Help Center Article

PLANS & PRICING

Update Your Billing Information

View in the help center:
https://bitwarden.com/help/update-billing-info/

Update Your Billing Information

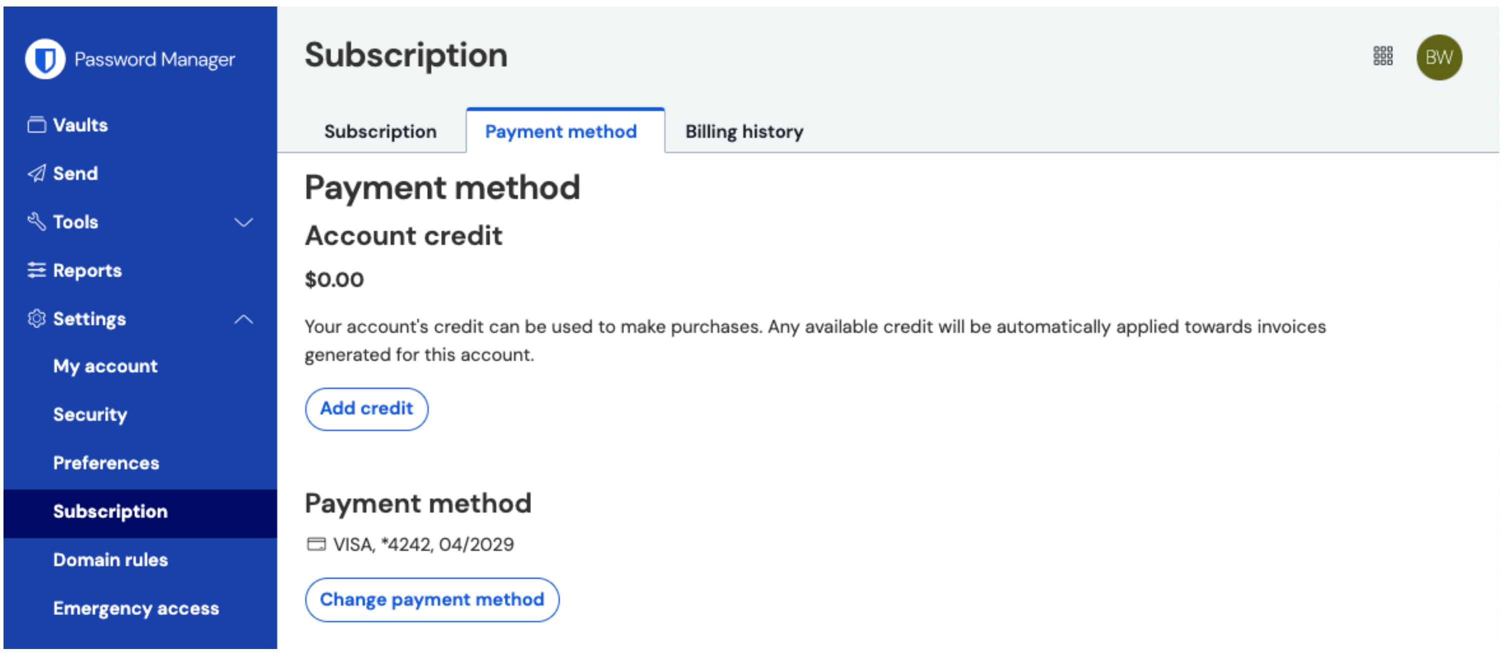
Your billing information can only be updated from the Bitwarden web app.

> ⚠ **Warning**
>
> Subscriptions to individual plans and organizations plans are **separate**; you will need to update your billing information in separate areas. If you have **both** premium and organizations subscriptions, updating billing information for one will not update the other.

