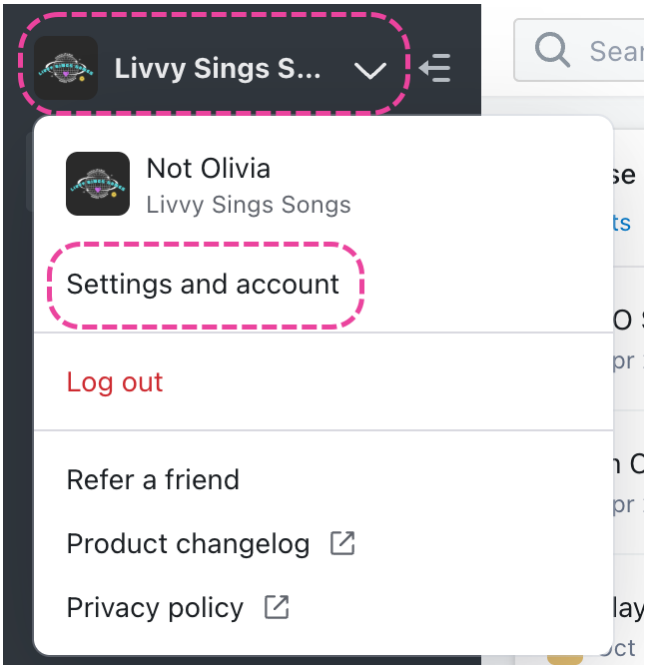
Making changes to your DISCO subscription

Last Modified on 10/15/2026 1:23 pm PDT

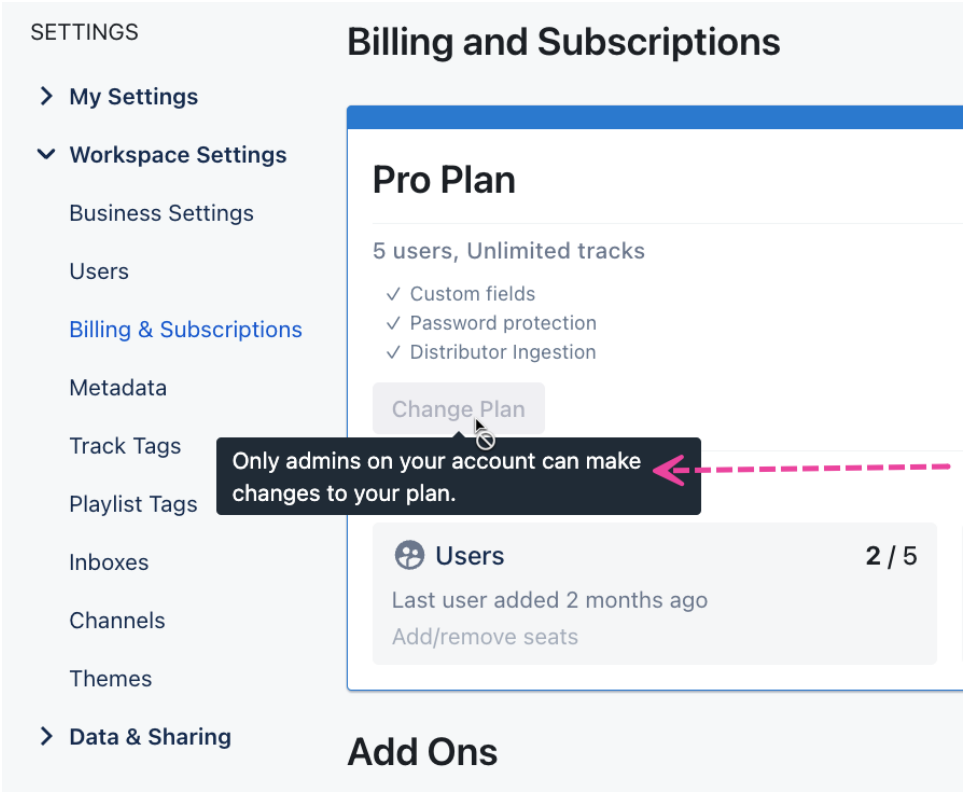
You can make changes to your base plan, billing frequency (annual vs. monthly), add-ons, number of User Seats, and number of Tracks right from within your DISCO!

