

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.

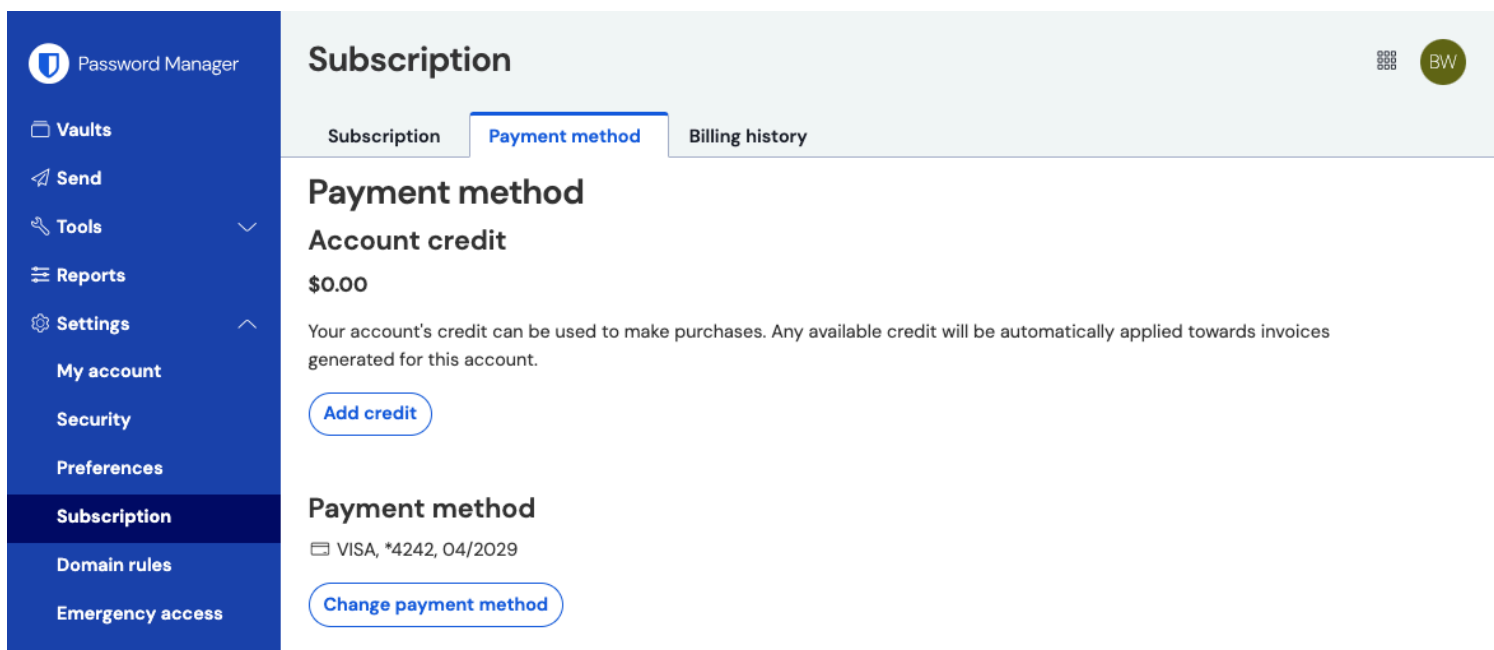
### **Warning**

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**:



**Subscription**

Subscription | **Payment method** | Billing history

### 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](#)

Premium payment method

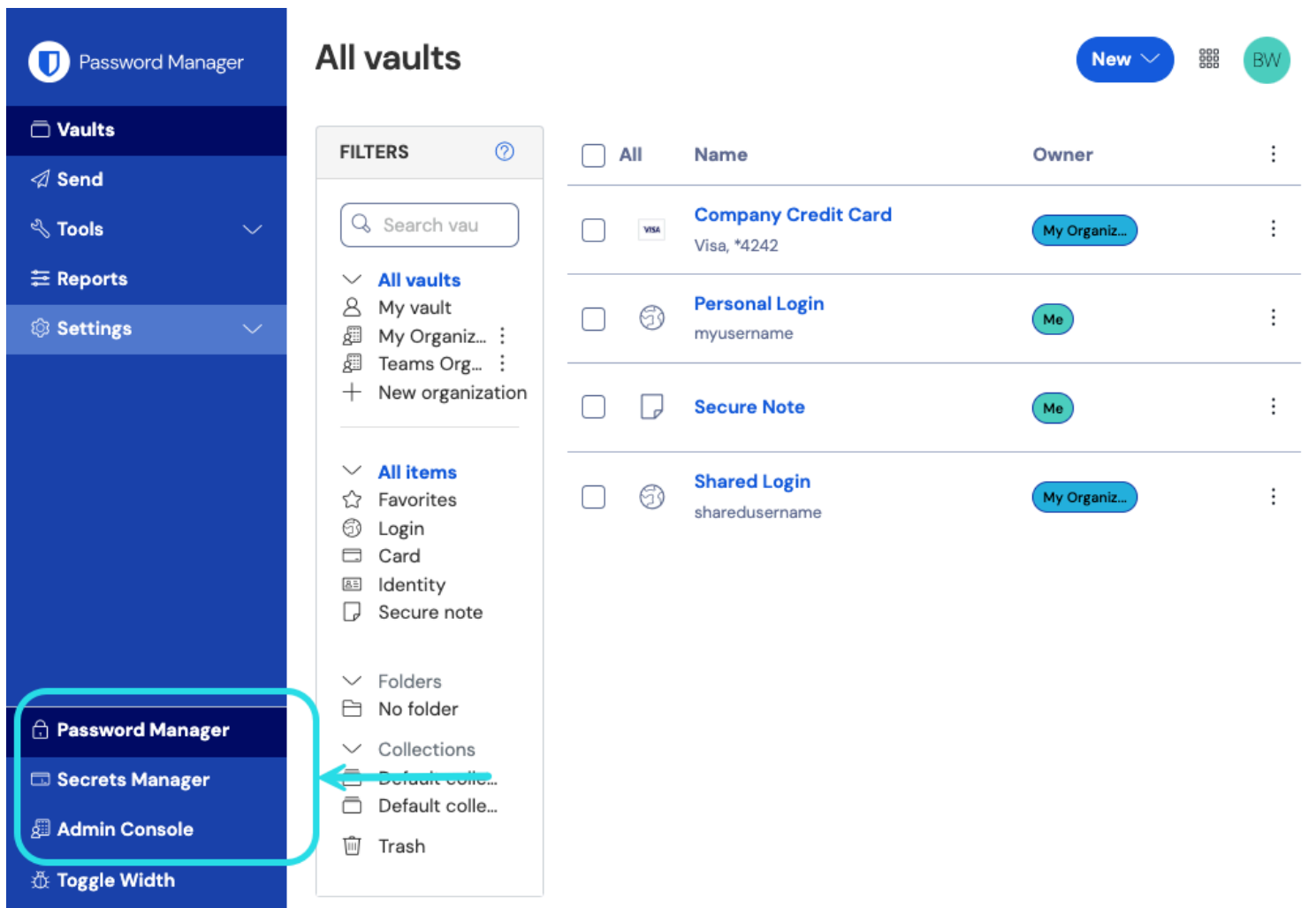
2. This tab gives you the options to:

- **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**:



Enterprise Organi... ▾

Collections

Members

Groups

Reporting ▾

Billing ▴

Subscription

**Payment method**

Billing history

Settings ▾

Payment method

Refresh

BW

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:

Password Manager

Vaults

Send

Tools

Reports

Settings

Password Manager

Secrets Manager

Admin Console

Toggle Width

## All vaults

FILTERS

All vaults

My vault

My Organiz...

Teams Org...

New organization

All items

Favorites

Login

Card

Identity

Secure note

Folders

No folder

Collections

Default colle...

Default colle...

Trash

New

BW

<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

- From the navigation, select **Settings** → **Organization info**.
- Update your **Billing email** and select **Save**.