Update billing information for individuals

Complete the following steps to update the billing information for your individual subscription:

1. In the web app, navigate to **Settings** → **Subscription** → **Payment method**:



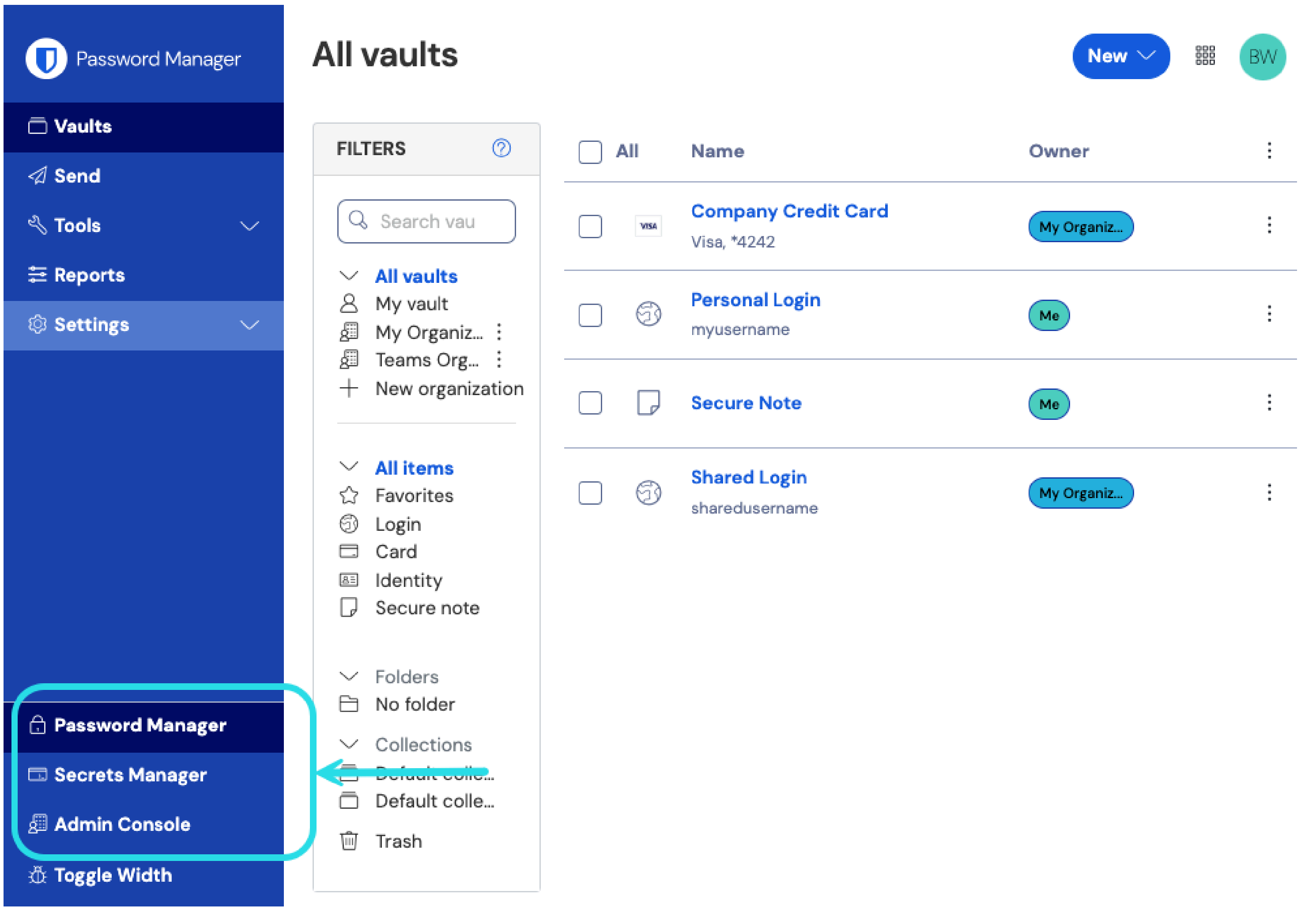
Premium payment method

2. This tab gives you the options to:
   - **Add Credit** (PayPal or Bitcoin) that can be used to make purchases. Available credit will be automatically applied towards invoices generated for this account.
   - **Add a Payment Method** (credit card or PayPal)
   - **Change Payment Method** (credit card or PayPal)
   - View **Invoices**
   - View **Transactions**

