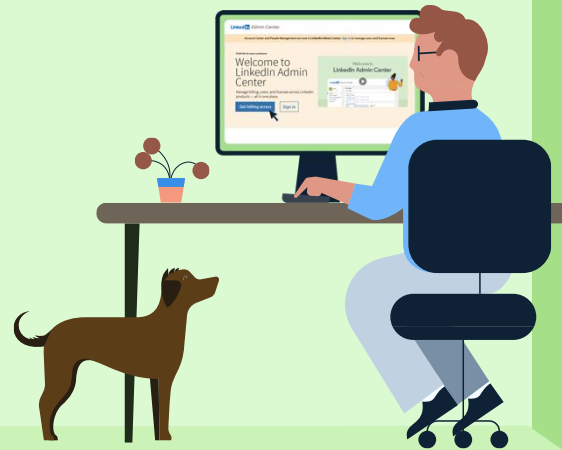


Activating Billing Management for your LinkedIn Admin Center account



How to get started

- 1 Go to admincenter.linkedin.com and select the “**Get billing access**” button at the top of the page.
- 2 Enter your **work email address** — this may not necessarily be the email you use for your personal LinkedIn profile, but instead the address associated with your company.

Important: If you’re **not** the primary or billing contact for your company, you’ll need to enter an order or invoice number with the corresponding subtotal to verify you’re authorized to access contracts.



Pro Tip

You can find this information from invoices or orders previously emailed to you. The order or invoice subtotal cannot be \$0. If successful, you’ll view a screen prompting you to check your email for a confirmation message.

Get billing access

Manage billing in LinkedIn Admin Center

Please enter your work email address to begin using Admin Center.

Email address

akingsley@flexis.com

Cancel Next

LinkedIn

Order Form For Flexis

Go to Online Checkout Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

Primary Contact

Billing Contact

Bill to

Order Number FLD102776277396

Order Information

Start Date:

End Date:

End Date:

Billing Frequency:

Billing Method:

Billing Method:

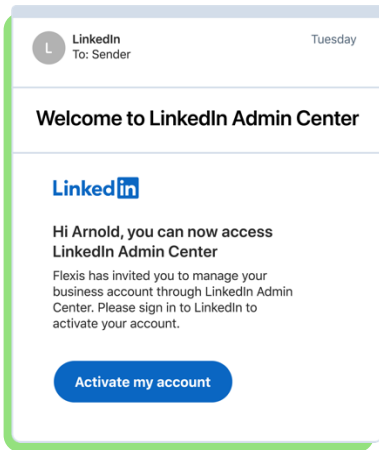
Payment Term:

Currency:

Description

Subtotal: \$3,600.00

Estimated Tax:
Estimated Order Total (USD):

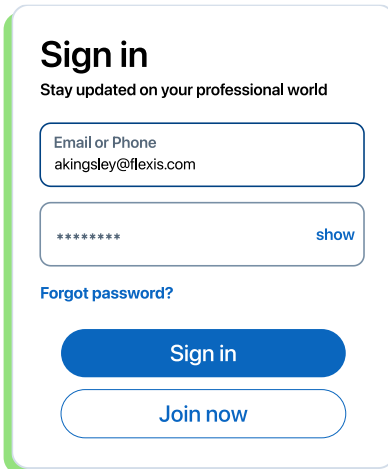


- You'll receive an email with the subject line **“Welcome to LinkedIn Admin Center.”** Once you open the email, click **“Activate my account”** to go to the LinkedIn sign-in page. If you don't see the email, please check your spam filter.



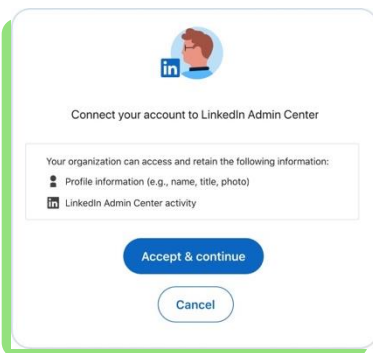
Pro Tip

If you already manage users and licenses in LinkedIn Admin Center, **you don't need to look for an email** – just log in to see your new billing management features.



- On the LinkedIn sign-in page, **sign into your account**, or select **“Join now”** if you aren't a member yet.

Important: Your personal account may use a different email than the company address you originally used to activate LinkedIn Admin Center.



- Select **“Accept and continue”** to finish the activation process and gain access to **LinkedIn Admin Center**.

You're ready to start using LinkedIn Admin Center



- ✓ Access contracts and orders
- ✓ Download invoices instantly
- ✓ Update payment methods more efficiently
- ✓ Manage all your LinkedIn licenses and permissions