

How do I change my billing cycle

You are able to switch your server to a different billing cycle in your Client Area at any time.

To change a billing cycle, follow the steps below:

1. Log in to your [client area](#)
2. Select the server or service
3. Click on Dashboard, pick a server you need and press 3 lines symbol at the right side.
4. Choose **Change Billing Cycle** from the list
5. Choose new billing cycle for your server from the drop down list:

Monthly

Quarterly (with a 5% discount)

Semi-Annually (with a 10% discount)

Annually (with a 15% discount)

6. Click on the **Change Billing Cycle** button
- Done!



- In order to change the billing cycle for any service, all it's due invoices need to be paid
- You can change/upgrade only to a longer cycle (i.e: Monthly -> Annually)
- An invoice will be generated 7 days prior to the end of the current billing period