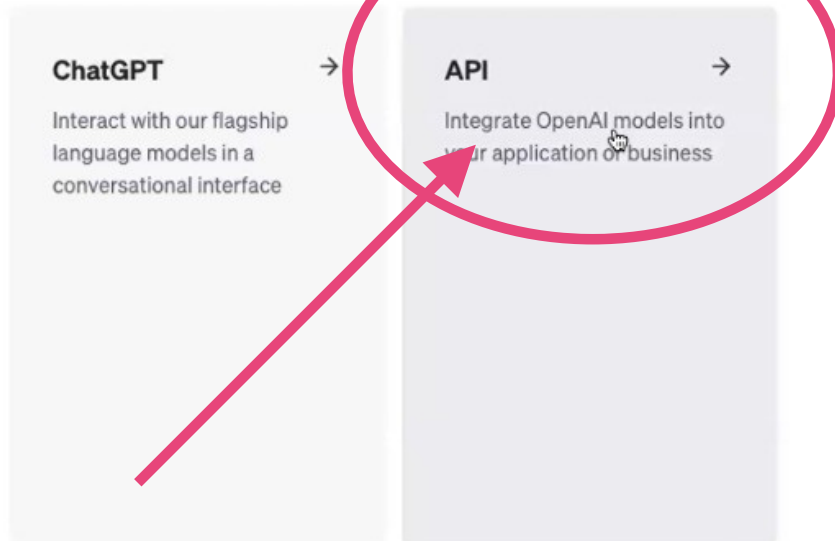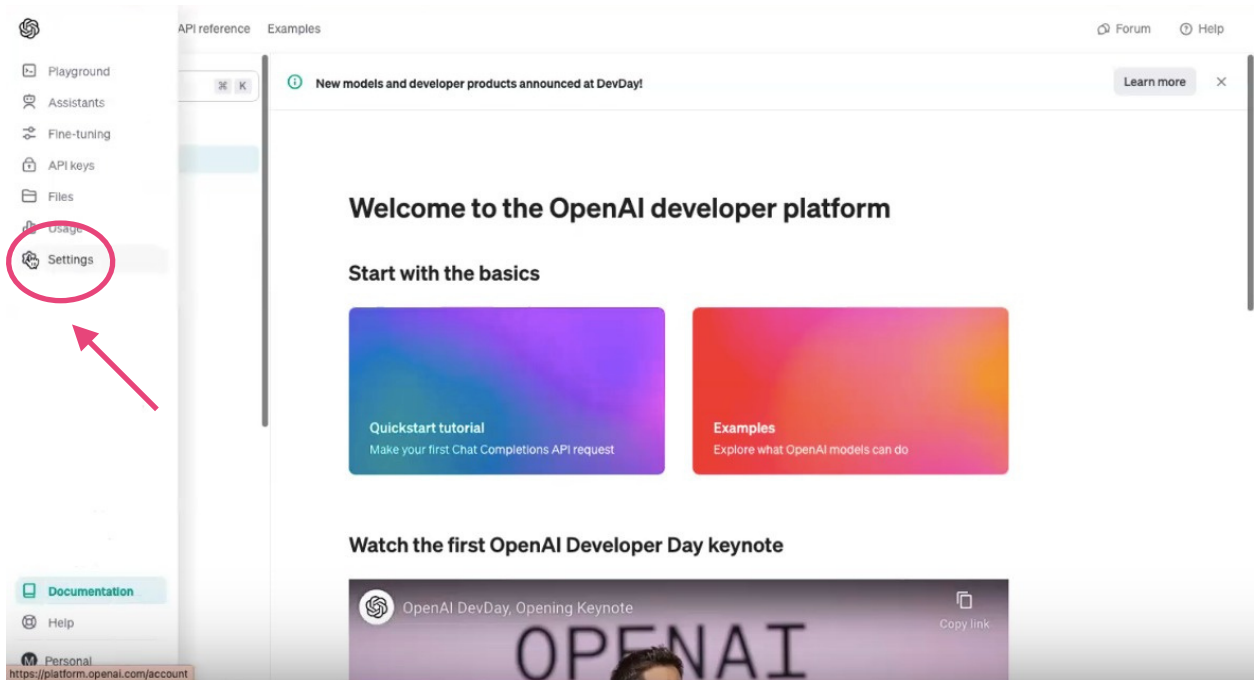# Setting Up Your OpenAI Account

