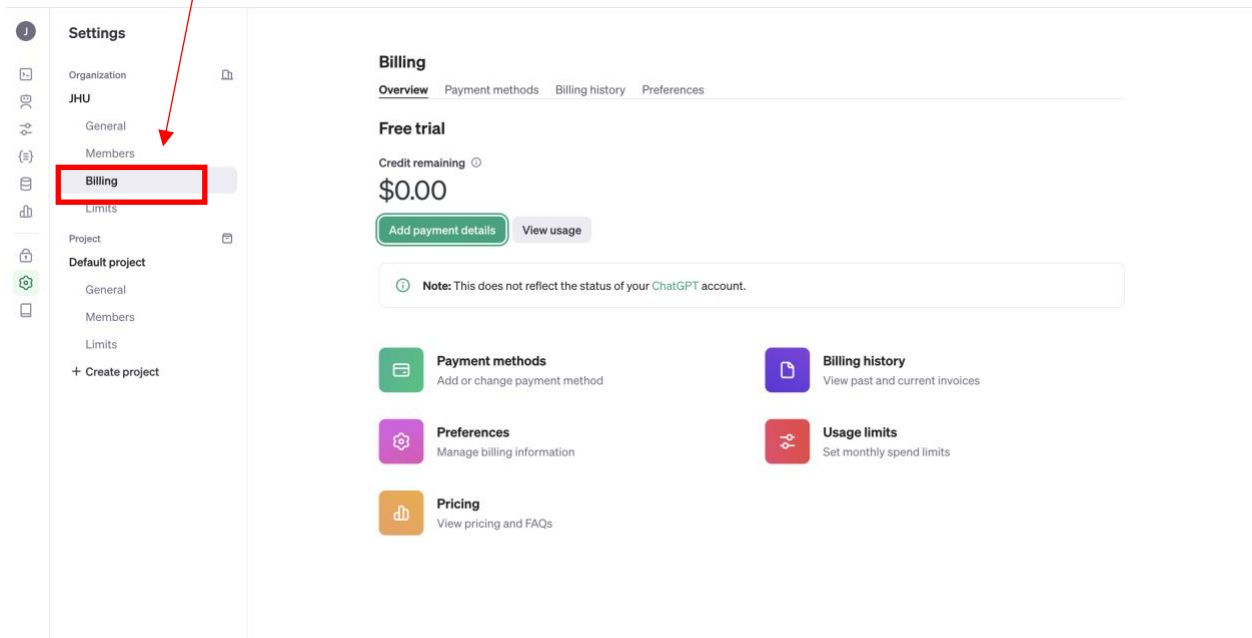
**Monitor Usage:** Keep an eye on the usage logs for any unusual activity. OpenAI provides tools to track how your keys are being used.

## Step 3: Billing (important: set a charge limit)

3.1: Enter the "Billing" section in your account settings.

(<https://platform.openai.com/settings/organization/billing/overview>)

3.2: Add payment details and enter your card information.



The screenshot shows the 'Billing' settings page with a modal titled 'Add payment details'. The modal contains the following fields:

- Card information:** A field for 'Card number' with a placeholder 'MM / YY CVC'.
- Name on card:** A text input field.
- Billing address:** Fields for 'Country', 'Address line 1', 'Address line 2', 'City', 'Postal code', and 'State, county, province, or region'.

At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background shows the 'Billing' settings page with tabs for 'Overview', 'Payment methods', 'Billing history', and 'Preferences'.

3.3: Please put \$10 to your account and remember to **turn off automatic recharge.**

The screenshot shows the 'Configure payment' modal in the 'Billing' settings. The modal contains the following fields:

- Initial credit purchase:** A field with '\$ 10' entered. Below it, a note says 'Enter an amount between \$5 and \$100'.
- Would you like to set up automatic recharge?** A toggle switch is shown in the 'off' position. Below it, a note says 'Yes, automatically recharge my card when my credit balance falls below a threshold'.
- When credit balance goes below:** A field with '\$' entered. Below it, a note says 'Enter an amount between \$5 and \$95'.
- Bring credit balance back up to:** A field with '\$' entered. Below it, a note says 'Enter an amount between \$10 and \$100'.

At the bottom of the modal are 'Back' and 'Continue' buttons. A red line points from the text 'turn off automatic recharge.' to the toggle switch. The background shows the 'Billing' settings page with tabs for 'Overview', 'Payment methods', 'Billing history', and 'Preferences'.

3.4: Click on “Confirm payment”

By continuing you agree to our [service credit terms](#). Paid credits are non-refundable and expire one year from purchase date.

Back

Confirm payment

## Step 4: Setting Usage Limits

4.1: Look for "Usage Limits" under Limit section (<https://platform.openai.com/usage>) and enter the **maximum usage** amount you want to allow per month.

4.2: Confirm your settings to ensure that the limits are applied to your API key.

This step will help control the API usage and avoid unexpected charges by setting a maximum allowable usage that fits your budget and project needs.

The screenshot shows the OpenAI platform settings interface. On the left is a sidebar with 'Settings' and 'Limits' highlighted. The main content area is titled 'whisper-1' and '50 RPM'. The 'Usage limits' section is highlighted with a red box. It contains a description of usage limits, a 'Usage limit' field set to '\$120.00', and two budget/threshold settings: 'Set a monthly budget' (set to '\$20.00') and 'Set an email notification threshold' (set to '\$10.00'). A 'Save' button is at the bottom. Below this is a section 'Increasing your limits' explaining usage tiers.

**Usage limits**

Manage your API spend by configuring monthly spend limits. Notification emails will be sent to members of your organization with the "Owner" role. Note that there may be a delay in enforcing limits, and you are still responsible for any overage incurred.

**Usage limit**  
The maximum usage OpenAI allows for your organization each month. [View current usage](#)  
\$120.00

**Set a monthly budget**  
If your organization exceeds this budget in a given calendar month (UTC), subsequent API requests will be rejected.  
\$20.00

**Set an email notification threshold**  
If your organization exceeds this threshold in a given calendar month (UTC), an email notification will be sent.  
\$10.00

Save

**Increasing your limits**

Your organization is currently in **Usage tier 1**. Your limits will automatically be increased once you move to the next usage tier based on the criteria outlined below. Visit our [usage tiers documentation](#) to learn more about the limits associated with each tier.

Current tier  
**Usage tier 1**

Once the following criteria are met, you'll automatically move to the next tier:

- At least **\$50** spent on the API since account creation.
- At least **7 days** passed since first successful payment.

[View payment history](#) [Buy credits](#)

Once your API access is approved and your account is funded, you can start using the API.