

THE RUNDOD PRIMER

Billing, All in **One** Place

Everything for your Rundoo billing lives in Admin > Billing: your payment method, your agreement, and your invoices.

WHAT YOU CAN DO HERE

1

Add or change payment

Keep one card or bank account on file

[Admin > Billing](#)

2

See your agreement

Open the copy you signed, anytime

[Agreements](#)

3

Invoices and receipts

Your upcoming payment and past receipts

[Invoices](#)**Add or change a payment method in 3 taps**

- 1 Open **Admin > Billing** in the left sidebar
- 2 Click **Add payment method** (or **Change payment method**)
- 3 Enter a bank account or card and **Save**

Good to know: Historical receipts from before your store moved to billing in Rundoo will not appear here. Who can see Billing is set per person under Staff > Permissions.