

PLANS & PRICING > PASSWORD MANAGER

Upgrade from Individual to Organization

View in the help center:

<https://bitwarden.com/help/upgrade-from-individual-to-org/>

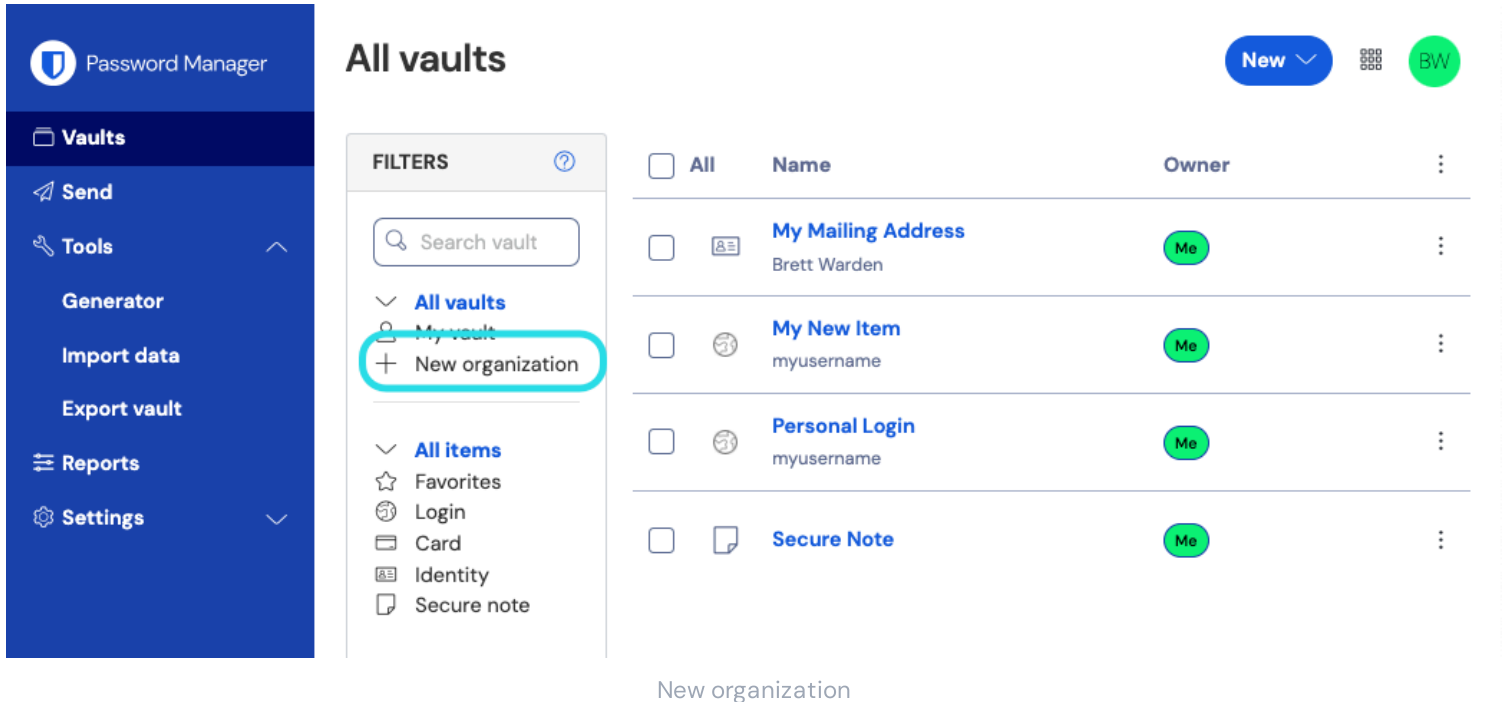
Upgrade from Individual to Organization

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:



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.

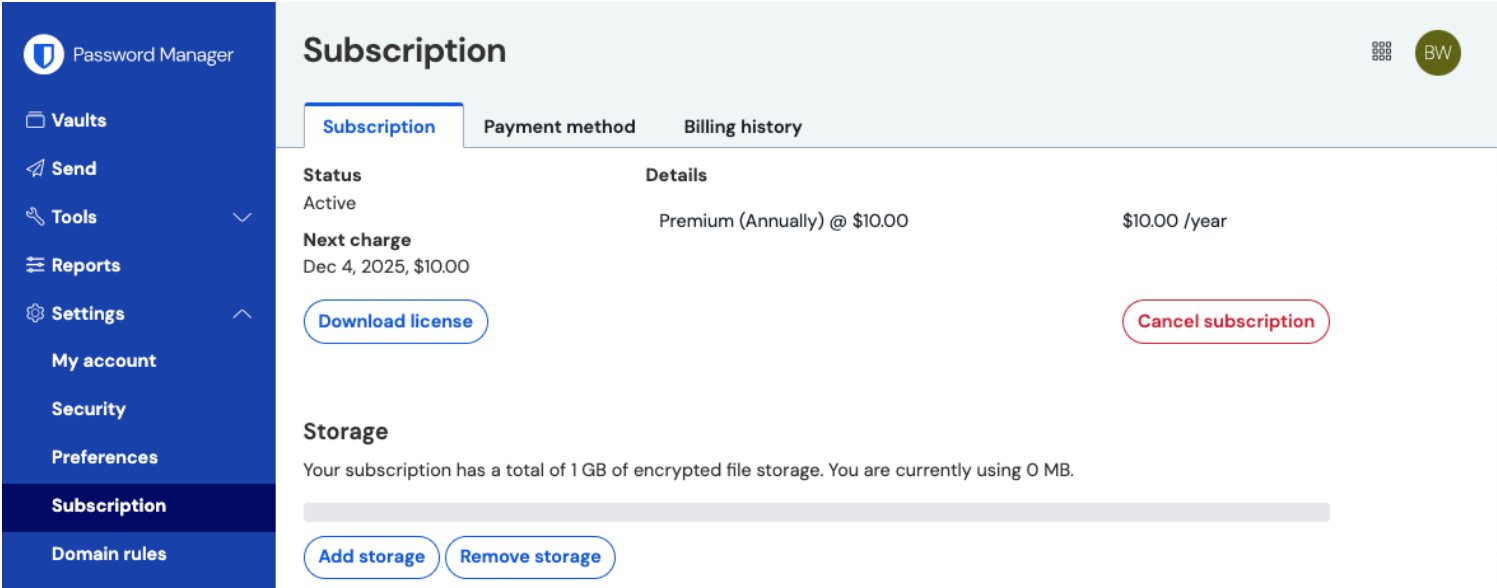
Warning

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.](#)