Update billing information for organizations

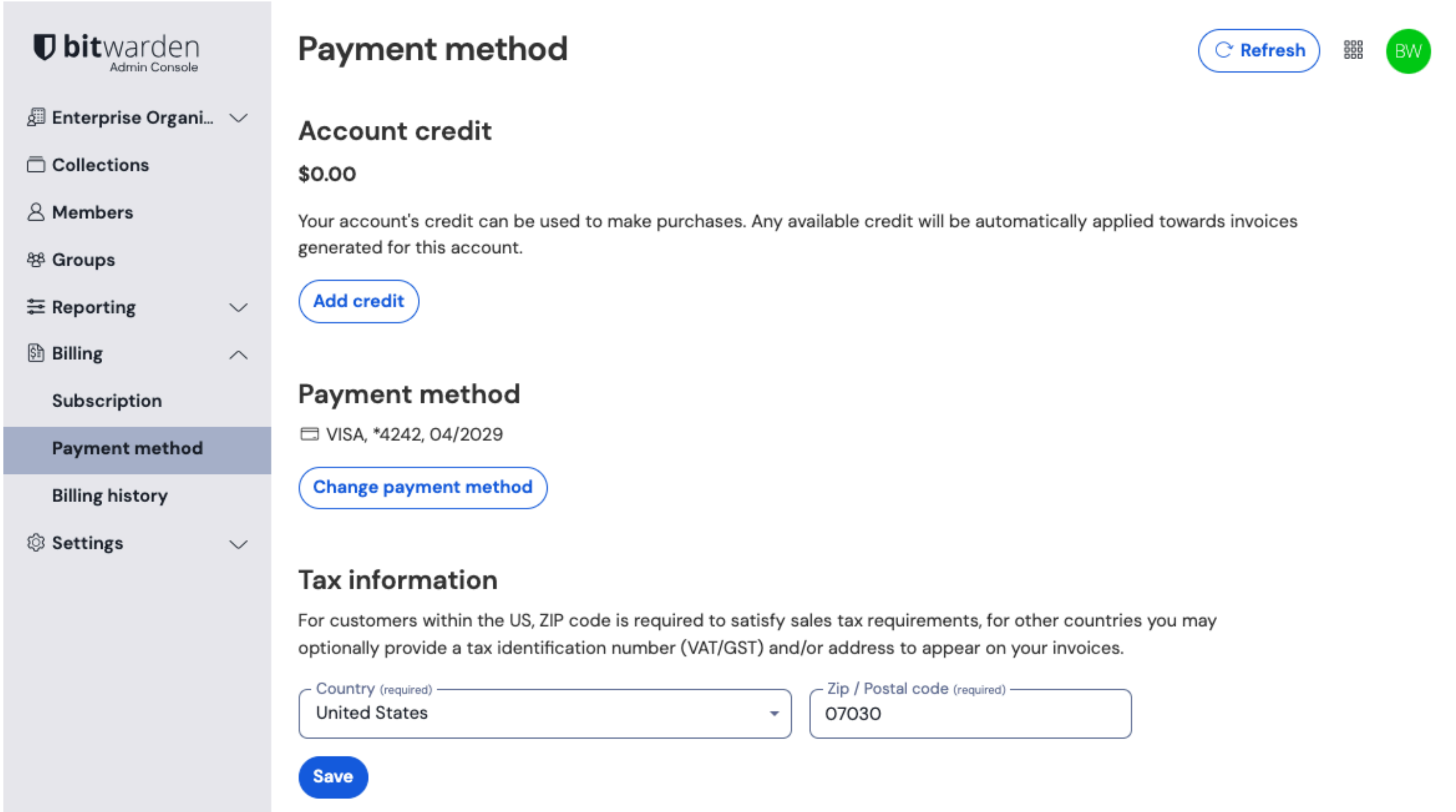
You must be an owner to update billing information for your organization. To update the billing information for your organization's subscription:

1. In the Bitwarden web app, open the Admin Console using the product switcher:



Product switcher

2. From the navigation, select **Billing → Payment method:**



Organization payment method

This screen gives you the options to:

