

# Plans and Billing Page

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The Plans and billing page enables you to view and manage your plans, billing information, and the number of committed seats during the subscription. You can also cancel your plan.

## Plans and billing

The screenshot displays three main sections of the 'Plans and Billing' page:

- Current plan:** Shows 'Professional' plan with '10 committed seats'. It also indicates 'Annual renewal on 18 Jun 2022' and 'Included in your plan'. There are links for 'Edit plan' and 'View and manage users'.
- Billing information:** Includes 'Billing contact' (billing@example.com) with an 'Edit' button, and 'Credit card' (Your current payment method) with a 'Visa ends in 4242 Expires on 11/2022' indicator.
- Cancel plan:** A section with a warning that cancellation takes effect at the end of the current billing cycle and a red 'Cancel plan' button.

**Figure: Plans and billing page**

## Current plan

Your current plan and the number of committed seats in the plan are displayed. You can also view the next renewal date for your plan.

## Edit plan

### Steps:

1. To edit your current plan, click **Edit plan**.
2. In the Edit your plan page, select your new plan, new number of licensed users, or both. The summary details of the selected plan are displayed on the right panel.

**Tip:** You can enable the slider option to choose an annual subscription with applied discounts.

**NOTE:** You can edit your plan only after your trial period is over. For example, if you subscribe two days before your trial expiry period, you would not be charged for those two days; however, you cannot edit your plan.

3. To add or remove seats, click **Add or remove seats**.

**NOTE:** If you increase the number of seats with no other changes, the changes take effect immediately. If you reduce the number of users, the changes take effect when your current billing cycle ends.

4. Review the changes and click **Submit changes** . After you submit changes, your card details are processed for payments and the summary of your plan is displayed.

**View and manage users** To add, disable, or remove users from the workspace, click **View and manage users** link. You can also reset passwords and change roles. For more information, see *Users Page*.

### Upgrade or downgrade

You can upgrade or downgrade plans for the following:

- From a Starter version to a Professional version or vice versa.
- From a monthly subscription to an annual subscription or vice versa.

### Billing information

#### Billing contact

To change the email address for billing information, click **Edit**.

#### Credit card

You can view your current credit card method of payment.

### Cancel Plan

**Cancellation of your plan takes effect at the end of your current billing cycle.**

#### Steps:

- To cancel the plan, click **Cancel plan**.
- From the available options, select a reason for cancellation and click **Submit**.
- To confirm the cancellation, click **Confirm cancellation**.