# Removing a billing manager from your organization

If a person with the *billing manager* role no longer needs to view or change your organization's billing information, you can remove their access to the organization.

> **Note:** Organization owners and billing managers can access or change billing settings for an organization.

1. In the upper-right corner of any page, click your profile photo, then click **Settings**.
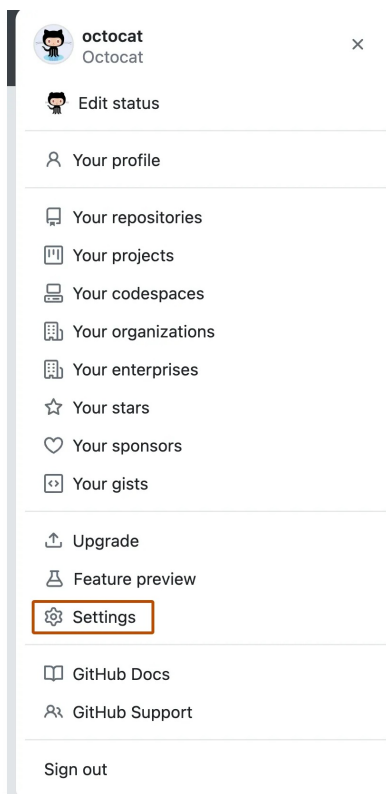
2. In the "Access" section of the sidebar, click 🏢 **Organizations**.

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. Under "Billing management", in the "Billing managers" list, next to the name of the person you want to remove, click **Remove**.