## STEP 1

Set up an Open AI account at platform.openai.com and **choose API** and set it up as a personal account. A business account makes you pay more $$. **Write down your log in details for this - I need these too.** You'll need a credit card for this one. *Open AI charges you for the usage, it's **about** $.03 per conversation with a lead (but can fluctuate based on how long the convo is with the lead.)*
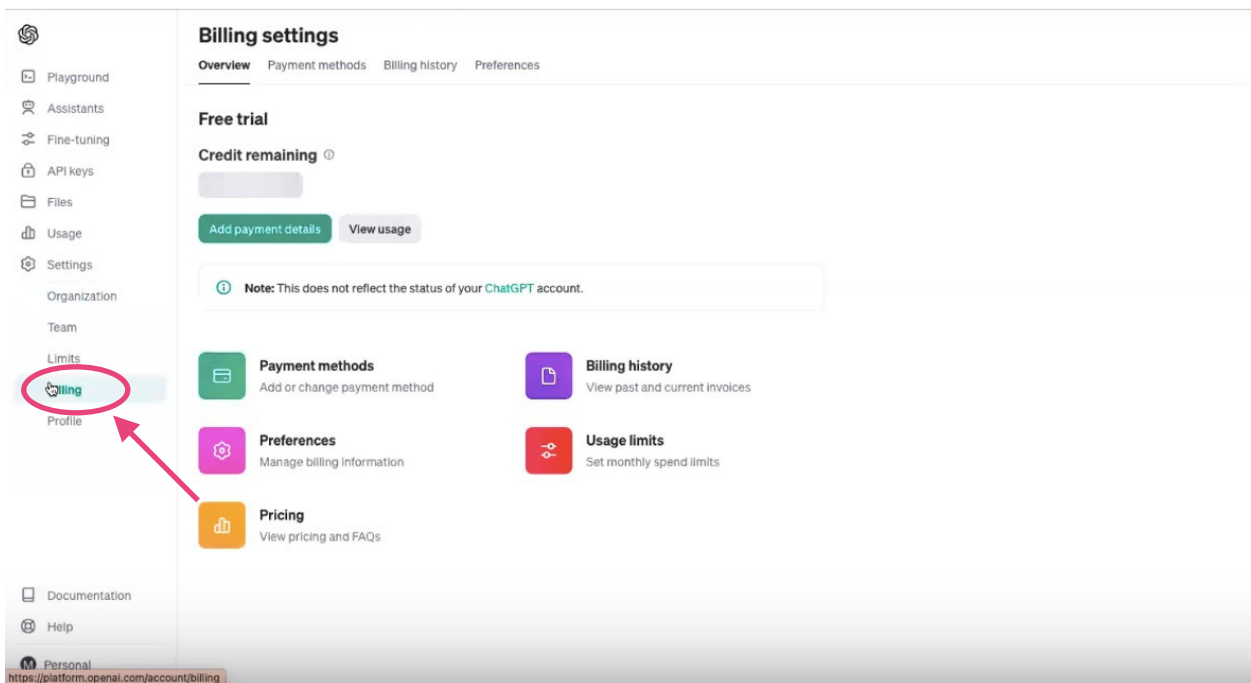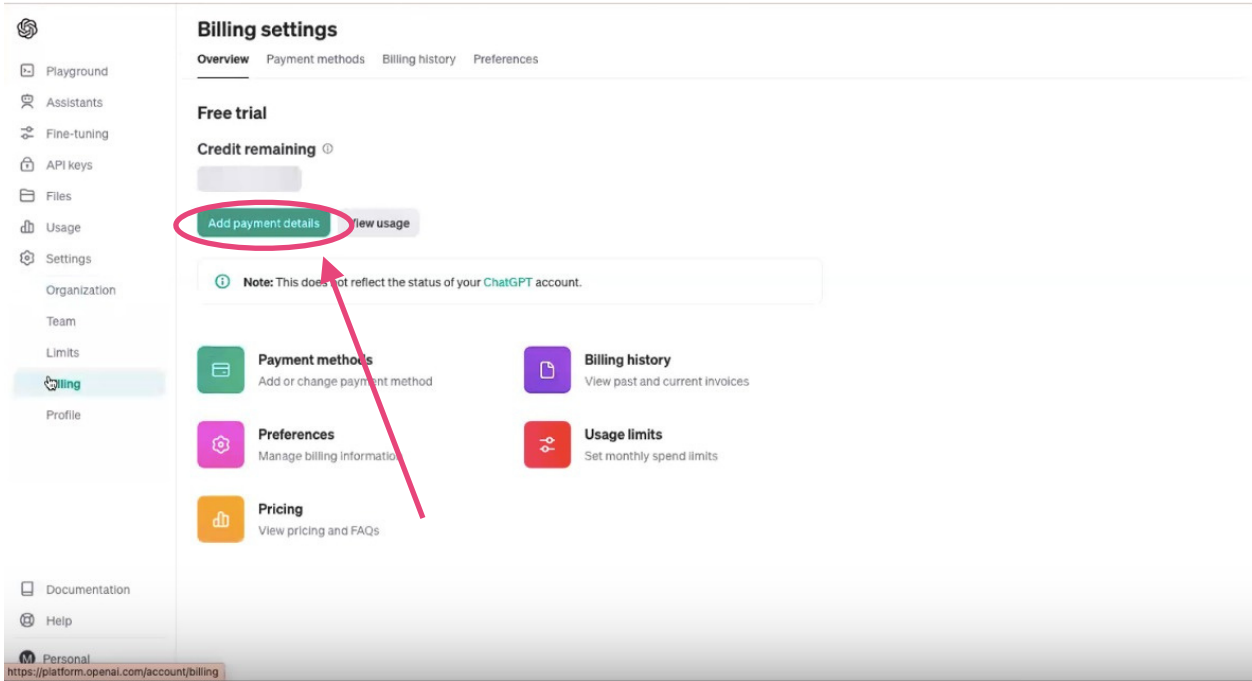
## STEP 2

