

# Adding a billing manager to your organization

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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.

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
- Start, modify, or cancel sponsorships

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

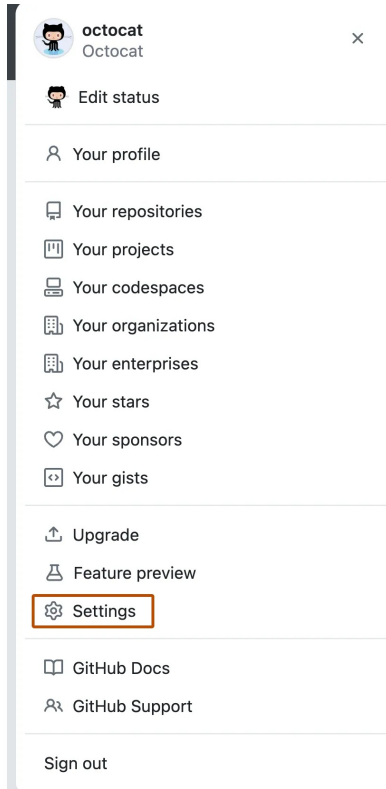
**Tip:** If your organization [requires members, billing managers, and outside collaborators to use two-factor authentication](#), the user must enable two-factor authentication before they can accept your invitation to become a billing manager for the organization.

## Inviting a billing manager

**Note:** If your organization is owned by an enterprise account, you cannot invite billing managers at the organization level. For more information, see "[About enterprise accounts](#)."

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.

- 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", next to "Billing managers", click **Add**.
- 6 Type the username or email address of the person you want to add and click **Send invitation**.

## Further reading

- "[Inviting people to manage your enterprise](#)"

## Legal