THE RUNDOO PRIMER

Your Rundoo Billing

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.