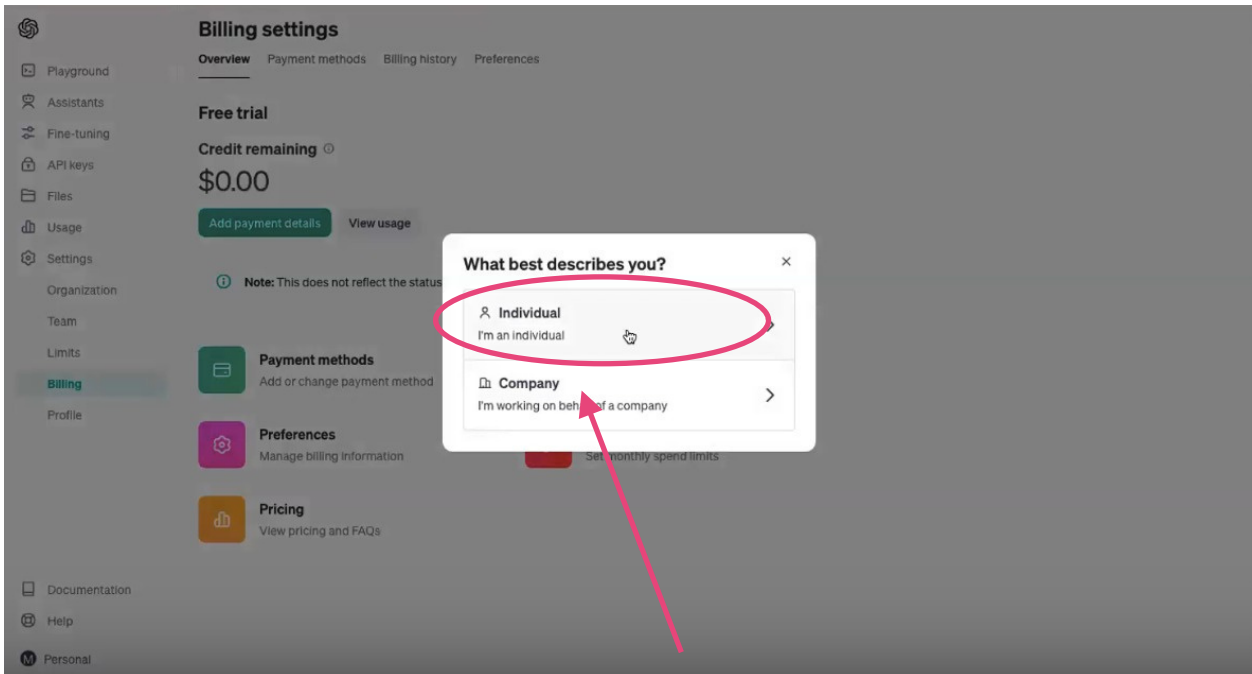Click "**Settings**"



## STEP 3

Click "**Billing**"

# STEP 4

Click **"Add Payment Details"**



# STEP 5

Select **"Individual"**

# STEP 6

- Initial Credit purchase will be "**$5.00**"
- Toggle on "**Yes, automatically recharge my card when my credit balance falls below a threshold**."
 - **When credit balance goes below** - put $5
 - **Bring credit balance back up to** - put $10

Hit "**Continue**" then "**Confirm Payment**" & that's it for this one!