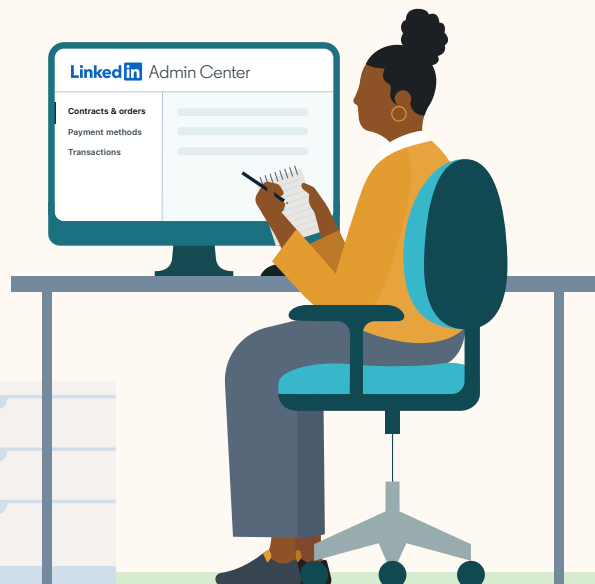
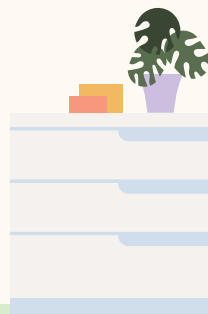


For Hire & Learn customers

# Introducing LinkedIn Admin Center

Now you can access account details and manage LinkedIn purchases on your own, starting with billing. Use this step-by-step guide to get the most out of [LinkedIn Admin Center](#).



**LinkedIn Admin Center**

Flexis

Contracts & orders

Payment methods

Transactions

Contract FL123133

General information

Status	Start - end date	Contract terms	Contract total
Active	Apr 11, 2023 - Apr 10, 2024	12 months	\$12,000.00

Expand to see all

Orders

Order number	Order type	Start date	End date	Payment method	Total
FL123133-2	Purchase	Apr 11, 2023	Apr 10, 2024	Invoice	\$6,000.00

View all

## View contracts and orders in one place

Access contracts anytime to understand purchase details, download order forms, and know when you're up for renewal.

1. Click on a contract number from the **"Contracts and orders"** tab to view more details.
2. At the top, you can view all **general information** information tied to this contract. This includes start date, end date, subscription term, contract term, contact details, and bill-to and ship-to information.
3. Below **"General information"** there will be a list of **orders** associated with this contract. Click the down arrow to download an order form.

## Download invoices instantly

Save time and track purchases more efficiently.

1. From LinkedIn Admin Center, select **"Transactions"** from the left-hand side of the page.
2. From here, you can view all the transactions across your company's contracts. This includes invoice number, status, invoice status (paid or unpaid), issue date, payment method, and the contract number for the transaction.
3. Click the down arrow to download an invoice as a PDF.

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Transactions

Invoice number	Status	Issue date	Due date	Payment method	Total
INV1238	Paid	Mar 8, 2021	Apr 8, 2022	Visa - 4392	\$20,000.00
INV1237	Paid	Feb 8, 2021	Mar 8, 2022	Visa - 4...	

View all

**Total**


\$20,000.00



Get started with LinkedIn Admin Center.  
[Learn how to activate your account →](#)

## Manage payment methods more efficiently

Update credit card information or request a payment method change in one place.


1. Select **"Payment methods"** from the left-hand side of the LinkedIn Admin Center page.
2. Click **"Add payment method"** in the right-hand corner to add another credit card to your wallet.
3. To edit or delete a payment method, click on the ellipsis icon (3 dots) next to the payment method you want to update. You can also set a payment method as your default for all future purchases by clicking the ellipsis icon. It does not change the payment method for any active contracts. 



**Pro tip:** If you want to update the payment method for a contract, click on the "Contracts and orders" tab, select a contract, scroll to "Billing information," and select "Edit" next to your payment method.

## Invite admins to LinkedIn Admin Center

Ensure the right people have access to your company's contracts.

1. From the **"Contracts and orders"** tab, select the contract you would like to view.
2. Scroll to the **"Admins"** section at the bottom of the page.
3. Click **"Invite admins"** and enter email addresses to grant additional people access to the contract. In the **"Admins"** section, you can click the ellipsis icon (3 dots) next to a user to resend an invitation or remove them from the contract. 

## Access billing information and easily request changes

View billing information at a glance and ask our support team to make changes on your behalf.

1. From the **"Contracts and orders"** tab, select the contract you would like to view.
2. Scroll to the **"Billing information"** section. Here, you can view billing frequency, payment terms, PO number, and invoice recipients.
3. Click the link to request a billing frequency or payment method changes. Fill in the details and select **"Save and continue."** A support rep will make these changes and you'll get a confirmation email. (In the future, you'll be able to edit this information directly.)



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