

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.

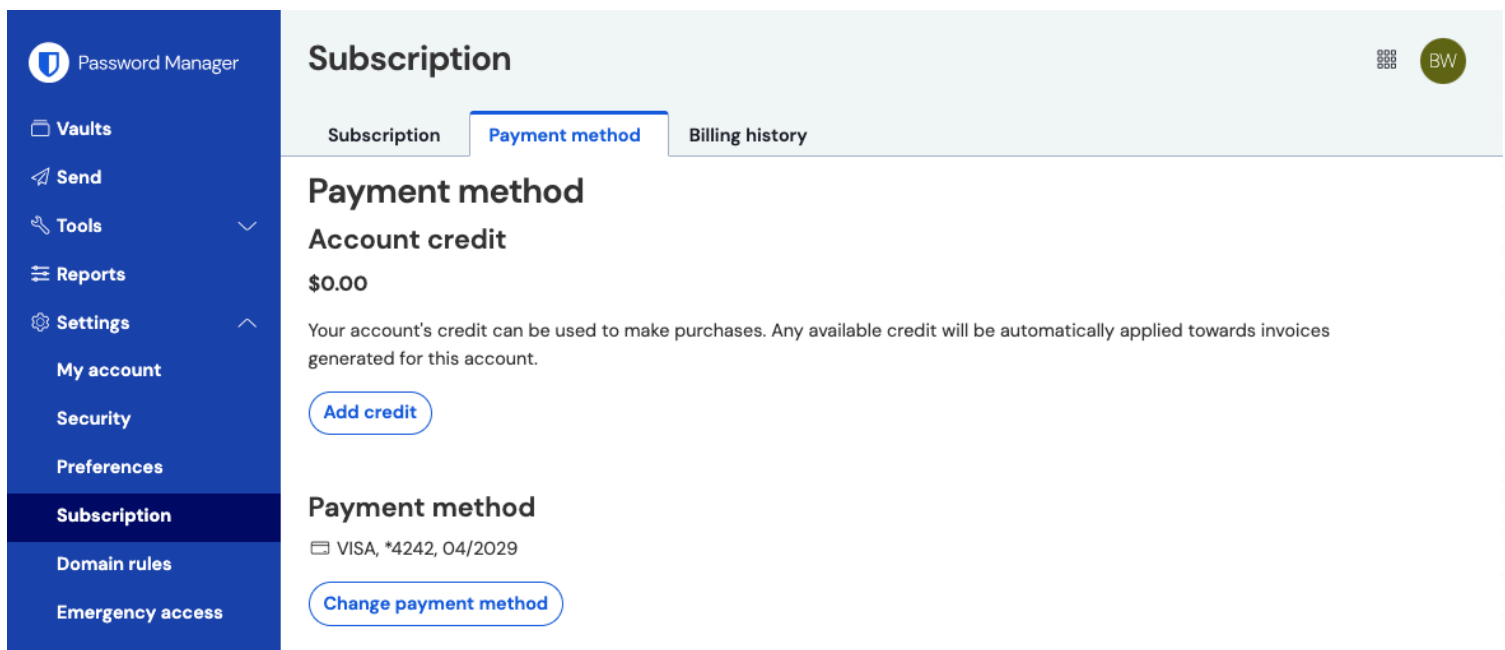
Warning

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 menu items: Vaults, Send, Tools, Reports, Settings (with a sub-menu arrow), My account, Security, Preferences, Subscription (highlighted), Domain rules, and Emergency access. The main content area has a light blue header with the title 'Subscription' and three tabs: 'Subscription', 'Payment method' (active), and 'Billing history'. Below the tabs, the 'Payment method' section is titled 'Payment method' and shows 'Account credit' as '\$0.00'. A text block explains that account credit can be used for purchases and will be applied to invoices. Below this is an 'Add credit' button. Further down, another 'Payment method' section shows a VISA card ending in *4242, expiring 04/2029, with a 'Change payment method' button. In the top right corner of the main area, there is a QR code icon and a circular profile icon with the letters 'BW'.