At a glance

All plan changes can be initiated from your account settings:



Only **Admins** in your DISCO can initiate plan changes.



Changing your base plan

> ***Note:*** *Depending on your current base plan and the plan you'd like to switch to, the change may need to be processed by our Support team.*

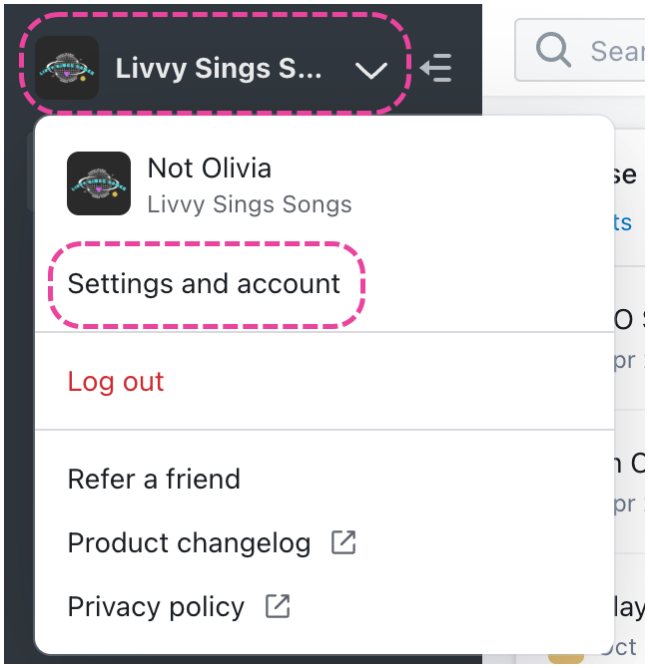
Plus and Pro plan users

Users on the **Plus** plan (who wish to upgrade to **Pro**) and on the **Pro** plan (who wish to downgrade to **Plus**) can make these changes without assistance from our Support team!

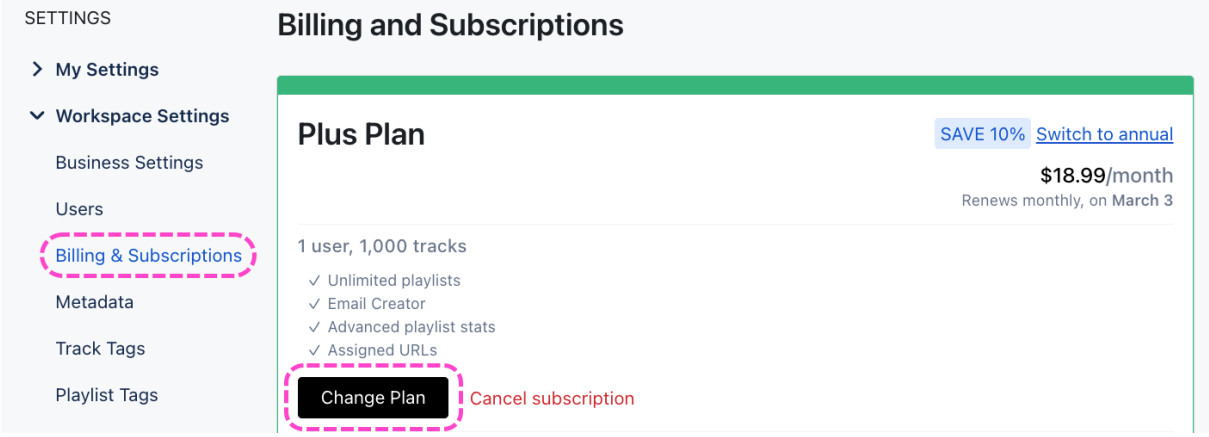
If you'd like to switch from **Plus** or **Pro** to any other plan, please contact our Support team for assistance.

