

# Settings

## Settings



Company details



Plans and billing



Users and roles



Sync and import



Funding methods

### Company details

To update company details or legal information, reach out to 800-236-7700

#### Company information

Business name

TEST-RETAIL3

Business address

983 PACIFIC AVEN APT D, HOFFMAN ESTATES, IL 60169

Suite #

APT D

Contact first name

Durga

Contact last name

Veluchamy

# Upgrade Plan

## Through Settings Tab

1

**Manage plan**

**AP Base (Free)** Active plan  
Get the base **accounts payable** features to streamline your payments.  
**\$0**  
Current plan

**Plan includes:**

- ✓ Pay any biller or vendor
- ✓ Pay by bank transfer or card
- ✓ Deliver payments electronically or by check
- ✓ Batch scheduling
- ✓ 1 user seat

**Fees**  
Additional users Upgrade plan

**AP Pro**  
All the professional **accounts payable** features to grow your business.  
**\$10/month**  
**Switch to AP Pro**

**Plan includes:**

- ✓ All AP Base features
- ✓ Sync with accounting software
- ✓ 3 user seats

**Fees**  
Additional users \$7.00/month

In Settings, manage your plans from the Plans and billing section.

2

**Unlock team collaboration with AP Pro**  
Upgrade to access more features and benefits for your business.

**AP Base** Current plan  
Get the base **accounts payable** features to streamline your payments.  
**Free**

- ✓ 1 member
- ✓ Owner role

**AP Pro**  
All the professional **accounts payable** features to grow your business.  
**\$10 / mo**  
Plus **\$7 /mo** per additional user

- ✓ Unlimited users
- ✓ Multiple roles

**Upgrade to AP Pro**

Choose Upgrade to Pro.

3

**Upgrade plan**

**AP Pro** **\$10**

**Total** **\$10**  
Added to your monthly billing

**Billing account**  
Bank account \*\*\*\*4455

**Cancel** **Confirm upgrade**

Choose your preferred billing account and click Confirm upgrade.