



# Switch from monthly to yearly subscription

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All subscribers can save 10% by switching from a monthly to yearly subscription. That discount is applied every year to your subscription--our ongoing way of saying thank you for paying us yearly! Who doesn't love saving money?

If you'd like even bigger discounts, we offer a 15% discount for 2-year payments and a 20% discount for 3-year payments. KO for Good customers can save even more (30%-35%) by switching to multiyear subscriptions. Refer to [Discounts](#) for more details on the different options. [Contact us](#) to discuss these longer-term discounts!

Authors with **Full Account Admin** permission can switch from a monthly to yearly subscription. If you don't have access to **Account > Billing**, you don't have permission to make these changes.

## Switch to yearly with credit card

You can switch from monthly to yearly billing at any time. To do so:

1. Go to **Account > Billing**.
2. Select **Billing** from the dropdown to view your account details.
3. In the **Your Subscription** section, find the callout that says: **Did you know you can save \$xxx.xx per year by switching to yearly billing?**.
4. Select **Switch to yearly** within that callout. (Or just select **Edit** in any other section!) The page switches to **Edit your subscription mode**.
5. In the **Billing frequency** section, select **Yearly**.
6. At the bottom of the page, select **Upgrade subscription**.
7. The **Subscription Change** modal opens to confirm the change. Select **OK** to finalize the change. Refer to **What happens when you switch** below for more information on how this transition gets made.

## What happens when you switch

When you make the switch from a monthly to yearly subscription, we will process payments and refunds against

the credit card listed in your **Payment details** section.

We'll make these changes:

- We refund you the prorated amount for the current month you've paid for.
- We charge your credit card for the 10% discounted yearly subscription amount, which is listed in the **Subscription Change** modal.
- We set your yearly billing date using today's date.

For example, let's say Linus's monthly billing cycle is on the 5th of the month. He upgrades to a yearly subscription on the 15th of April.

On April 15th, we'll refund the prorated amount for April 16th to May 4th and charge the yearly subscription amount to his existing credit card. His yearly subscription payment will renew automatically on April 15th next year.

## Other payment options

We also offer invoiced billing for yearly accounts on the Business and Enterprise plans. Please email us at [billing@knowledgeowl.com](mailto:billing@knowledgeowl.com) if you'd like to request to switch to an invoiced subscription.

## No lock-in

You're free to cancel your account at any time, whether you have a monthly or yearly subscription.

Refer to [Cancel my account](#) for full cancellation steps.

## Switch from yearly to monthly subscription

If at any time you want to switch back to a monthly from a yearly subscription, you can do that! Refer to [Switch from yearly to monthly subscription](#) for more information.

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