Viewing your payment history and receipts
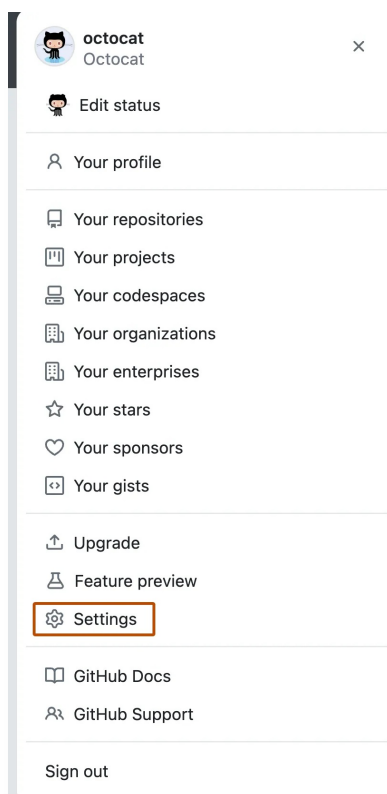
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Viewing receipts for your organization

You can view your account's payment history and download past receipts at any time.

Viewing receipts for your personal 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 🗔 **Billing and plans**, then click **Payment information**.

3. At the top of the page, under "Payment information", click **View payment history**.

Your next payment

$0.00 Due by July 07, 2023

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

4 Under "Payment history", review your past payments. To download a receipt for a specific payment, click ⤓.

Payment history

	ID	Date	Payment method	Amount	Receipt
✓	0Z5YE0RQ	2022-10-06	▦ Visa ending in 1234	$231.00	⤓
✓	1DLGWSN0	2022-09-19	▦ Visa ending in 1234	$21.00	⤓

Viewing receipts for your organization 🔗

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

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, under "Next payment due", click **View payment history**.

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

6 Under "Payment history", review your past payments. To download a receipt for a specific payment, click ⬇.

Payment history

	ID	Date	Payment method	Amount	Receipt
✓	0Z5YE0RQ	2022-10-06	▭ Visa ending in 1234	$231.00	⬇
✓	1DLGWSNO	2022-09-19	▭ Visa ending in 1234	$21.00	⬇