

Change plan or billing interval

Move to a different plan, schedule a downgrade or cancel it, and choose between monthly and yearly billing.

4 min · Available · 2026-09-26

Before you begin

- ✓ You need the Manage subscription permission.
- ✓ Moving up a plan needs a valid payment method.

1

STEP 1 OF 4 · 30 S

Open Plan & usage

Open **Settings** → **Plan & usage**. The plan card shows name, price, payment fee and renewal date. Select **Change plan**: the Store opens on the plans view.

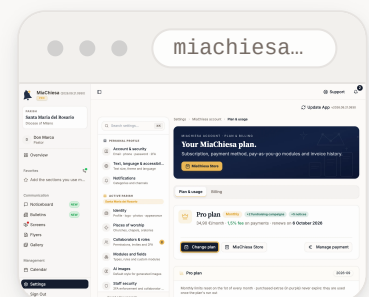


Fig. 1 Change plan takes you to the plan comparison in the Store.

2

STEP 2 OF 4 · 1 MIN

Move down a plan

In the comparison, on the lower plan select its switch button. The confirmation explains that the downgrade applies from the end of the period already paid: until then you keep every feature of the current plan. It also shows how the payment fee changes.

If you exceed some limits of the new plan, the dialog lists them: content is not deleted, but you cannot create more until you are back within the limit.

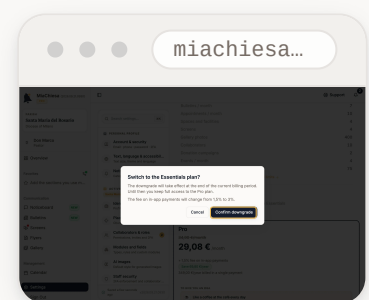


Fig. 2 Read when it takes effect and what changes before confirming.

3

STEP 3 OF 4 · 30 S

Confirm or cancel the downgrade

Select **Confirm downgrade: Downgrade scheduled** appears and the card shows the switch date. Until that date you can go back with **Cancel downgrade**, with no confirmation.

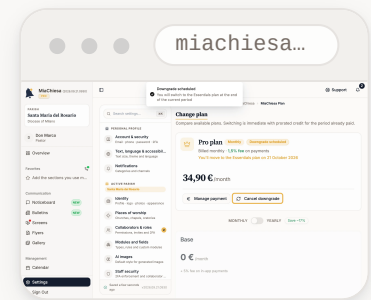


Fig. 3 The downgrade can be cancelled until the date shown.

4

STEP 4 OF 4 · 1 MIN

Switch to yearly billing

Select **Switch to yearly** (or use the Monthly/Yearly switch): the dialog shows the yearly amount and the credit for the unused monthly period; the saving is about 17%. Confirm to proceed.

To move up to a higher plan, add it to the cart from the comparison and confirm from the **Cart**: the change is immediate, prorated on the current period.

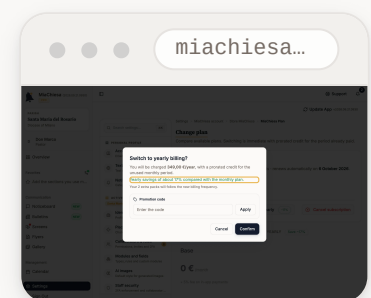


Fig. 4 Yearly billing costs about 17% less.

What you have achieved

- ✓ The plan or billing changes as chosen, with the date shown on the plan card.
- ✓ A scheduled downgrade can be cancelled until the switch date.

Troubleshooting

Will I lose content above the new plan's limits?



No. It stays, but you cannot create more until you are back within the limit.

How do I go back to the free plan?



Use Cancel subscription: the current plan stays active until the end of the period, then you move to the Base plan.

I see "Unable to create checkout"



The payment did not start. Check the payment method with Manage payment and try again.