Creating and paying for an enterprise account on behalf of a client

In this article

You can create and pay for an enterprise account on GitHub on behalf of a client.

Requirements 🔗

Before you start, make sure you know:

- The GitHub username of the client who will become the owner of the enterprise account you create
- The name your client would like to use for the enterprise account
- The email address where you would like receipts to be sent
- The number of paid seats your client would like you to purchase for the enterprise account (see "About per-user pricing")

Step 1: Create your personal account on GitHub 🔗

You will use your personal account to set up the enterprise account. You'll also need to sign in to this account to renew or make changes to your client's subscription in the future.

If you already have a personal account on GitHub, skip to step 2.

1. Go to the Join GitHub page.

2. Complete the form, then click **Create account**.

3. Select GitHub Free for your personal account.

4. Click **Finish sign up**.

Step 2: Create the enterprise account 🔗

1. Navigate to Set up your Enterprise trial.

2. Complete the form with your client's information.

3. Click **Create your enterprise**.

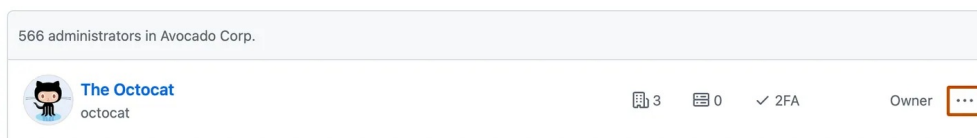## Step 3: Upgrade the enterprise to a yearly paid subscription 🔗

1. In the enterprise account sidebar, click ⚙ **Settings**.

2. Under ⚙ **Settings**, click **Billing**.

3. At the top of the page, click **Buy Enterprise**.

4. Under "How often do you want to be billed?", select **Pay yearly**.

5. Under "How many seats do you want to include?", type the number of seats your client wants.

6. Under "Payment method", input your payment details.

7. Click **Complete GitHub Enterprise purchase**.

Step 4: Invite your client as an enterprise owner 🔗

Invite your client to become an enterprise owner. For more information, see "[Inviting people to manage your enterprise](#)."

Step 5: Change your role to billing manager 🔗

1. In the enterprise account sidebar, click 👤 **People**.

2. Under "👤 People", click **Administrators**.

3. Confirm that your client is listed as an enterprise owner.

4. To the right of your username, select the ⋯ dropdown menu, then click **Change role**.

5. Select **Billing manager**, then click **Change role**.

Next steps 🔗

1. If you would like your credit card to be removed from the enterprise account so that it's not charged again, contact us through the [GitHub Support portal](#).

2. When it's time to renew your client's paid subscription, see "[Renewing your client's enterprise account](#)."

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