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	Payment information →
$0.00	Manage spending limit
This amount does not include the spend on usage of metered service. View your usage this month below.	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	Edit
Mona Lisa	
123 Any Street	

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   Edit

Credit Card: Visa ending 6011
expiring 8/2023

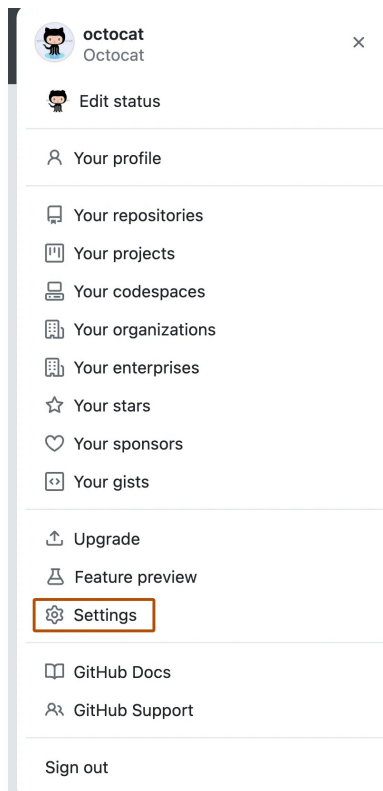6 Under "Payment method", choose to pay with a credit card or PayPal.

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	Next payment due	Payment information →
$0	—	Manage spending limit
Switch to yearly billing and save		View payment history
		Switch to yearly billing and save

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	Next payment due	Payment information →
$0	April 15	Update payment method
		Manage spending limit
Manage seats		Redeem coupon
Switch to yearly billing and save	View payment history	

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

Billing & plans / Payment information

Billing information Edit

Mona Lisa

123 Any Street

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 Edit

Credit Card: Visa ending 6011
expiring 8/2023

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	Your latest bill	Payment information →
$0.00	$0.00	Update payment method
		Switch to monthly billing
View spending limits		Switch to invoice
		Manage seats

6. Complete the form, then click **Contact Sales**.

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