Billing for Organizations

Bulk update credit card information for multiple accounts within your Enterprise.

Who Can Do This: Enterprise Admins can bulk update the credit card information for all accounts within their Enterprise.

To bulk update credit card information for multiple accounts at once:

1 **Go to Your Enterprise Portal** :
  - From your Enterprise Admin profile, click your name in the upper right corner, then [Admin / Settings].
  - Select [Manage Accounts] from the *Enterprise Portal* section of the left menu.

2 **Select Accounts:**
  - Check the boxes next to the accounts you wish to update the credit card information for.

3 **Bulk Update:**
  - Click [Bulk], then select [Bulk Update Payment].
  - Enter the new credit card details and review the required terms and policies.

4 **Confirm:**
  - Click [Update Credit Card].

Update Credit Card Info for an Individual Account

Update credit card information for an individual account within your Enterprise.

Who Can Do This: Enterprise Admins can update the credit card for accounts within their Enterprise.

To update credit card information for an individual account:

1 **Go to Your Enterprise Portal** :
  - From your Enterprise Admin profile, click your name in the upper right corner, then [Admin / Settings].

- Select [Manage Accounts] from the *Enterprise Portal* section of the left menu.

2 **Find Account:**

- Find the account you wish to update the credit card information for.

3 **Update:**

- Click the account's gear, then [Update Payment Info].
- Enter the new credit card details and review the required terms and policies.

4 **Confirm:**

- Click [Update Credit Card].

Allow a Master Admin to Update Credit Card Info

Allow a Master Admin to update the credit card information for an individual account within your Enterprise.

Who Can Do This: Enterprise Admin can allow Master Admins to update the credit card information for an individual account.

To allow a Master Admin to update the credit card info for an account:

1 **Access Account:**

- Access the account for which you want to allow the Master Admin update.

2 **Go to Manage Users :**

- Click your name in the upper right corner, then [Admin / Settings].
- Select [Manage Users] from the People section of the left menu.

3 **Find Admin:**

- Find the Master Admin you wish to grant permission to update the account's credit card.

4 **Allow Update:**

- Click the gear to the right of their name, then [Allow Credit Card Update].