

Renewing your client's paid organization

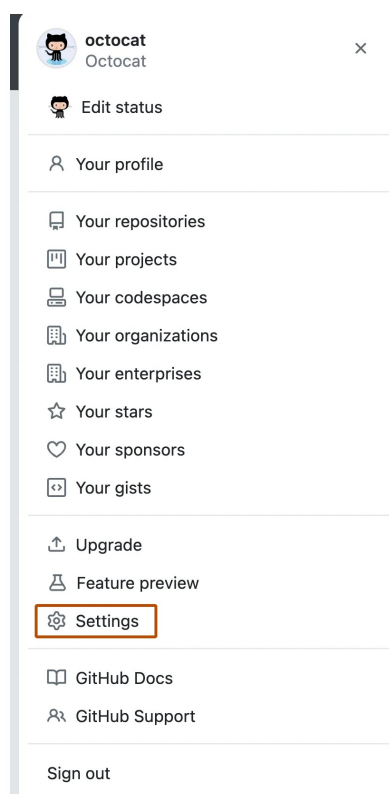
If your client's organization has a valid payment method on file, their yearly subscription will automatically renew. Billing managers can view and update the organization's payment method and subscription.



If you're not a billing manager for the organization, ask your client to have an *owner* of the organization [add you to the organization as a billing manager](#).

Tip: Billing managers can also [change the organization's number of paid seats](#) anytime.

Updating your organization's credit card

- 1 In the upper-right corner of any page, click your profile photo, then click **Settings**.



- 2 In the "Access" section of the sidebar, click  **Organizations**.
- 3 Next to the organization, click **Settings**.
- 4 If you are an organization owner, in the "Access" section of the sidebar, click  **Billing and plans**.

- 5 At the top of the page, click **Payment information** →.


Current monthly bill \$0 Switch to yearly billing and save	Next payment due —	Payment information → Manage spending limit View payment history Switch to yearly billing and save
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- 6 Under "Payment method", click **New Card**.

Billing & plans / Payment method

Pay with

Credit card PayPal account

 **Visa** ending **** * 6011

New Card

[Back to billing settings](#)

There are no upcoming charges to your account.

- 7 Under "Payment method", choose to pay with a credit card or PayPal.

- 8 Complete the payment information form, then click **Submit**.

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