

Renewing your client's enterprise account

You can renew your client's enterprise account by adding a payment method.

If your client's enterprise account has a valid payment method on file, their yearly subscription will automatically renew. If not, you can renew the enterprise account by adding a payment method.

You must be a billing manager to add a payment method. If you're not already a billing manager, ask your client to have an enterprise owner add you. For more information, see "[Inviting people to manage your enterprise](#)."

- 1 In the enterprise account sidebar, click ⚙ **Settings**.
- 2 Under ⚙ **Settings**, click **Billing**.
- 3 At the top of the page, under "Payment information", click **Update payment method**.

Current monthly bill
\$0
 Manage seats
 Switch to yearly billing and save

Next payment due
April 15
 View payment history

Payment information →

Update payment method

 Manage spending limit
 Redeem coupon

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

Billing & plans / Payment information

Billing information
 Mona Lisa
 123 Any Street

Edit

- 5 Under "Billing information", complete the form, then click **Save**.
- 6 If your account has an existing payment method that you want to update, click **Edit**.

Payment method
 Credit Card: Visa ending 6011
 expiring 8/2023

Edit

- 7 Under "Payment method", choose to pay with a credit card or PayPal.
- 8 Complete the payment information form, then click **Submit**.

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