Adding a billing manager to your organization

A *billing manager* is a user who manages the billing settings for your organization, such as updating payment information. This is a great option if regular members of your organization don't typically have access to billing resources.

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Members of your organization's Owners team can give *billing manager* permissions to people. Once a person accepts their invitation to become a billing manager for your organization, they can invite additional people to be billing managers.

> **Note:** Billing managers do not use paid licenses in your organization's subscription.

Permissions for billing managers

Billing managers can:

- Upgrade or downgrade the account
- Add, update, or remove payment methods
- View payment history
- Download receipts
- View, invite, and remove billing managers

In addition, all billing managers will receive billing receipts by email on the organization's billing date.

Billing managers **are not** able to:

- Create or access repositories in your organizations
- See private members of your organization
- Be seen in the list of organization members
- Purchase, edit, or cancel subscriptions for GitHub Marketplace apps

> **Tip:** If your organization requires members, billing managers, and outside collaborators to use two-factor authentication, the user must enable two-factor authentication before they can accept your invitation to become a billing manager for the organization.
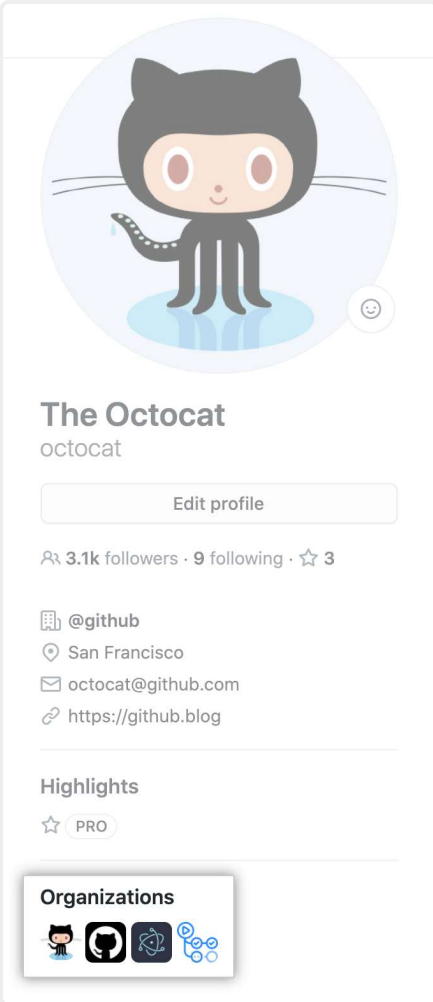
Inviting a billing manager

The invited person will receive an invitation email asking them to become a billing manager for your organization. Once the invited person clicks the accept link in their invitation email, they will

automatically be added to the organization as a billing manager. If they don't already have a GitHub account, they will be directed to sign up for one, and they will be automatically added to the organization as a billing manager after they create an account.

In the top right corner of GitHub, click your profile photo, then click **Your profile**.
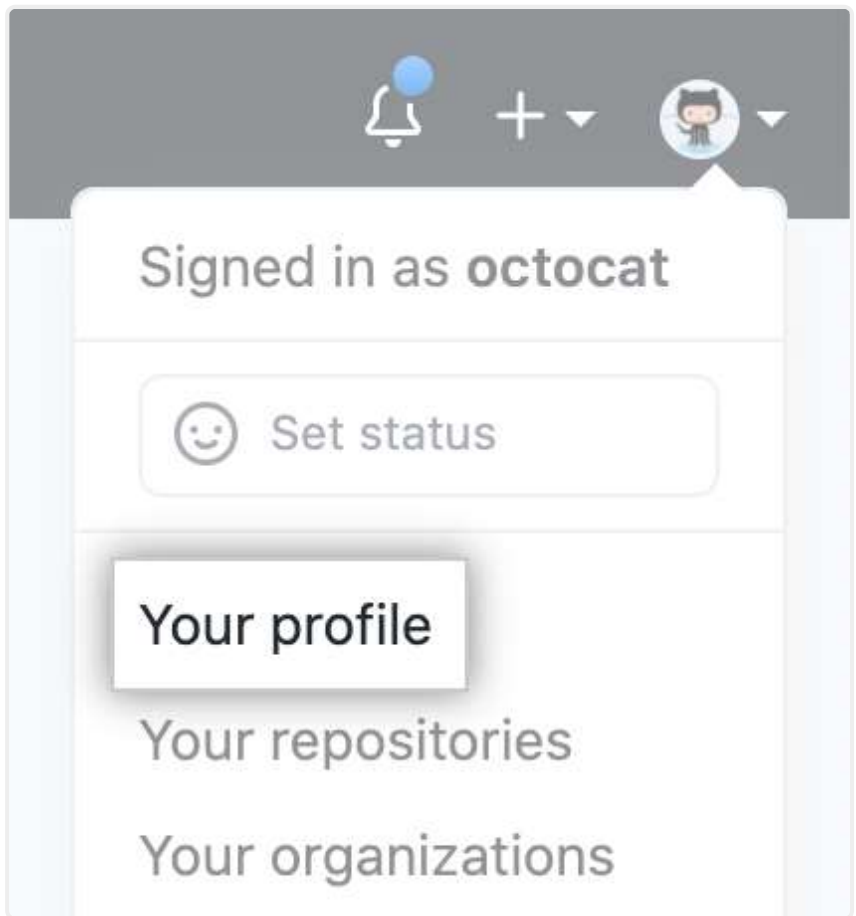
On the left side of your profile page, under "Organizations", click the icon for your organization.

Under your organization name, click ⚙ **Settings**.

In your organization's Settings sidebar, click **Billing**.
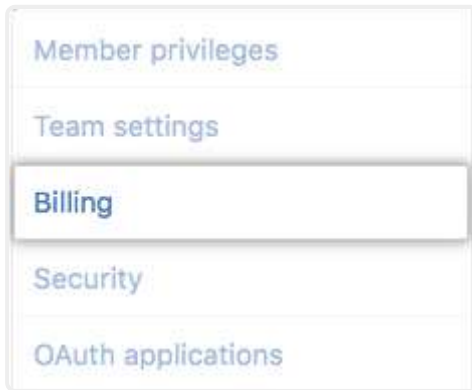
Next to Billing managers, click **Add a billing manager**.

Type the username or email address of the person you want to add and click **Send invitation**.

Billing / Add a billing manager

A **billing manager** is a user who manages the billing settings of your organization.

Billing managers **will** have the ability to:

- ✓ See the count of used seats and add seats
- ✓ Add, update, or remove payment methods
- ✓ View payment history
- ✓ Download, and receive receipts
- ✓ View a list of billing managers
- ✓ Invite additional billing managers
- ✓ Remove other existing billing managers

Billing managers **will not** be able to:

- ✗ Create or access repositories in your organization
- ✗ See private members of your organization
- ✗ Be seen in the list of organization members
- ✗ Use the organization's payment method
- ✗ Purchase, edit, or cancel Marketplace subscriptions

Search by username, full name or email address

Search people

Send invitation