PLANS & PRICING > PASSWORD MANAGER
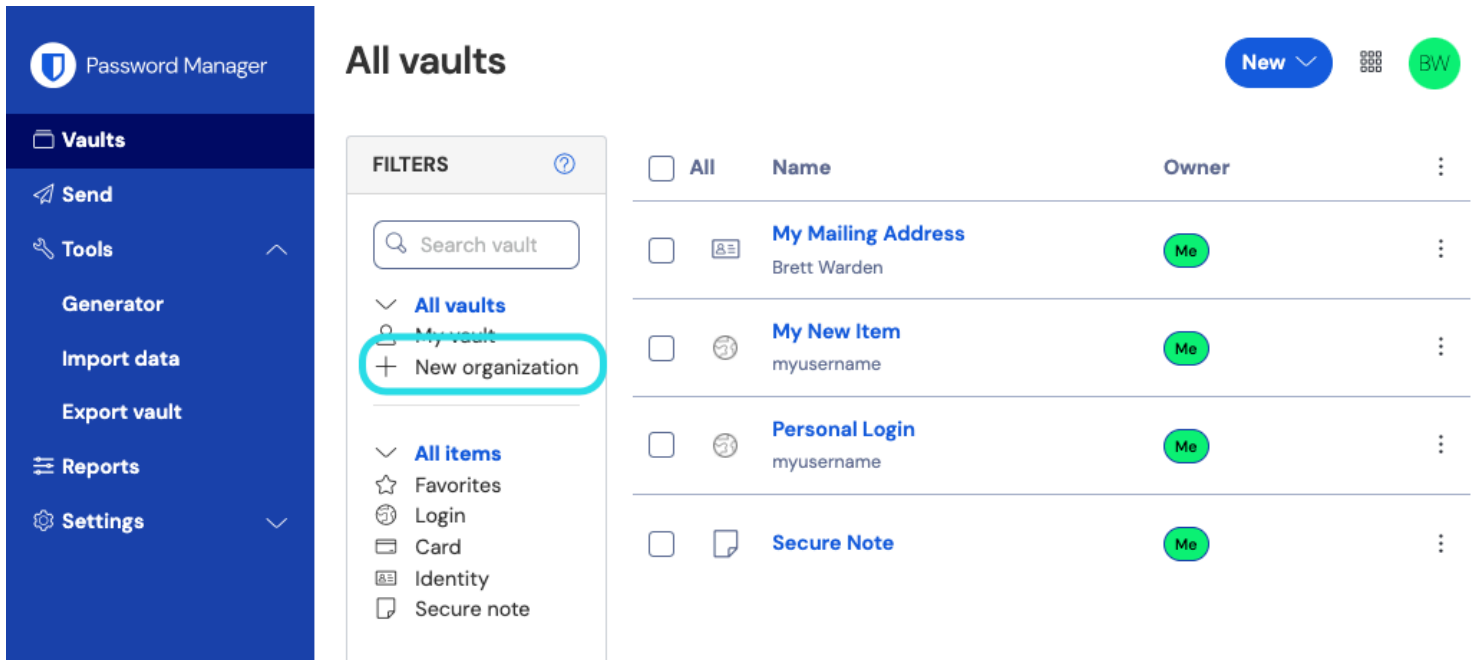
Upgrade from Individual to Organization

Upgrade from Individual to Organization

This article will guide existing individual Password Manager users (**Free** or **Premium**) through the process of transitioning to an organizations plan (**Free**, **Families**, **Teams**, or **Enterprise**) in order to start securely sharing data from organizations with friends, family, co-workers, a department, or an entire company.

Start your organization

Complete the following steps to start your organization:

1. Log in to the Bitwarden web app and select the **New organization** button:

New organization

2. On the New Organization screen, enter an **Organization name** for your new organization and the **Billing email** we can reach you at.

> ⓘ **Note**
>
> Paid organizations (Families, Teams, or Enterprise) have a 7-day free trial built in. We won't charge you until your trial is over. You can cancel your subscription at any time in the **Settings** tab of your organization.

3. If you are creating an organization on behalf of a business:

- Check the **This account is owned by a business** checkbox.

- Provide your **Business name**.

4. In the **Choose your plan** section, select which type of organization to create. Options include:

- **Free:** For testing or personal users to share with one other user. **Learn more**.

- **Families:** For personal use, to share with family & friends. **Learn more**.

- **Teams:** For businesses and other team organizations. **Learn more**.

- **Enterprise:** For businesses and other large organizations. **Learn more**.

> ⓘ **Note**
>
> Paid organizations (Families, Teams, or Enterprise) include premium features for all enrolled users. For more information about premium features, see Password Manager Plans.

5. If you selected a paid organization, enter the following information:

- For **Teams** or **Enterprise**, enter the number of **User Seats** you need. Seats will be added if you exceed this number, unless you specify a limit.

- For **Families**, **Teams**, or **Enterprise**, enter the amount of **Additional Storage (GB)** you need. Your plan comes with 1 GB of shared encrypted file attachments, and you can add additional storage later if needed.

- For **Teams** or **Enterprise**, select whether you'd like to be billed **annually** or **monthly**. Other organization types may only be billed annually.

- For any paid organization, enter your **Payment Information**.

> 💡 **Tip**
>
> If you want to use Secrets Manager, complete the following steps to add it to your plan:
>
> 1. In the More from Bitwarden section, select the **Add Secrets Manager** checkbox.
>
> 2. In the **User seats** field, specify the number of seats to purchase for Secrets Manager. This must be lower than or equal to the number of seats specified for your Password Manager subscription.
>
> 3. In the **Additional service accounts** field, specify the number of service accounts to add to Secrets Manager. Teams and Enterprise plans come pre-packaged with 50 and 200 service accounts, respectively.

6. Click **Submit** to start using your new organization.

Cancel premium individual plan

Paid organizations (Families, Teams, or Enterprise) automatically provide all users with access to premium features. If you had a premium individual subscription at the time of creating the organization, you can cancel your premium individual subscription without losing access to premium features.

> ⚠ **Warning**
>
> Bitwarden offers refunds for cancelled premium individual plans **within 30 days of account creation**. If you create a paid organization within 30 days of creating a premium individual account, contact us to initiate your refund.
>
> At this time, Bitwarden does not offer refunds to paid subscriptions older than 30 days.

To cancel your premium individual subscription:

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

Subscription page

2. Select the **Cancel Subscription** button.

Next steps

Now that you have created your organization, we recommend that you:

- Invite users to your organization.

- Create a collection.

- Share items to a collection.