

Edit A Plan

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Go to **Plans** and then select a plan with active status from the list to edit.

When you edit the details of an active plan, any active subscriptions linked to that plan will be updated with the changes made.

To edit a plan:

1. Click a plan with the status of active on the list.
2. Edit the *Plan Description*, *Plan Amount*, *Plan Frequency*, *Plan Duration*, *One Time Fee*, *% Surcharge**, *Begin Billing On*, *Prorate* option, *Trial Period* option, *Trial Period Amount*, *Trial Duration*, or *DBA Suffix* fields.
3. Once done editing, click **Save Changes**.
4. If there are any existing subscriptions using this plan, you will receive a popup window that states, "This plan has x subscriptions that will be updated." If you select **Update Plan**, any subscriptions using this plan will be updated with any changes made. If you select **Cancel**, your changes will not be saved, and no subscriptions will be updated.

***Note:** See [surcharge rules](#) and [card brand registration requirements](#) for more information.