Upgrading or downgrading your client's paid organization

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Billing managers can upgrade or downgrade a client's paid organization at any time.
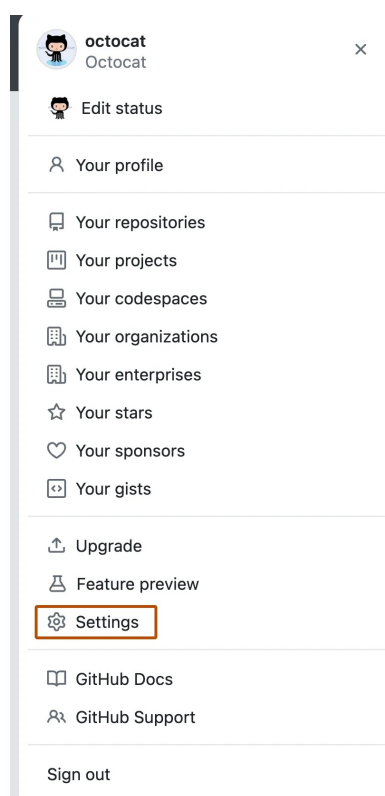
If you're not a billing manager for the organization, ask your client to have an *owner* of the organization [add you to the organization as a billing manager](#).
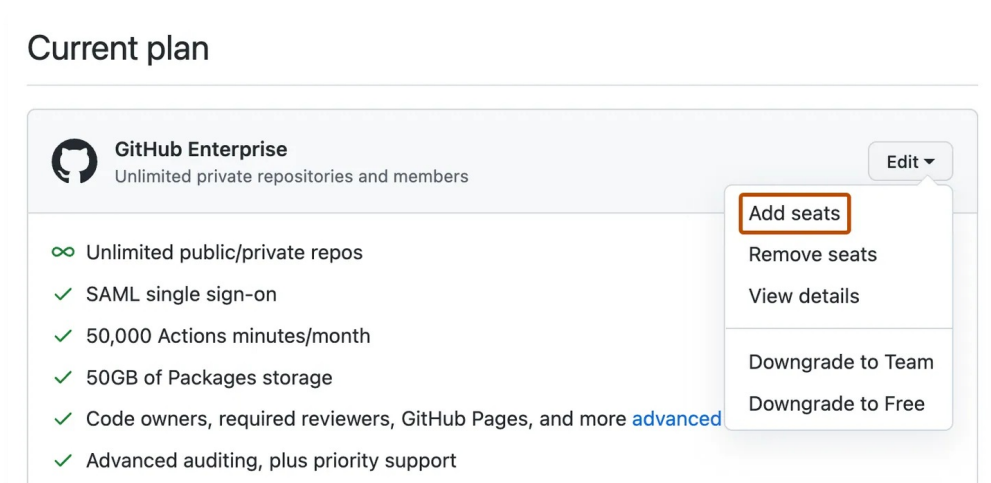
> **Tips**:
>
> - Before you upgrade your client's organization, you can [view or update the payment method on file for the organization](#).
> - These instructions are for upgrading and downgrading organizations on the *per-seat subscription*. If your client pays for GitHub Enterprise Cloud using a *legacy per-repository* plan, you can upgrade or [downgrade](#) their legacy plan, or [switch their organization to per-seat pricing](#).

Upgrading an organization's number of paid seats 🔗

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 "Current plan", next to the name of your plan, select **Edit** and click **Add seats**.

6 Under "Add seats", type the number of seats you'd like to add.

7 Click **Add seats**.

After you add seats, the payment method on file for the organization will be charged a pro-rated amount based on the number of seats you're adding and the amount of time left in your billing cycle.

Downgrading an organization's number of paid seats to free 🔗

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

octocat
Octocat   ✕

👤 Edit status

⊗ Your profile

▫ Your repositories

▦ Your projects

🖥 Your codespaces

🏢 Your organizations

🏢 Your enterprises

☆ Your stars

♡ Your sponsors

‹› Your gists

⤒ Upgrade

⚗ Feature preview

⚙ Settings

📖 GitHub Docs

👥 GitHub Support

Sign out

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 Use the **Edit** drop-down and click **Downgrade to GitHub Free**.

6 Read the information about the features your organization will no longer have access to on your next billing date, then click **I understand. Downgrade my organization**.