

Enterprise Billing Control

Enterprise Admins can update credit card information for individual or multiple accounts at once, as well as allow Master Admins to manage credit card information for their individual accounts.

Introduction

All accounts within an Enterprise are billed under the control and authority of the Enterprise Admin.

Enterprise Admins can update credit card details for one, multiple, or all accounts at once through the Enterprise Portal, ensuring seamless billing management across accounts.

If preferred, Enterprise Admins can delegate billing management for individual accounts to their Master Admin(s), allowing them to independently handle credit card updates for their specific account.

Whether opting for centralized oversight or a more hands-off approach, Enterprises can craft their billing process to align with their unique needs.

Bulk Update Billing Information

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

Who Can Do This: Enterprise Admins.

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

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.

Select Accounts:

- Check the boxes next to the accounts you wish to update the credit card information for.

Bulk Update:

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

Confirm:

- Click [Update Credit Card].

Update Billing Information for an Individual Account

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

Who Can Do This: [Enterprise Admins.](#)

To update credit card information for an individual account:

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.

Find Account:

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

Update:

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

Confirm:

- Click [Update Credit Card].

Allow a Master Admin to Update Billing Information

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

Who Can Do This: [Enterprise Admins.](#)

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

Access Account:

- [Access the account](#) for which you want to allow the Master Admin update.

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.

Find Admin:

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

Allow Update:

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