Use the following instructions to switch from **Plus** to **Pro** or **Pro** to **Plus**:

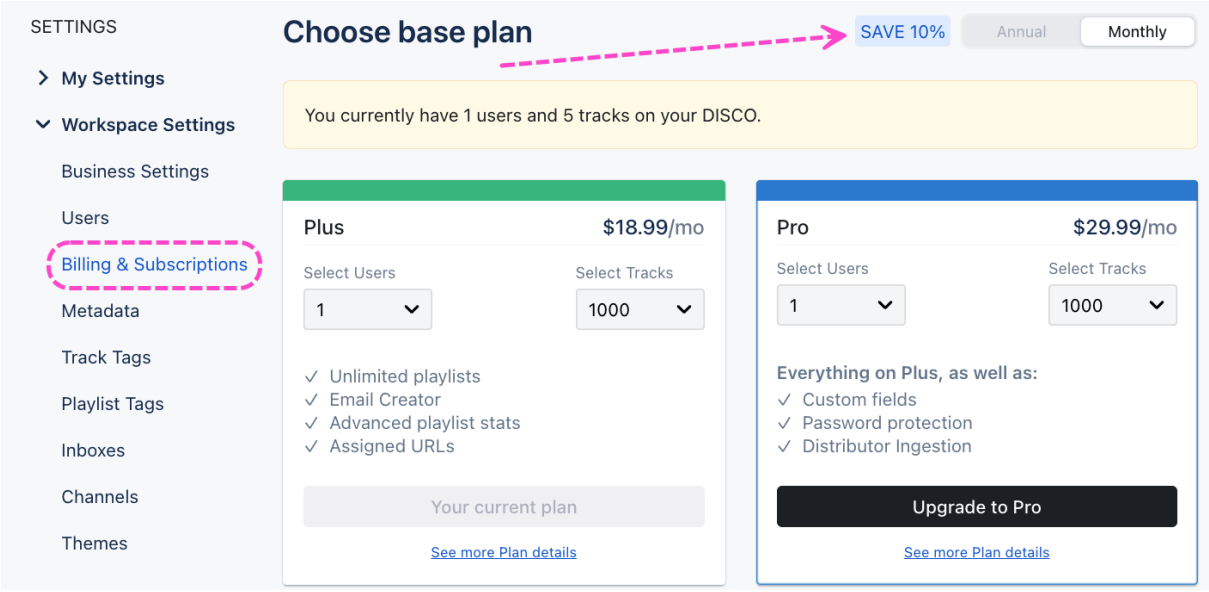
1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



