Rundoo

THE RUNDOO PRIMER

Your Rundoo Billing

> Add or change your payment method, view your agreement, and find your invoices, all in one place.

Step-by-step walkthrough 2 min read Companion to the 3:51 video

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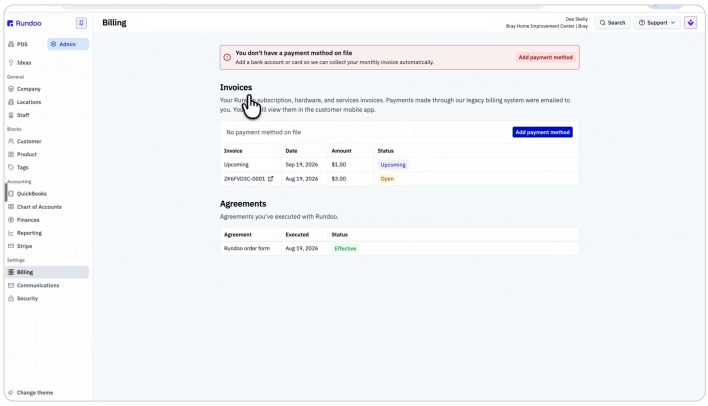
DO THIS

Billing, step by step

1 Open Admin, then Billing

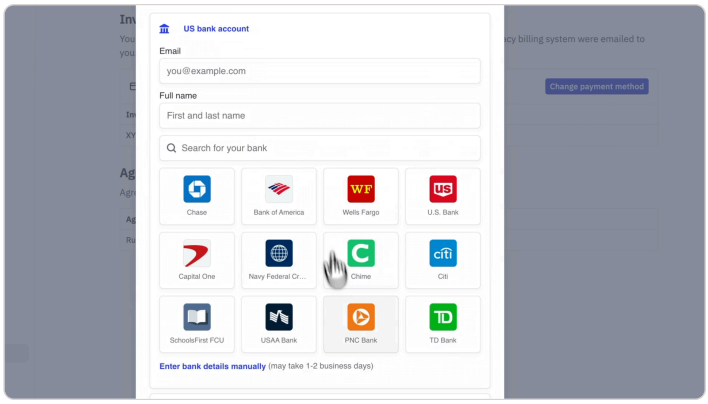
In Rundoo, click **Admin**, then click **Billing** in the left sidebar under Settings. This is your billing home, where your payment method, invoices, and agreement all live.



The Billing page, under Admin in the left sidebar.

2 Add or change a payment method

Click **Add payment method**, or **Change payment method** if one is already saved. Choose a US bank account or a card, enter your details, and click **Save**. Rundoo keeps one card or bank account on file to collect your monthly invoice.



Pick your bank or enter a card, then save.

3 See your agreement for reference

Under **Agreements**, click your agreement to open the PDF. It is the copy of what you signed with Rundoo, so you can check the specifics anytime without digging through email.

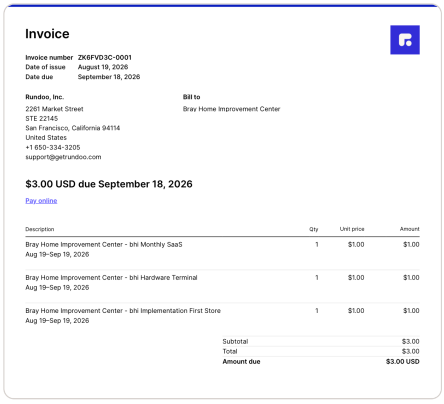
4 See past receipts and upcoming payments

Under **Invoices** you will see two kinds of rows. The little link icon next to the invoice number is what tells them apart.

Invoice	Date	Amount	Status
Upcoming	Sep 19, 2026	$1.00	Upcoming
ZK6FVD3C-0001	Aug 19, 2026	$3.00	Open

An upcoming payment (top row) shows only the date and amount. A past payment (bottom row) carries a link icon.

A past payment has a small link icon next to its invoice number. Click it to open the itemized receipt, broken out line by line.



Invoice

Invoice number ZK6FVD3C-0001
Date of issue August 19, 2026
Date due September 18, 2026

Rundoo, Inc.
2261 Market Street
STE 22145
San Francisco, California 94114
United States
+1 650-334-3205
support@getrundoo.com

Bill to
Bray Home Improvement Center

$3.00 USD due September 18, 2026

Pay online

Description	Qty	Unit price	Amount
Bray Home Improvement Center - bhi Monthly SaaS Aug 19–Sep 19, 2026	1	$1.00	$1.00
Bray Home Improvement Center - bhi Hardware Terminal Aug 19–Sep 19, 2026	1	$1.00	$1.00
Bray Home Improvement Center - bhi Implementation First Store Aug 19–Sep 19, 2026	1	$1.00	$1.00

Subtotal	$3.00
Total	$3.00
Amount due	**$3.00 USD**

The itemized receipt you get when you open a past payment.

An upcoming payment shows the date and the amount due, but has no link icon and no itemized receipt yet. That receipt becomes available the day before the payment date.

Note: historical receipts from before your store moved to billing in Rundoo will not appear here.

MANAGE ACCESS

How to manage staff

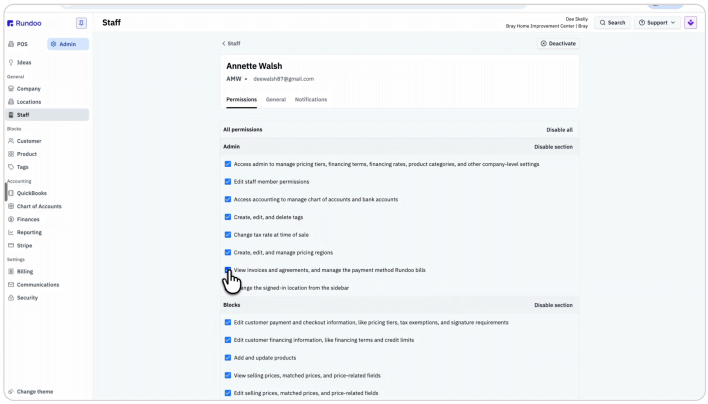
Billing is a permission, so you decide who on your team can see the Billing tab.

1 Open Staff

Click **Staff** in the left sidebar.

2 Find the staff member

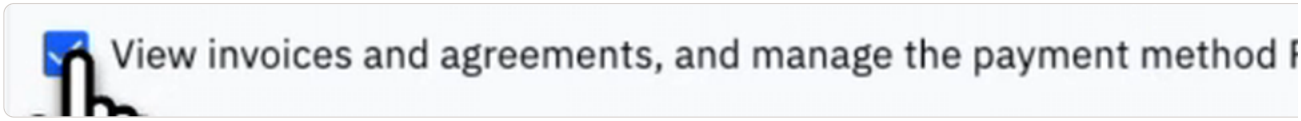
Click the person whose access you want to change to open their profile, then go to their **Permissions** tab.



A staff member's Permissions tab, under the Admin section.

3 Turn their billing permission on or off

In the Admin section, find **View invoices and agreements, and manage the payment method Rundoo bills** and toggle it. On means they can see the Billing tab; off means they cannot.



The exact permission to toggle for the Billing tab.