

[HIDDEN] Changing your billing cycle

Last Modified on May 6, 2020

Hidden for 9.15/9.2

All ScheduleOnce payments are recurring.

Your account can be billed on a monthly basis or annually. When you purchase ScheduleOnce for the first time, you will choose your preferred billing cycle. When the annual billing cycle is selected, you get two months free – a 17% discount.

If you ever need to change your billing cycle, click on the profile image or initials in the top right corner of the screen and select **Subscription and billing**. The Billing cycle is noted at the top of the page. Simply click the **Change** link provided next to your current billing cycle and follow the purchase wizard to apply the changes to your account.

How does it work?

1. Changing monthly to annual billing

- When you change to an annual billing cycle, the annual cycle will start only when the current monthly cycle ends and will renew on a yearly basis thereafter. Your account will be charged for the next annual cycle.
- For example, let's assume that you currently pay \$19 for a Professional account on a monthly basis. Your next monthly cycle ends on September 30. Today is September 15 and you decide to change your billing cycle to an annual billing. You will pay \$190 for the next year of subscription and the annual cycle will start on October 1.
- Once you have changed the billing cycle, there is a period in which you pay for two cycles: the remainder of the old cycle and the new cycle. In our example, there are 15 days from September 15 to September 30.

Important:

Any upgrade that you make during this period will need to be adjusted to account for the two periods. You will be charged a one-time payment for the remaining monthly cycle.

2. Changing annual to monthly billing

- When you change to a monthly billing cycle, the monthly cycle will start only when the current annual cycle ends and will renew on a monthly basis thereafter. Your account will be charged for the next monthly cycle.
- For example, let's assume that you paid \$190 for a Professional account on a yearly billing cycle. Your yearly cycle ends on September 30. On July 1, you decide to change your billing cycle to a monthly billing. You will pay \$19 for the next month of subscription and the monthly cycle will start on October 1.
- Once you have changed the billing cycle there is a period in which you pay for two cycles – The remainder of the old cycle and the new cycle. In our example, there are three months: July, August, and September.

Important :

Any upgrade that you make while still on the old billing cycle will need to be adjusted to account for the two

periods. You will be charged a one-time payment for the remaining annual cycle. Once the first period is over, everything will be normal.