

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**:

The screenshot shows the Bitwarden web app interface. On the left is a dark blue sidebar with a 'Password Manager' header and a list of navigation items: Vaults, Send, Tools, Reports, Settings, My account, Security, Preferences, Subscription (highlighted), Domain rules, and Emergency access. The main content area has a light blue header with 'Subscription' and a user profile icon. Below the header are three tabs: 'Subscription', 'Payment method' (active), and 'Billing history'. The 'Payment method' section is titled 'Payment method' and shows 'Account credit' at '\$0.00'. A text block explains that account credit can be used for purchases. Below this is an 'Add credit' button. The 'Payment method' section shows 'VISA, \*4242, 04/2029' and a 'Change payment method' button.

*Premium payment method*

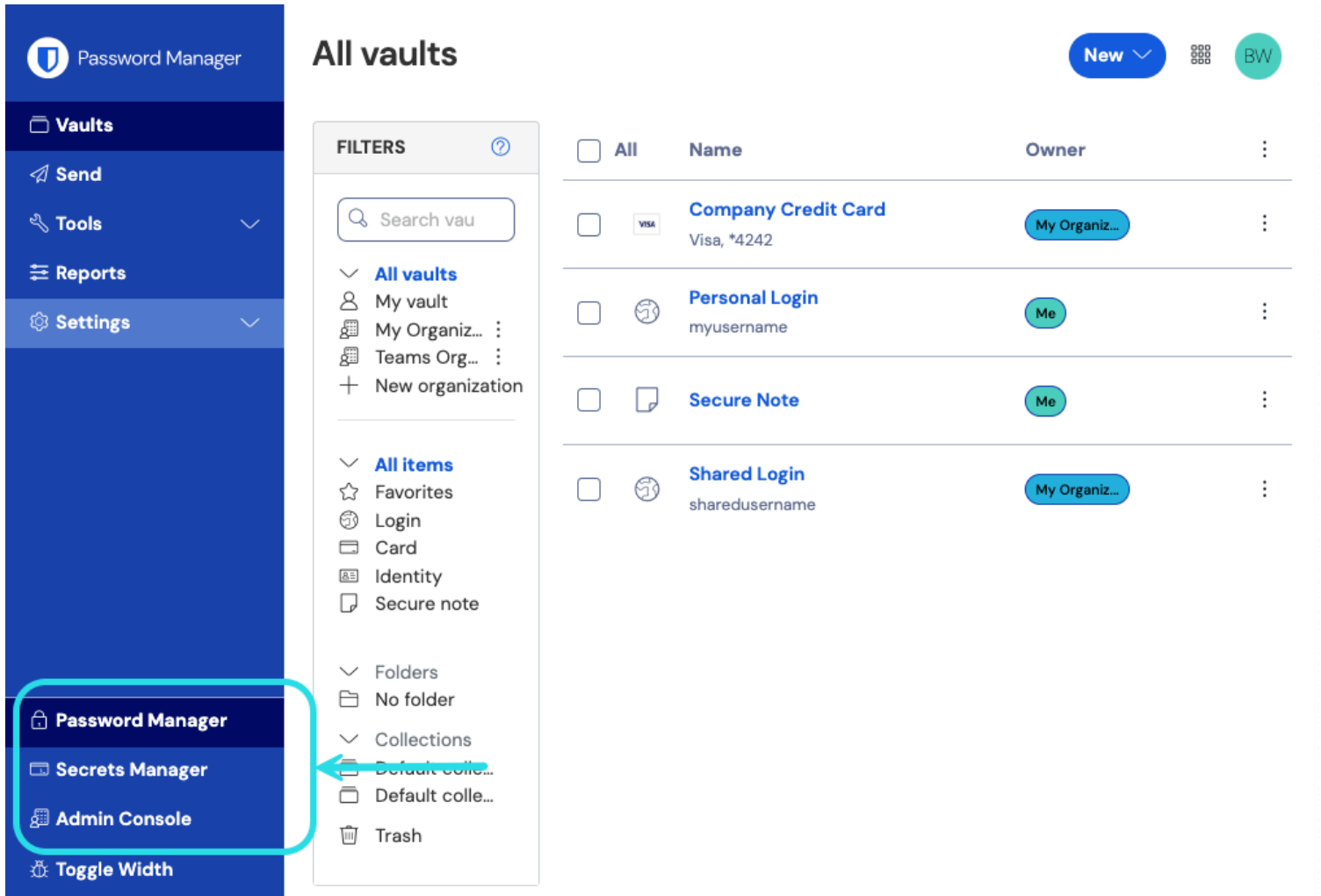
2. This tab gives you the options to:

- **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**:

**Payment method**

**Account credit**  
\$0.00

Your account's credit can be used to make purchases. Any available credit will be automatically applied towards invoices generated for this account.

[Add credit](#)

**Payment method**  
VISA, \*4242, 04/2029

[Change payment method](#)

**Tax information**

For customers within the US, ZIP code is required to satisfy sales tax requirements, for other countries you may optionally provide a tax identification number (VAT/GST) and/or address to appear on your invoices.

Country (required)  Zip / Postal code (required)

[Save](#)

### 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:

The screenshot displays the Bitwarden web interface. On the left is a dark blue navigation sidebar with the following items: Password Manager, Vaults, Send, Tools, Reports, Settings, Password Manager (highlighted with a red box), Secrets Manager, Admin Console, and Toggle Width. A red arrow points from the 'Secrets Manager' item in the sidebar to the 'All items' section of the filters panel. The main content area is titled 'All vaults' and features a 'New' button and a user profile icon. Below this is a table of vaults with columns for selection, name, and owner. The table lists five vaults: 'Company Credit Card' (owner: My Organiz...), 'Personal Login' (owner: Me), 'Secure Note' (owner: Me), and 'Shared Login' (owner: My Organiz...). A 'FILTERS' panel is open on the left, showing a search bar and a tree view of vault categories: All vaults (My vault, My Organiz..., Teams Org..., New organization), All items (Favorites, Login, Card, Identity, Secure note), Folders (No folder), and Collections (Default colle..., Default colle..., Trash).

<input type="checkbox"/>	All	Name	Owner	
<input type="checkbox"/>		<b>Company Credit Card</b> Visa, *4242	My Organiz...	⋮
<input type="checkbox"/>		<b>Personal Login</b> myusername	Me	⋮
<input type="checkbox"/>		<b>Secure Note</b>	Me	⋮
<input type="checkbox"/>		<b>Shared Login</b> sharedusername	My Organiz...	⋮

Product switcher

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

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