

# Assigning licenses to Users

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In order for a User to enjoy full functionality of a OnceHub feature, they must be assigned a User license. For instance, a licensed scheduled meetings User can be defined as Owner of an enabled Booking page and receive bookings.

Please note they can still use all other functionality in OnceHub and within all products without a license.

[Does my User need an assigned license?](#)

You're able to assign a license when you first [add a User](#) to your account.

If you already added them as a User, you can assign a license to them in the **Overview** section of their profile.

## Requirements

To assign a license, you must be a [OnceHub Administrator](#).

## Assign license to one User

1. Sign in to your OnceHub Account.
2. In the left sidebar, click **Users**.
3. [Add a new User](#) or select the specific User that you would like to assign a license to.
4. In the **Profile -> Overview** section of the selected User's profile, you can see the following information:
  - If the User has been assigned a license or not.
  - How many licenses you have in your account.
  - How many licenses from the pool have been assigned.
  - How many licenses are still available to be assigned.
5. Click the **Assign license** button beneath the relevant product. If a license is available, it will be automatically assigned to the User.
6. Once a User has been assigned a license, they will be able to enjoy full functionality for the assigned product.

## Assign license to multiple Users at once

1. Sign in to your OnceHub Account.
2. In the left sidebar, click **Billing -> Licenses**.
3. Next to the relevant license, click the three-dot menu and select **Assign licenses**.
4. Select the specific Users that you would like to assign a license to.
5. Click the **Assign licenses** button.
6. Once a User has been assigned a license, they will be able to enjoy full functionality for the assigned product.

 **Note:**

If you have a monthly subscription and you've already assigned all licenses to other Users, you can purchase a single license as part of the license assignment process.

When you click the **Assign license** button, a pop-up will appear asking if you would like to purchase and assign a new license. When you click the **Purchase and assign license** button, the license is immediately assigned to the User and automatically added to your OnceHub subscription.

- You won't pay for this license immediately. On your next billing date, you will pay a [prorated amount](#) for the license you've just added. The prorated amount will be added to your next recurring invoice.
- Once a User has been assigned a license, they will be able to begin scheduling.