

# Adding or editing a payment method

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You can add a payment method to your account or update your account's existing payment method at any time.

You can pay for GitHub Enterprise Cloud with a credit card or with a PayPal account. When you update the payment method for your account's plan, your new payment method is automatically added to your other subscriptions and usage-based billing.

We don't support purchase orders for personal accounts. We email receipts monthly or yearly on your account's billing date. If your company, country, or accountant requires your receipts to provide more detail, you can add extra information to your receipts. For more information, see "[Adding information to your receipts](#)."

## Updating your personal account's payment method

- 1 In the "Access" section of the sidebar, click  **Billing and plans**, then click **Plans and usage**.
- 2 At the top of the page, click **Payment information** →.

**Your next payment**

**\$0.00**

This amount does not include the spend on usage of metered service. View your [usage this month](#) below.

**Payment information** →

[Manage spending limit](#)

[View payment history](#)

[Switch to yearly billing](#)

- 3 If your account has existing billing information that you want to update, click **Edit**.

### Billing & plans / Payment information

**Billing information**

Mona Lisa

123 Any Street

**Edit**

- 4 Under "Billing information", complete the form, then click **Save**.
- 5 If your account has an existing payment method that you want to update, click **Edit**.

### Payment method

Credit Card: Visa ending 6011  
expiring 8/2023

[Edit](#)

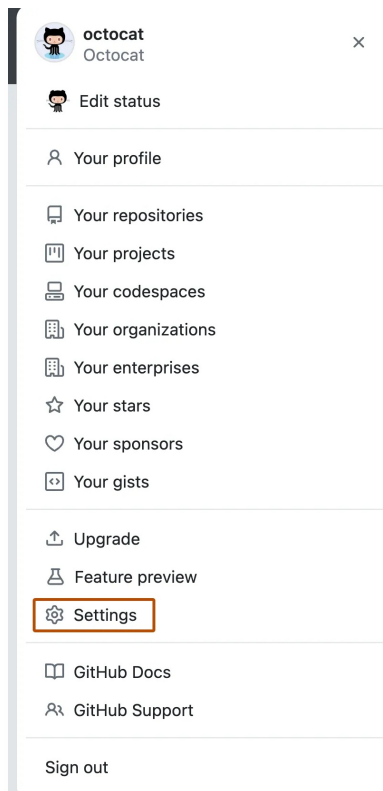
- 6 Under "Payment method", choose to pay with a credit card or PayPal.
- 7 Complete the payment information form, then click **Submit**.

## Updating your organization's payment method [↗](#)

Organization owners and billing managers can access or change billing settings for an organization.

If your organization is outside of the US or if you're using a corporate checking account to pay for GitHub Enterprise Cloud, PayPal could be a helpful method of payment.

- 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 <b>\$0</b> <a href="#">Switch to yearly billing and save</a>	Next payment due —	<a href="#">Payment information →</a> <a href="#">Manage spending limit</a> <a href="#">View payment history</a> <a href="#">Switch to yearly billing and save</a>
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- 6 If your account has an existing credit card that you want to update, 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**.

## Updating your enterprise account's payment method



Enterprise owners and billing managers can manage billing for an enterprise account.

You can update your enterprise account's credit card or PayPal details, or you can switch to invoicing.

### Updating your enterprise account's credit card or PayPal details

**Note:** If your enterprise account is invoiced, you cannot change your payment method on GitHub. Instead, contact [GitHub's Sales team](#).

- 1 In the top-right corner of GitHub.com, click your profile photo, then click **Your enterprises**.
- 2 In the list of enterprises, click the enterprise you want to view.
- 3 In the enterprise account sidebar, click ⚙️ **Settings**.
- 4 Under ⚙️ **Settings**, click **Billing**.
- 5 At the top of the page, under "Payment information", click **Update payment method**.

Current monthly bill <b>\$0</b> <a href="#">Manage seats</a> <a href="#">Switch to yearly billing and save</a>	Next payment due <b>April 15</b> <a href="#">View payment history</a>	Payment information → <a href="#">Update payment method</a> <a href="#">Manage spending limit</a> <a href="#">Redeem coupon</a>
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- 6 If your account has existing billing information that you want to update, click **Edit**.

**Billing & plans** / Payment information

**Billing information**  
Mona Lisa  
123 Any Street

Edit



- 7 Under "Billing information", complete the form, then click **Save**.
- 8 If your account has an existing payment method that you want to update, click **Edit**.

**Payment method**  
Credit Card: Visa ending 6011  
expiring 8/2023

Edit

- 9 Under "Payment method", choose to pay with a credit card or PayPal.
- 10 Complete the payment information form, then click **Submit**.

## Switching to invoicing

- 1 In the top-right corner of GitHub.com, click your profile photo, then click **Your enterprises**.
- 2 In the list of enterprises, click the enterprise you want to view.
- 3 In the enterprise account sidebar, click  **Settings**.
- 4 Under  **Settings**, click **Billing**.
- 5 Under "Payment information", click **Switch to invoice**.

**Billing**

Spending on metered services <b>\$0.00</b> <a href="#">View spending limits</a>	Your latest bill <b>\$0.00</b>	Payment information → <a href="#">Update payment method</a> <a href="#">Switch to monthly billing</a> <a href="#">Switch to invoice</a> <a href="#">Manage seats</a>
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- 6 Complete the form, then click **Contact Sales**.

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