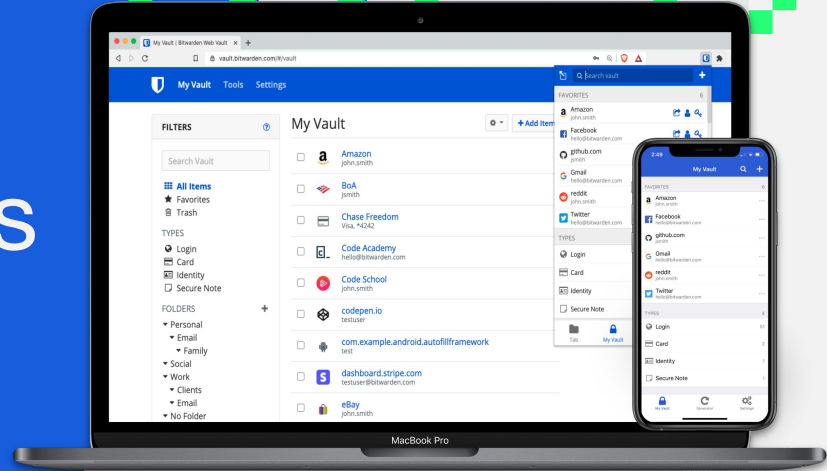


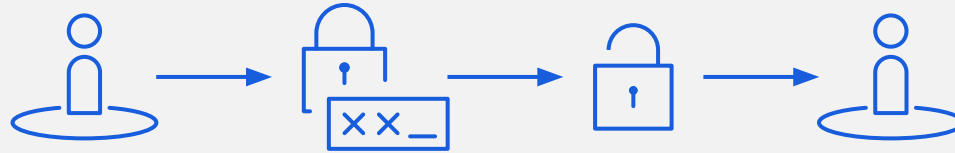


Scaling User Roles, Groups and Collections

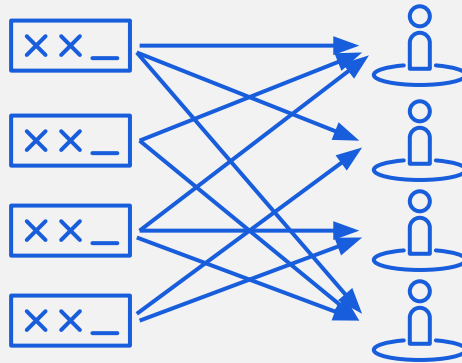
Bitwarden Essential Series



Basic approach of secure sharing



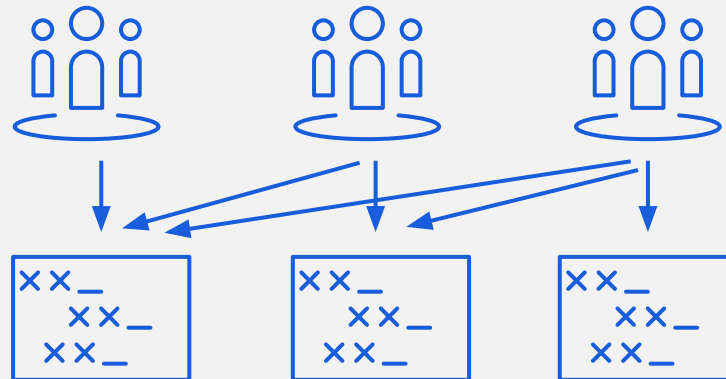
But the basic approach lacks scale



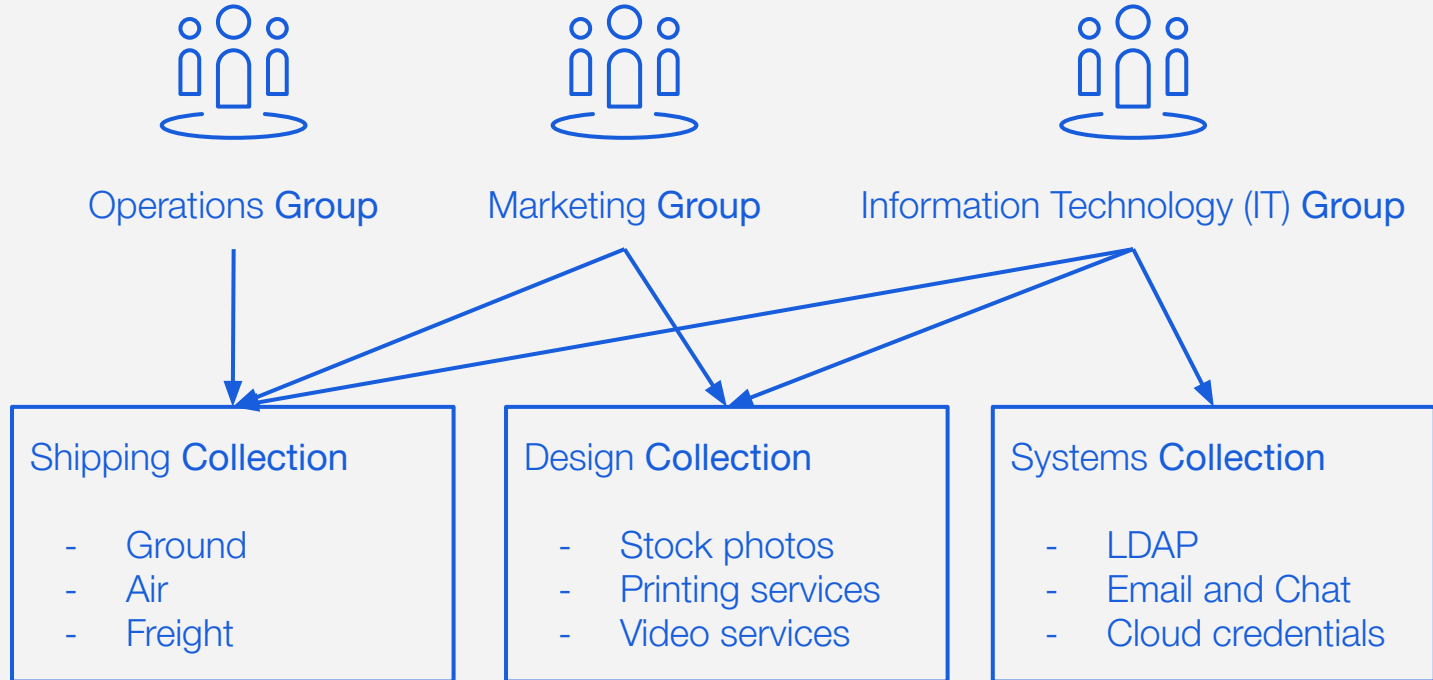
Sharing with collections



Collections scale within an organization



Secure scalable sharing with groups and collections



Manage Tab

The screenshot shows the Bitwarden web interface. At the top, there is a blue navigation bar with 'My Vault', 'Tools', and 'Settings'. Below this, the 'My Organization' header is visible. The 'Manage' tab is selected, and a sidebar on the left lists 'MANAGE' options: 'People', 'Collections', 'Groups', 'Policies', and 'Event Logs'. The main content area is titled 'People' and includes filters for 'All 2', 'Invited', and 'Accepted', along with a search bar and an '+ Invite User' button. A table lists two users: 'owner@bitwarden.com' (Organization Owner) and 'coworker@bitwarden.com' (My Coworker). A green box highlights the settings menu for the 'coworker@bitwarden.com' user, which contains 'Groups', 'Event Logs', and 'Remove' options. A green arrow points from the 'Remove' option to the right.

Avatar	Username	Role	Actions
OB	owner@bitwarden.com Organization Owner	Owner	
CB	coworker@bitwarden.com My Coworker	User	Settings, Groups, Event Logs, Remove

User Seats

- Bitwarden *Teams and Enterprise Organizations* will **automatically scale up** as you invite new users.
- Setting a seat limit will prevent your seat count from exceeding a specific number of seats.
- Seats may be added manually. Also, you must manually remove seats you are no longer using.
- Adding or removing seats will adjust your future billing totals.
- **Adding seats will immediately charge your payment method on file** at the adjusted rate so you will only pay for the remainder billing cycle (month/year).
- Removing seats will cause your next charge to be adjusted to **credit for time not used** by the already-paid-for seat.