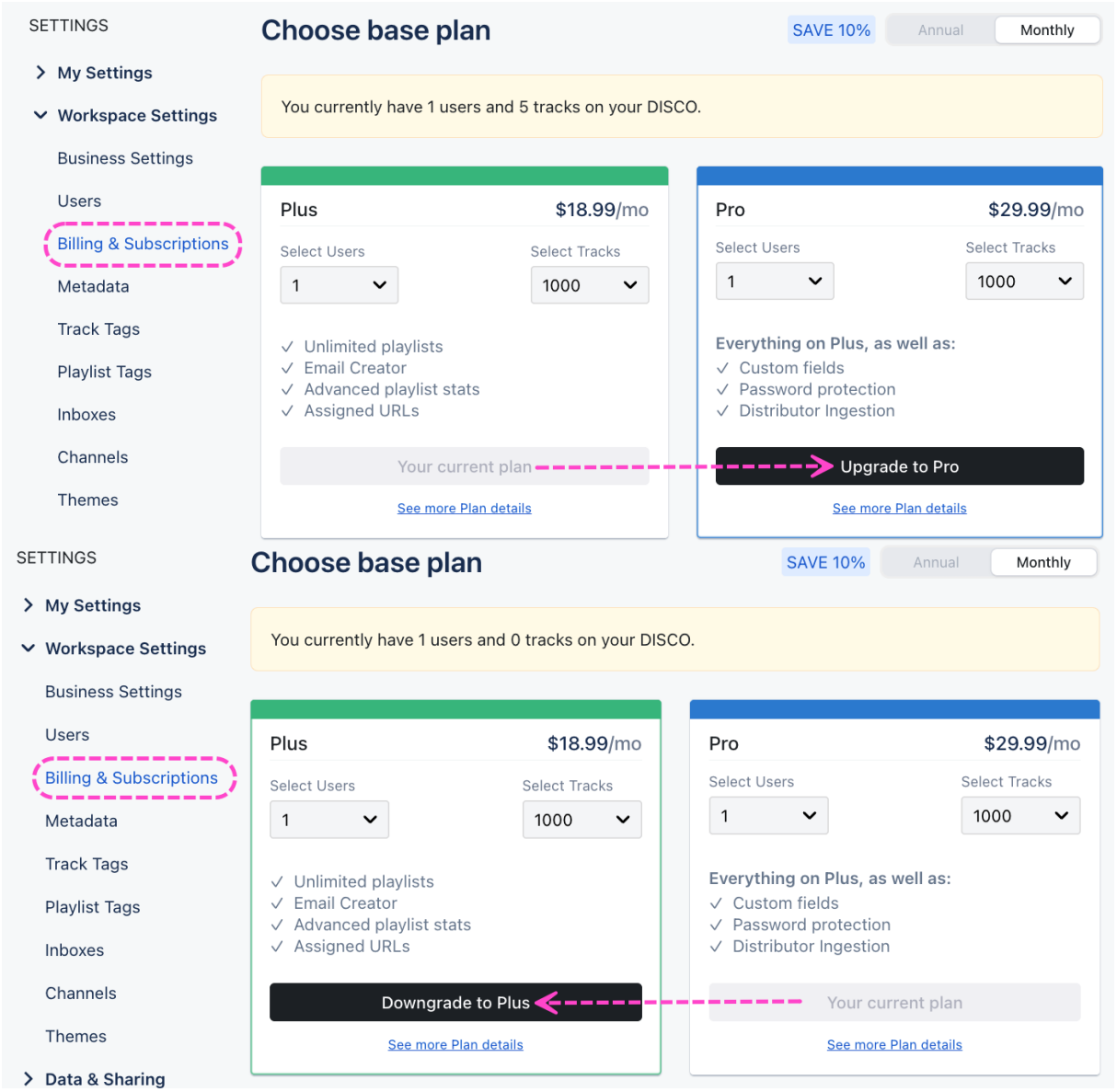
3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Here you'll see the plan you're currently on. Click the **Change Plan** button.



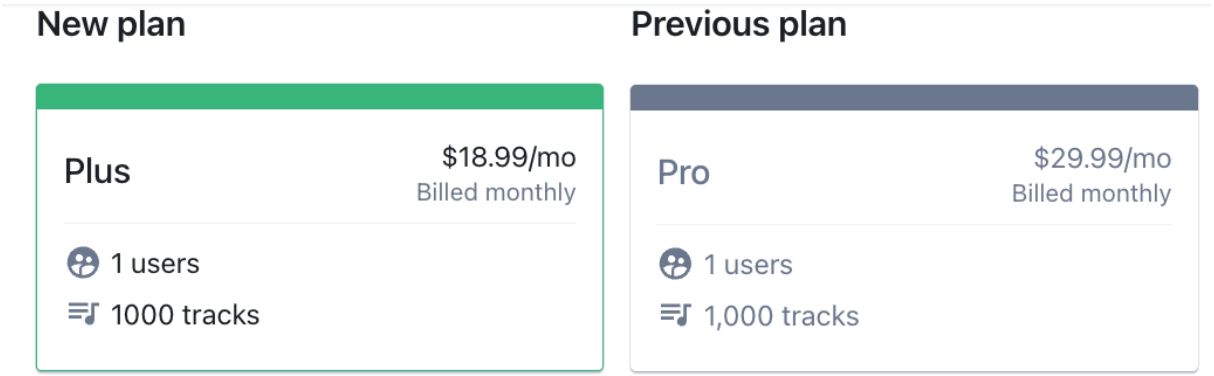
5. *Optional:* When switching to a new plan, from the **Choose base plan** screen, you can toggle to switch between **Monthly billing** and **Annual billing**.



