

## **Sales and Billing**

### **I know you charge per user and per month, but how do you process payments?**

When you get your professional account and follow the UPGRADE option on the top menu, you are given several payment options for each number of users you add, namely:

- pre-payment per month
- pre-payment for 3 months
- pre-payment for 6 months (includes discount)
- pre-payment for 12 months (includes discount)

Emails are sent at each renewal period and users need to follow the UPGRADE option again to renew their invoices.

See how recurring payments are managed in comma CMMS [here](#).

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