



The Billing page lets you manage your subscription plan, AI credits, storage, add-ons, and payment methods — all in one place.

Key Features

- **Current Plan:** View your active plan — Economy, Premium Economy, Business, or First Class — with included limits for users, sites, storage, contacts, emails per month, and AI credits, plus your next billing date
- **AI Credits Gauge:** A circular indicator showing available, used, and total AI credits at a glance (reserved credits are also shown when applicable)
- **Storage Gauge:** Visual display of storage used versus your plan limit, with remaining space shown

- **AI Credit Packs:** Purchase additional AI credits at any time without changing your plan
- **Storage Packs:** Add more storage whenever you need it, with a usage bar showing current consumption
- **Add-ons:** Expand your plan with optional features such as extra sites or phone numbers (Business and First Class plans only)
- **My Invoices:** View all invoices with date, due date, amount, and status (Paid, Sent, Overdue, Partially Paid), with a Pay Now button for outstanding balances
- **Auto-Renew:** Automatically purchase AI credit or storage packs when supply drops below a threshold you set
- **Payment Methods:** Add and manage credit cards securely via Stripe
- **Redeem Coupon:** Enter a coupon or gift code to unlock free credits, storage, or other benefits
- **Activity & History:** Paginated log of all past charges, credit purchases, and billing events
- **AI Credit Costs:** A reference panel showing how many credits each AI feature consumes

How to Use

View Your Plan

Your current plan is shown at the top with its name, price, and included limits. Click **Change Plan** to see available options (Economy, Premium Economy, Business, and First Class). First Class plans are custom — contact support for a quote.

Buy AI Credits or Storage

1. Scroll to **AI Credit Packs** or **Storage Packs**
2. Select the pack that fits your needs
3. Click the purchase button — your card on file is charged immediately

Pay an Invoice

1. Scroll to **My Invoices**
2. Find the invoice and click **Pay Now** to go to a secure Stripe payment page
3. Click **View** to open a shareable version of any invoice

Set Up Auto-Renew

1. Open the **Auto-Renew & Alerts** panel
2. Toggle on **AI Credits** or **Storage**

3. Choose which pack to auto-buy and set the threshold:
 - **AI Credits**: replenishes when credits drop below a set percentage (default 20%)
 - **Storage**: expands when usage rises above a set percentage (default 80%)
4. Click **Save Settings**

Email alerts are always sent at 80% (warning) and 95% (critical), regardless of auto-renew settings.

Add a Payment Method

1. Click **Add Card** in the Payment section
2. Enter your card details in the secure Stripe form and click **Save Card**

Your card number is never stored — all payment data is handled by Stripe.

Redeem a Coupon

1. Scroll to **Redeem Coupon** and enter your code (not case-sensitive)
2. Click **Redeem** — a preview of the benefits appears
3. Click **Confirm & Redeem** to apply them to your account

Tips

- Check **AI Credit Costs** to see how many credits each feature uses before buying a pack
- Enable auto-renew to avoid running out of credits during a busy period
- A saved payment method is required before auto-renew can activate
- The **Activity & History** table shows both credit purchases and plan charges for a complete audit trail
- Coupon codes always show a preview of their benefits before you confirm — review carefully before clicking **Confirm & Redeem**