

Edit A Subscription

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Go to **Subscriptions**, view the *Subscriptions Table*, and select a subscription to edit.

Edit A Subscription Start Date

You can edit the subscription start date if it has not yet started.

To edit a subscription start date:

1. View the **Subscription Details** and select the **pencil icon** next to *Subscription Start Date*.
2. Enter the new start date.
3. Click **Save**.

Edit A Subscription's Billing Dates

After a subscription is activated, you can edit one or all of the upcoming billing dates while keeping the number and frequency of payments the same.

Review the dates of several upcoming payments by clicking the **See upcoming bills** link on the **Subscription Detail**.

If you need to change the number or frequency of the billing dates (e.g., from 3 monthly to 12 weekly), [cancel the subscription](#) and then create a new subscription to address the change.

Edit A Subscription's Next Billing Date

To edit the next billing date or amount, keeping all other upcoming payments the same date and amount:

1. View the **Subscription Details** and select the **pencil icon** next to *Subscription Next Bill Date*.
2. Make sure that *Next Date* is selected.
3. Choose the date* you want to bill a single payment.
4. Update the *Transaction Amount* for the next payment as needed.
5. As you make your selections, you will see a description of the change you will make. If that looks correct, click **Confirm**.
6. You will have one more chance to review your change. If it looks correct, click **Save**.
7. At the bottom of the **Subscription Detail**, you will see a new **Adjustment Record** entry with your selected date and amount.

To edit the date/amount of the **Adjustment Record** you made, select the pencil icon next to *Subscription Next Bill Date* and follow the steps above. You will be editing the date/amount of the record you just created, and will not create another.

**Note that if your subscription is configured to accept a limited number of payments (not Bill Until*

Canceled), you cannot set the Next Bill Date to fall after the Subscription End Date.

Edit All Of A Subscription's Future Billing Dates

To edit all of a subscription's future billing dates:

1. View the **Subscription Details** and select the **pencil icon** next to *Subscription Next Bill Date*.
 2. Select **All Dates**.
 3. Select the next date you want to bill for this subscription.
 4. After you select a date, you will see a description of the change you will make, depending on the subscription frequency and number of payments left. If the billing dates look correct, click **Confirm**.
 5. You will have one more chance to review your change. If it looks correct, click **Save**.
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