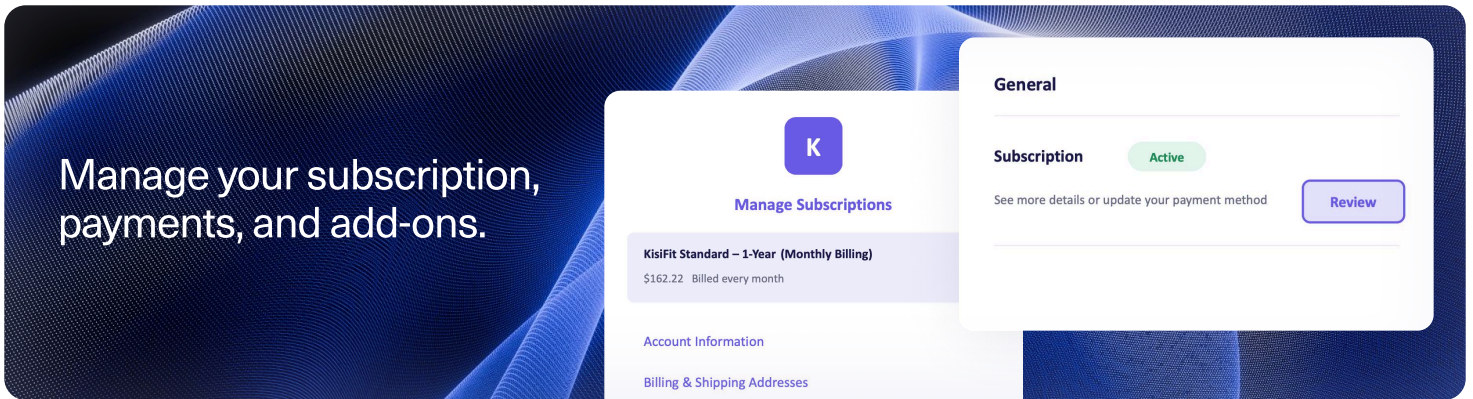


Kisi Billing Portal



Manage your Kisi billing through a self-service portal, accessible from your dashboard.

Keep your account details up to date, stay on top of invoices, and manage your subscription. Now you can also purchase available add-ons without submitting a support ticket or requesting a separate quote.

What you get

Account information: Update your company name and billing address to keep your details accurate.

Payment methods: Add or update payment methods for your subscription.

Billing history: Review previous billing activity and pay open invoices.

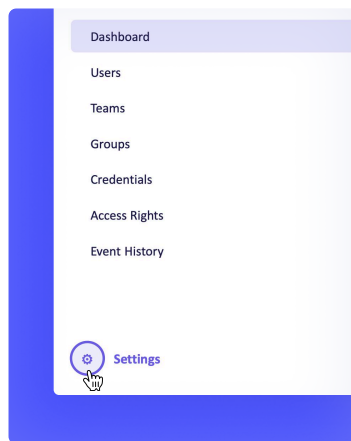
Subscription & add-ons

Subscription overview: View your current subscription details and scheduled changes.

Plan quantity: Adjust your plan quantity directly in the portal.

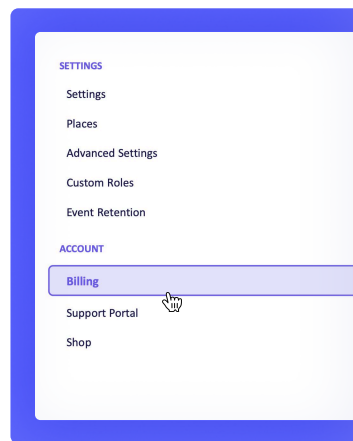
Self-service add-ons: Purchase and manage available add-ons. Only options enabled for your plan and tier are shown.

How it works



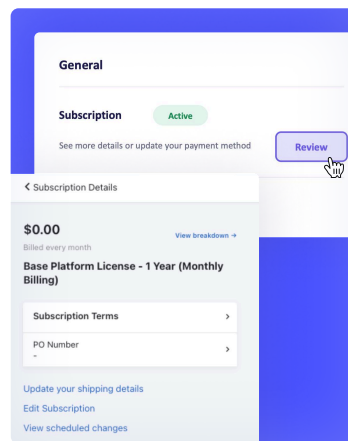
Step 1: Open Settings

In your Kisi dashboard, click the Settings gear at the bottom of the left navigation to open your organization's settings.



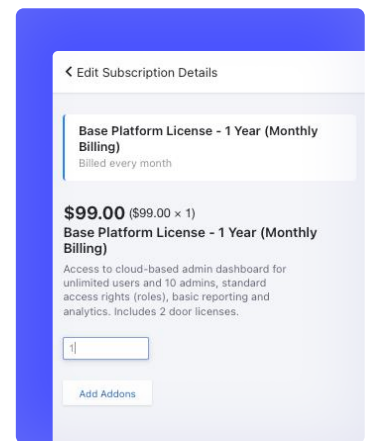
Step 2: Open Billing

In Settings, find the Account section and select Billing to view your organization's subscription and its current status.



Step 3: Review your subscription

Click Review next to your subscription to open Chargebee, Kisi's billing provider, and view your subscription details.



Step 4: Edit your subscription

Select Edit Subscription to adjust plan quantity. Choose Add Addons within the editor to purchase available add-ons.

