

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.

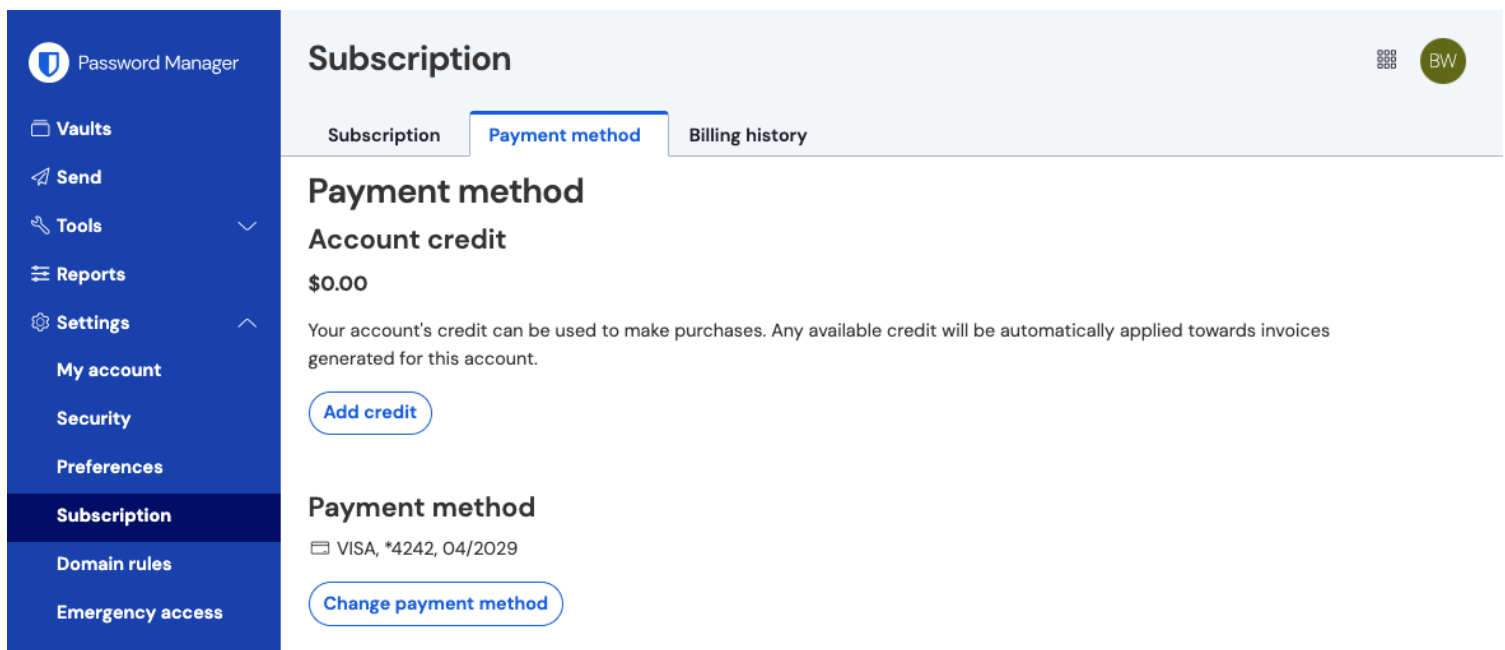
Warning

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 displayed. It includes a sub-section 'Account credit' showing '\$0.00' and a description: 'Your account's credit can be used to make purchases. Any available credit will be automatically applied towards invoices generated for this account.' with an 'Add credit' button. Below that, another 'Payment method' section shows 'VISA, *4242, 04/2029' and a 'Change payment method' button.