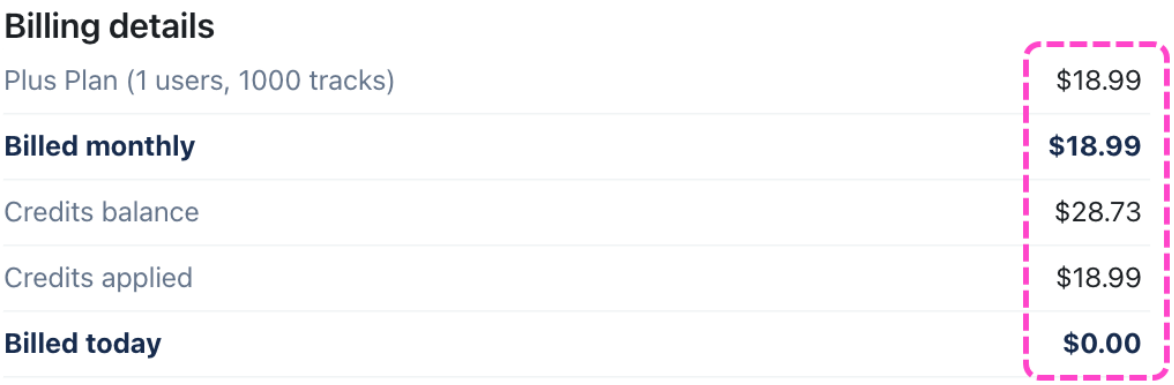
6. On the **Choose base plan** screen, click the **Upgrade** or **Downgrade** button.



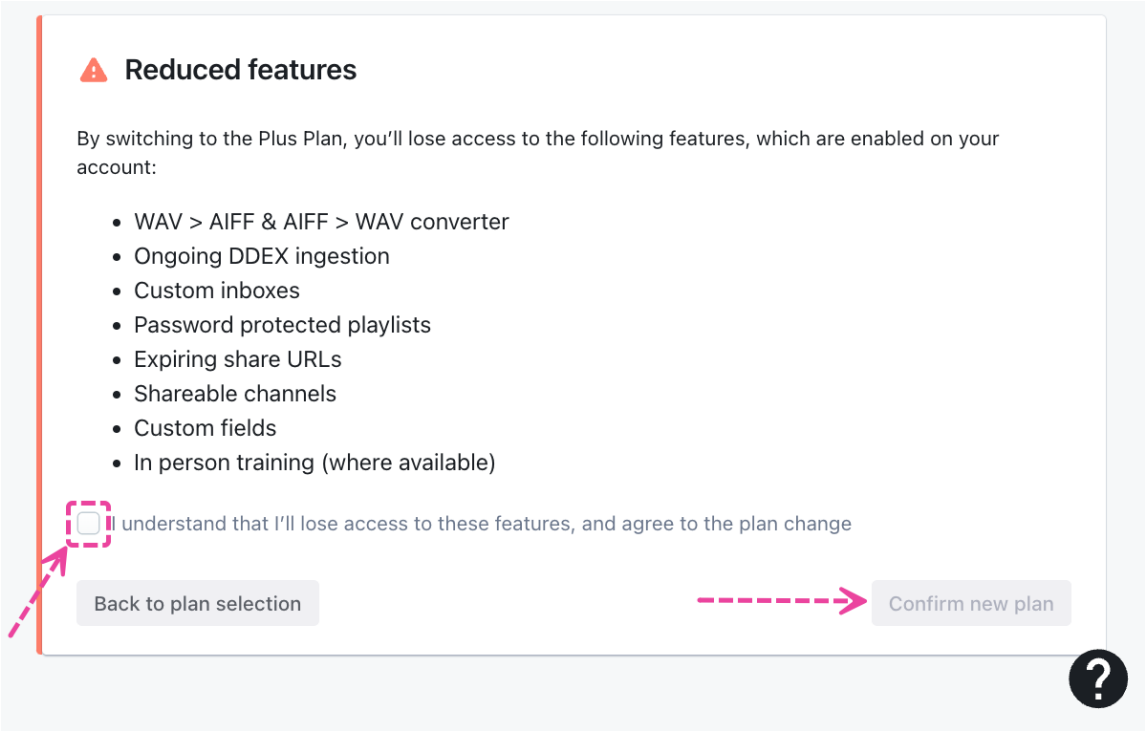
7. On the **Confirm plan details** screen, you'll see your **New plan** vs. your **Previous plan** and the details for each.



