

# Pay for Unforged and download invoices

Updated 14 October 2026 · [unforged.ai/help/organisation/pay-for-unforged-and-download-invoices](https://unforged.ai/help/organisation/pay-for-unforged-and-download-invoices)

You pay for the checks you run, billed monthly. Once a card is on file you can see your usage and download every invoice from the same page.

## Before you start

You need to be an Owner or have the Billing role to add a card or open invoices.

### 1 Open Billing

Open the menu under your picture and choose **Billing**, or go to **Organisation** and then **Billing**.

### 2 Add a card

Select **Add a card to start**. You will see the price per check, then continue to our secure payment page and enter your card details.

### 3 Check it worked

Back on the billing page you will see **Card added**. If you change your mind part way through, nothing is saved and no card is added.

### 4 Watch your usage

The **Usage** section shows what you've used this month. Pick an earlier month under **Invoices** to see that month instead.

### 5 Download invoices

Under **Invoices**, select **Open invoices** to see and download every invoice and receipt. To update your card, select **Manage billing** at the top of the page.

## If you're on a contract

If you agreed a contract with us, we invoice you monthly by email to your billing contact, and you don't need to add a card. If your organisation sits under another one, the bill goes to them instead.

## If something goes wrong

**You see **Your last payment failed**.**

Your checks keep running while we try the card again. Select **Manage billing** and update your card details.

**You can't see **Add a card to start** or **Open invoices**.**

Only Owners and people with the Billing role can see them. Ask an Owner, or write to us at [support@unforged.ai](mailto:support@unforged.ai) if nobody can.