Premium payment method

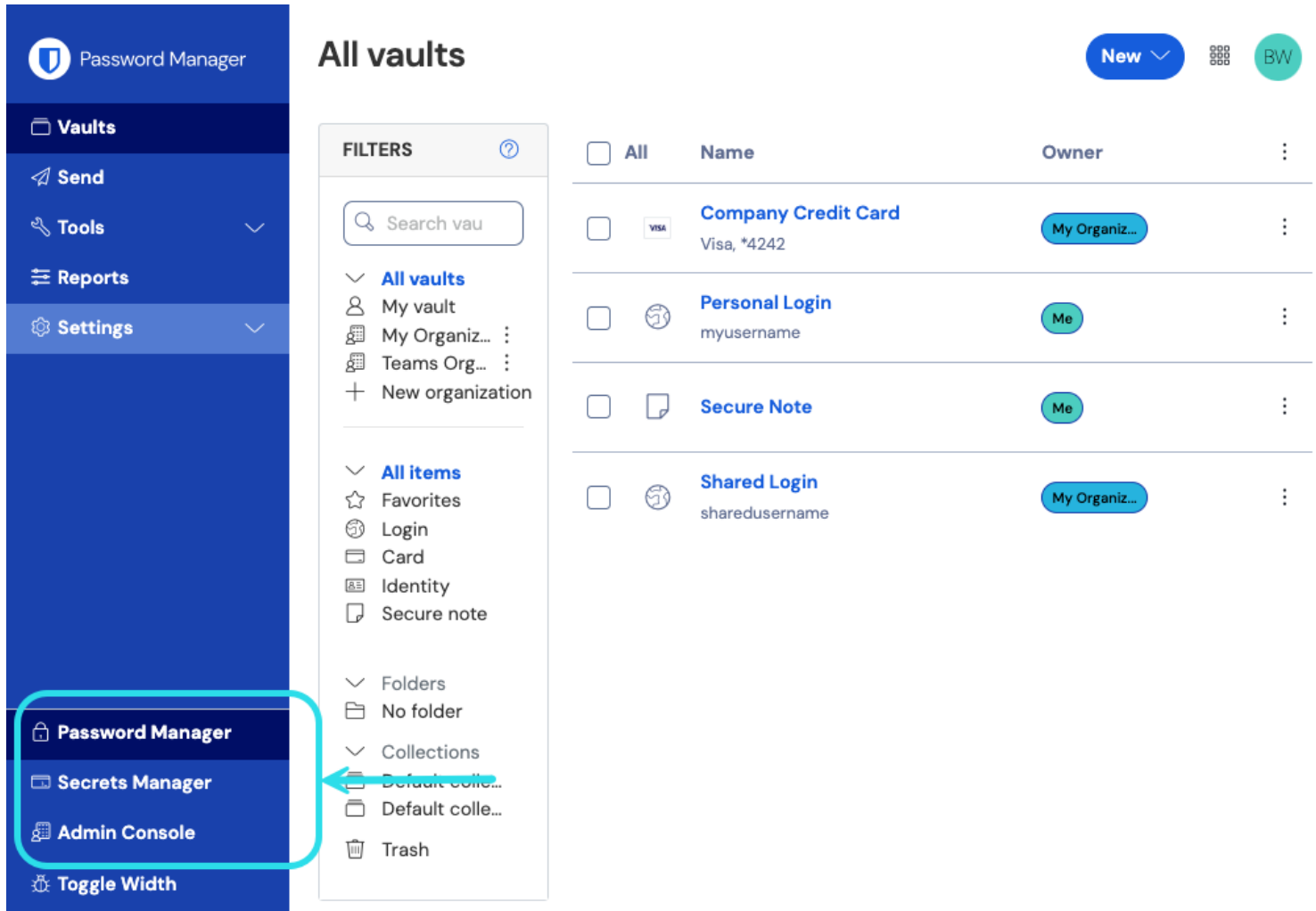
2. This tab gives you the options to:

- **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 shows the Bitwarden web app interface. On the left is a dark blue sidebar with a 'Password Manager' header and a list of navigation items: Vaults, Send, Tools, Reports, Settings, Password Manager, Secrets Manager, Admin Console, and Toggle Width. A red rectangle highlights the 'Admin Console' item, with a red arrow pointing to it from the right. The main content area is titled 'All vaults' and features a 'FILTERS' sidebar with a search bar and a list of vault categories (All vaults, My vault, My Organiz..., Teams Org..., New organization) and items (All items, Favorites, Login, Card, Identity, Secure note, Folders, No folder, Collections, Default colle..., Default colle..., Trash). The main vault list displays four items: 'Company Credit Card' (Visa, *4242), 'Personal Login' (myusername), 'Secure Note', and 'Shared Login' (sharedusername). Each item has a checkbox, an icon, a name, a description, an owner (either 'My Organiz...' or 'Me'), and a three-dot menu icon. In the top right corner, there is a 'New' button, a QR code icon, and a circular 'Product switcher' button labeled 'BW'.

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 shows the Bitwarden web interface. On the left, a sidebar contains navigation links: Password Manager, Vaults, Send, Tools, Reports, and Settings. A red box highlights the bottom three items: Password Manager, Secrets Manager, and Admin Console, with a red arrow pointing to Secrets Manager. The main content area is titled 'All vaults' and features a 'New' button and a 'BW' profile icon. Below this is a table of vaults with columns for selection, name, owner, and actions. The vaults listed are 'Company Credit Card' (owned by 'My Organiz...'), 'Personal Login' (owned by 'Me'), 'Secure Note' (owned by 'Me'), and 'Shared Login' (owned by 'My Organiz...'). A 'FILTERS' sidebar on the left of the main area allows searching and filtering vaults by type (All vaults, My vault, My Organiz..., Teams Org..., New organization) and item type (All items, Favorites, Login, Card, Identity, Secure note, Folders, No folder, Collections, Default colle..., Trash).

Product switcher

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

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