8. Under **Billing details**, there's a breakdown of what will be **Billed monthly** or **annually**, depending on your selection. If applicable, you'll also see any **Credits balance** and **Credits applied**, as well as how much (if any amount) will be **Billed today**.



9. If all looks good, scroll down to the bottom of the page.
    - If you're downgrading, you'll see a **Reduced features** list. Check the box that says **I understand that I'll lose access to these features, and agree to the plan change**. Then click the **Confirm new plan button**.



    - If you're upgrading, click the **Confirm new plan** button.
10. Your **Billing and Subscriptions** page will now reflect your new base plan.

Artist, Enterprise, and Supervisor plan users

Reach out to our Support team for assistance with changing your plan.

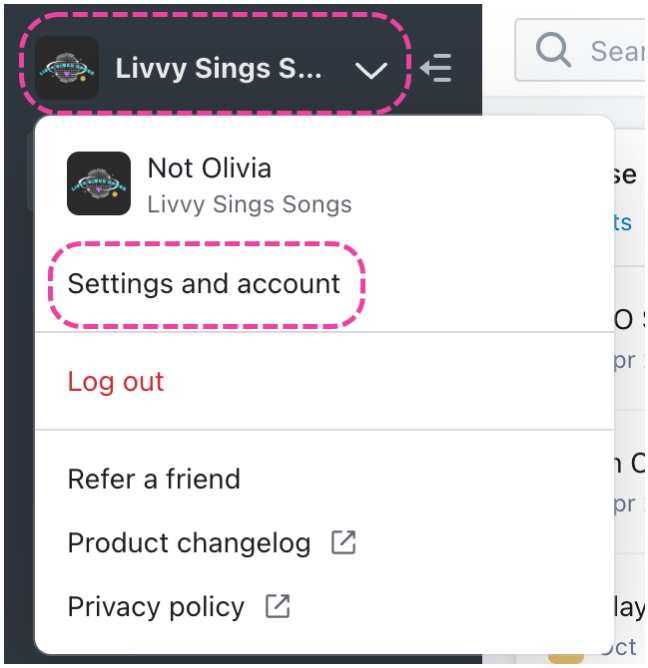
Changing your billing frequency

These changes are handled by our Support team.

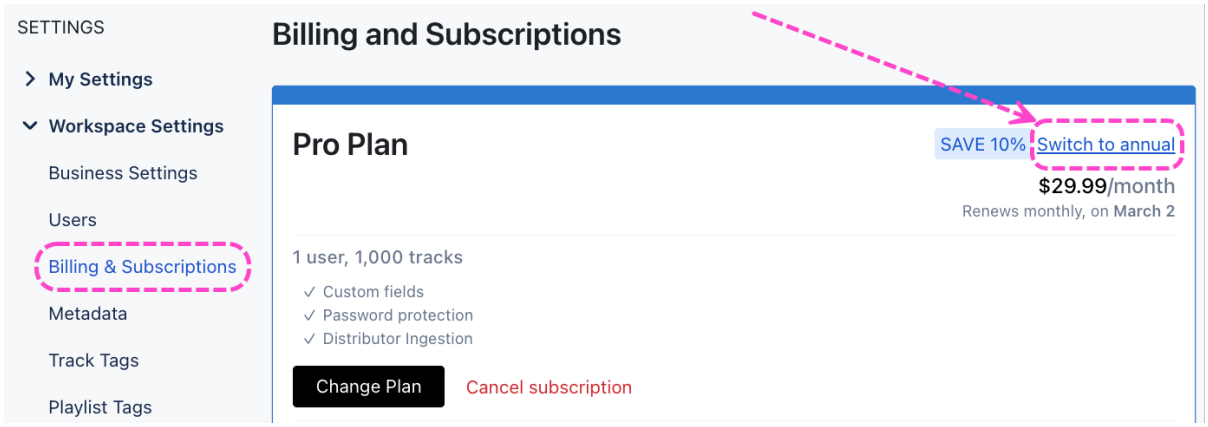
To keep the same base plan, but change your billing frequency from **monthly** to **annual** or from **annual** to **monthly**:

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.

