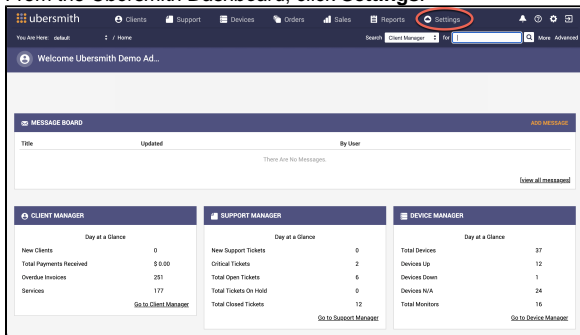


# Adding Billing Periods

Ubersmith has five built-in billing periods, one-time, monthly, quarterly, semi-annually, and annually, to define how often a service is billed. These periods are common, and provide a foundation for Ubersmith. You can adjust these provided periods to your preference, but they are not able to be removed. You can also add your own custom billing periods. Once a billing period has been created, you can use it only once.

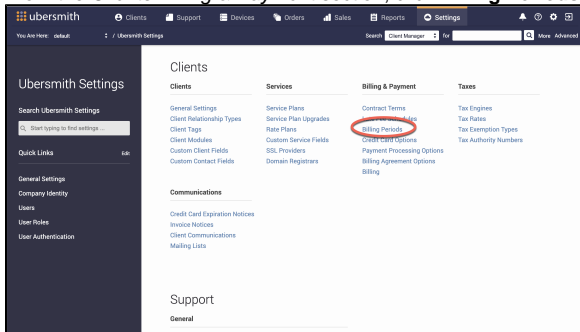
## Access the Billing Periods Page

1. From the *Ubersmith Dashboard*, click **Settings**.



The Ubersmith *Settings* page appears.

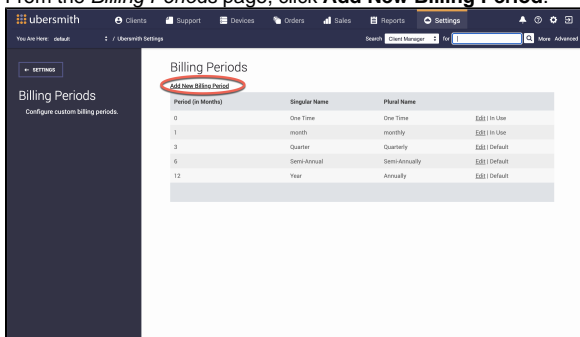
2. From the *Clients-Billing & Payment* section, click **Billing Periods**.



The *Billing Periods* page appears.

## Complete the Add Billing Period Page

1. From the *Billing Periods* page, click **Add New Billing Period**.



The *Add Billing Period* page appears.

2. In the **Period (in Months)** field, enter the numeric value of the period in whole numbers.
3. In the **Singular Name** field, enter the name of the period, such as month.
4. In the **Plural Name** field, enter, enter the name of the period, such as monthly.
5. In the **API Label** field, enter the name of the period to be used as the API label.

On this page:

On this page:

- [Access the Billing Periods Page](#)
- [Complete the Add Billing Period Page](#)
- [Related Topics](#)

6. Click **Save** or **Save & New**.

The screenshot shows a web browser window with the address bar displaying 'localhost/admin/config/popup\_manage\_period.php'. The page header includes the 'ubersmith' logo. The main heading is 'Add Billing Period'. The form contains the following fields:

- Period (in Months): 2
- Singular Name: Two Month
- Plural Name: Bi Monthly
- API Label: 2x

At the bottom right, there are three buttons: 'Save', 'Save & New', and 'Cancel'. The 'Save & New' button is circled in red.

## Related Topics

[Managing Billing Periods](#)

[Client Settings - Billing and Payments](#)