Premium payment method

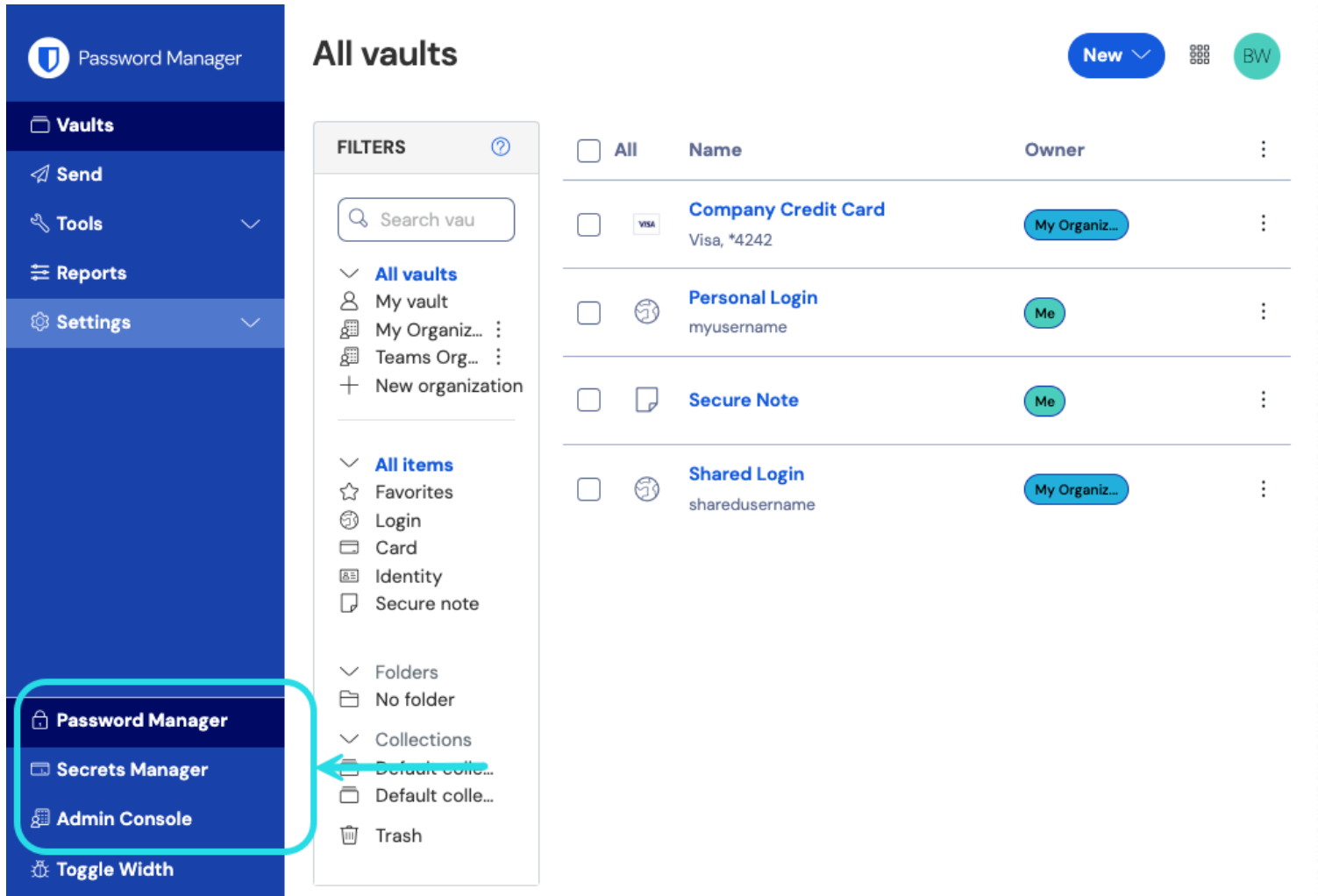
2. This tab gives you the options to:

- **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:



The screenshot displays the Bitwarden web app interface. On the left is a dark blue sidebar with navigation options: Password Manager, Vaults, Send, Tools, Reports, and Settings. Below these are three product switcher buttons: Password Manager (highlighted with a red circle and a red arrow), Secrets Manager, and Admin Console. The main content area is titled 'All vaults' and shows a list of vaults with columns for Name and Owner. The vaults listed are: Company Credit Card (Owner: My Organiz...), Personal Login (Owner: Me), Secure Note (Owner: Me), and Shared Login (Owner: My Organiz...). A red arrow points from the Admin Console button in the sidebar to the 'All vaults' section.




Product switcher

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



- Enterprise Organi... ▾
- Collections
- Members
- Groups
- Reporting ▾
- Billing ▴
- Subscription
- Payment method**
- Billing history
- Settings ▾

Payment method

 Refresh
 


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)

United States ▾

Zip / Postal code (required)

07030

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 application interface. On the left, a dark blue sidebar contains navigation links: 'Password Manager', 'Vaults', 'Send', 'Tools', 'Reports', 'Settings', 'Password Manager', 'Secrets Manager', 'Admin Console', and 'Toggle Width'. A red rectangular box highlights the bottom three items, and a red arrow points to 'Secrets Manager'. The main content area is titled 'All vaults' and features a 'New' button, a QR code icon, and a user profile icon labeled 'BW'. Below this is a table of vaults with columns for selection, name, owner, and actions. The vaults listed are 'Company Credit Card' (owner: My Organiz...), 'Personal Login' (owner: Me), 'Secure Note' (owner: Me), and 'Shared Login' (owner: My Organiz...). A 'FILTERS' sidebar on the left of the main content area includes a search bar and categories like 'All vaults', 'All items', 'Folders', 'Collections', and 'Trash'.

Product switcher

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

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