2. Select **Settings and Account**.



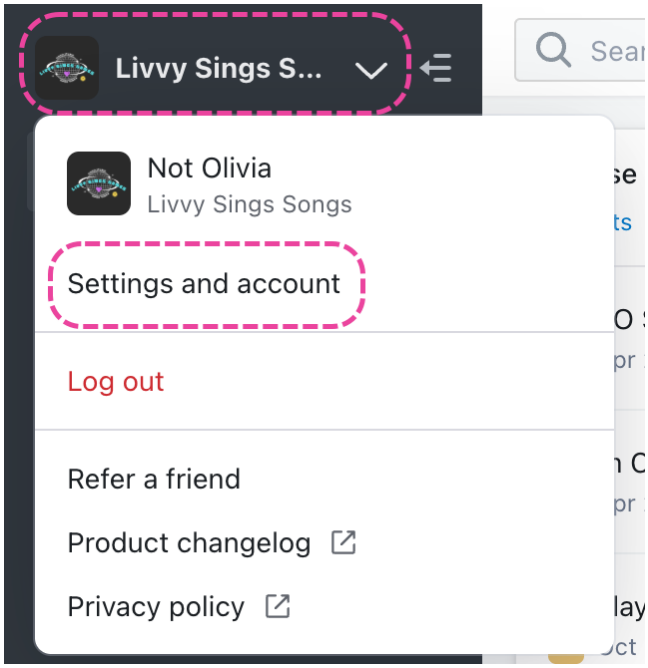
3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. On the right side of the page, click on the link that says **Switch to annual** or **Switch to monthly**.



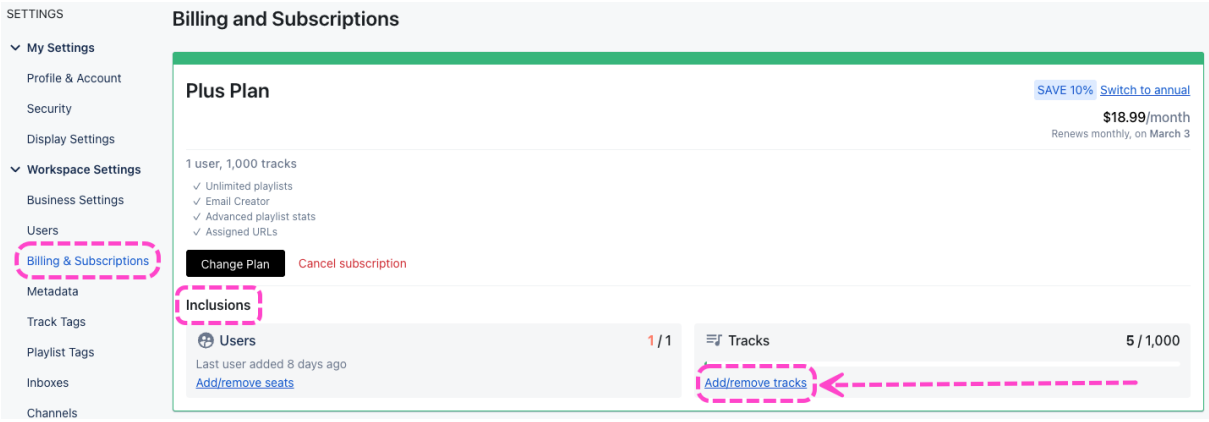
5. This will open a chat window where you can request assistance from our Support team.