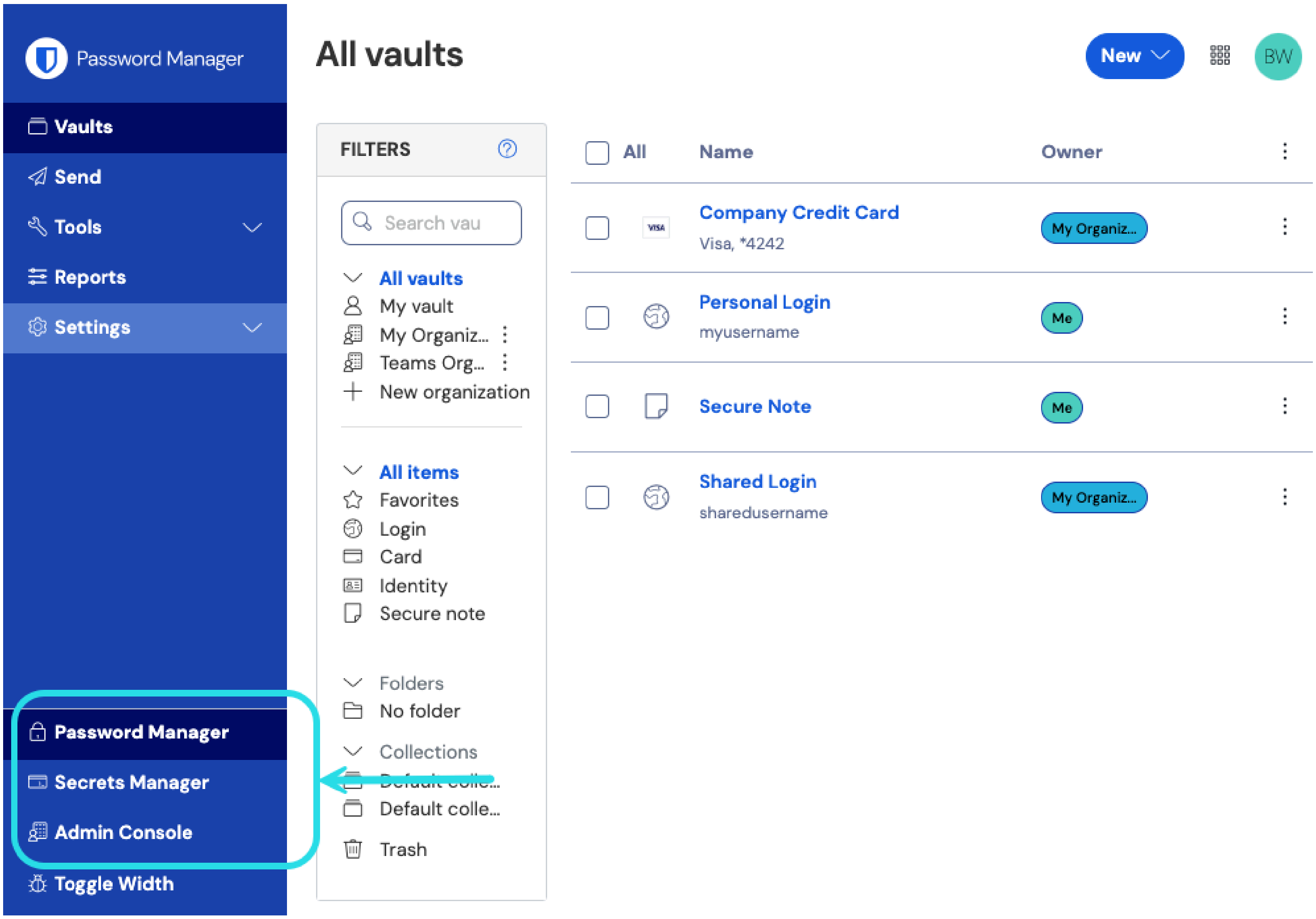
- **Add credit** (PayPal or Bitcoin) that can be used to make purchases. Available credit will be automatically applied towards invoices generated for this account.
- **Change payment method** (credit card or PayPal)

> **Note**
>
> Contact us if your billing information has been updated and your subscription remains disabled.

Update billing email for organizations

You must be an owner to update the billing email for your organization. To update the billing email for your organization's subscription:

1. In the Bitwarden web app, open the Admin Console using the product switcher:



Product switcher

2. From the navigation, select **Settings** → **Organization info**.

3. Update your **Billing email** and select **Save**.