Edit A Plan

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

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

To edit a selected 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*, *Trial Period*, *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 for more information.*