Updating your Track quota

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



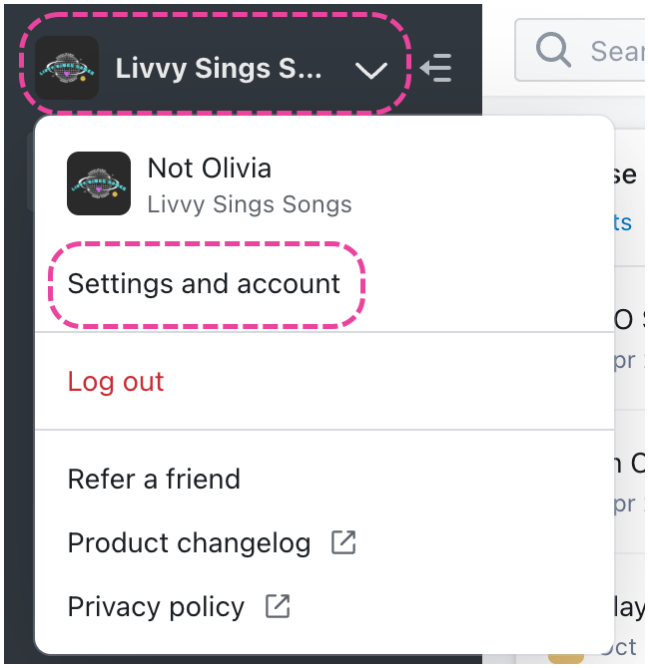
3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Under **Inclusions**, click the link to **Add/remove tracks**.



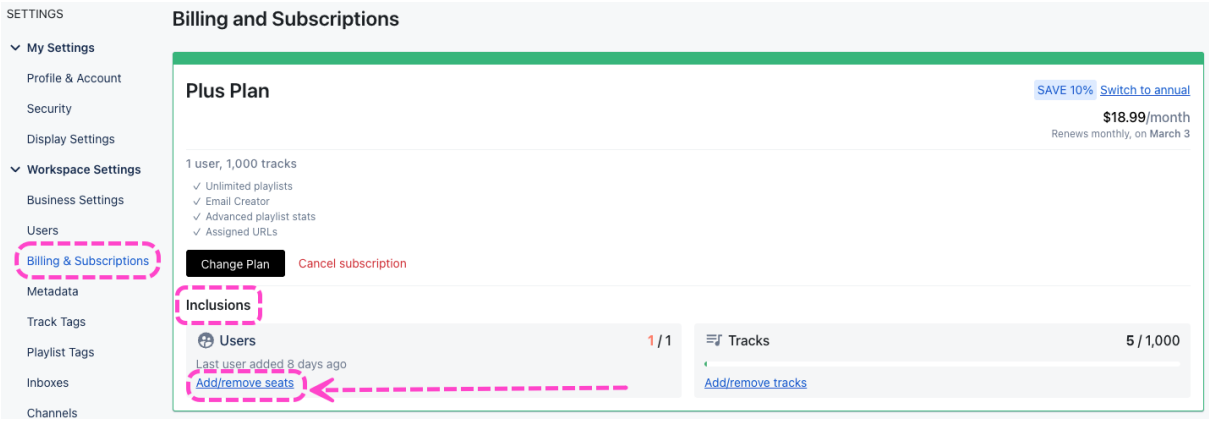
5. From the **Add Seats & Tracks** window, under **Tracks**, click to open the drop-down and select a new number of Tracks.
6. You'll be able to see how much you'll be charged for this change before confirming. Once you're ready, click the **Update Plan** button.

Updating your User Seat quota

1. In the top-left corner of your DISCO, click on your DISCO Business Name to open the menu.
2. Select **Settings and Account**.



3. Under **Workspace Settings**, select **Billing & Subscriptions**.
4. Under **Inclusions**, click the link to **Add/remove seats**.



5. From the **Add Seats & Tracks** window, under **Seats**, click to open the drop-down and select a new number of seats.
6. You'll be able to see how much you'll be charged for this change before confirming. Once you're ready, click the **Update Plan** button.

Cancelling your subscription

Visit this article for more information.