Note

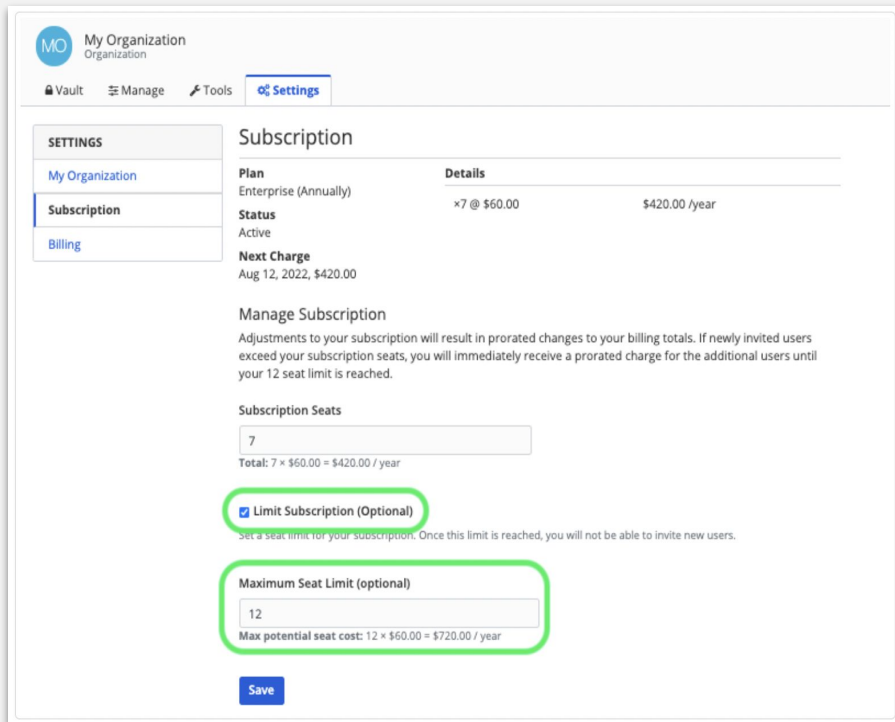
Only an [Organization Owner](#) or [Provider Service User](#) can add or remove seats, as this directly affects billing.

Set a Seat Limit

- Web Vault > Organization
- Settings > Subscription
- Subscription > Limit Subscription (Checkbox)
- Enter Maximum Seat Limit
- Click Save

Note

Once the specified limit is reached, you will not be able to invite new users unless you increase the limit.



My Organization
Organization

Vault Manage Tools **Settings**

SETTINGS

- My Organization
- Subscription**
- Billing

Subscription

Plan	Details
Enterprise (Annually)	×7 @ \$60.00 \$420.00 /year
Status	Active
Next Charge	Aug 12, 2022, \$420.00

Manage Subscription

Adjustments to your subscription will result in prorated changes to your billing totals. If newly invited users exceed your subscription seats, you will immediately receive a prorated charge for the additional users until your 12 seat limit is reached.

Subscription Seats

7

Total: 7 × \$60.00 = \$420.00 / year

Limit Subscription (Optional)

Set a seat limit for your subscription. Once this limit is reached, you will not be able to invite new users.

Maximum Seat Limit (optional)

12

Max potential seat cost: 12 × \$60.00 = \$720.00 / year

Save

Manually Add or Remove Seats

- Web Vault > Organization
- Settings > Subscription
- Subscription Seats > Use Hover-over Arrows
- Enter Number of Seats
- Click Save

i Note

If you're increasing your **Subscription Seats** above a specified **Maximum Seat Limit**, you must also increase the seat limit so that it is equal to or greater than the desired subscription seat count.

The screenshot shows the 'My Organization' settings page. The 'Subscription' section is active, displaying details for an 'Enterprise (Annually)' plan. The subscription is 'Active' with a 'Next Charge' of \$420.00 on Aug 12, 2022. The 'Subscription Seats' field is set to 7, and the 'Maximum Seat Limit (optional)' is set to 12. A green circle highlights the dropdown arrow on the 'Subscription Seats' input field.

Plan	Details
Enterprise (Annually)	x7 @ \$60.00 \$420.00 /year
Status	Active
Next Charge	Aug 12, 2022, \$420.00

Subscription Seats

7

Total: 7 × \$60.00 = \$420.00 / year

Limit Subscription (Optional)

Set a seat limit for your subscription. Once this limit is reached, you will not be able to invite new users.

Maximum Seat Limit (optional)

12

Max potential seat cost: 12 × \$60.00 = \$720.00 / year

Save

Visit [Bitwarden.com/help](https://bitwarden.com/help)
for more information

