

# HOW TO GET YOUR OPENAI API KEY

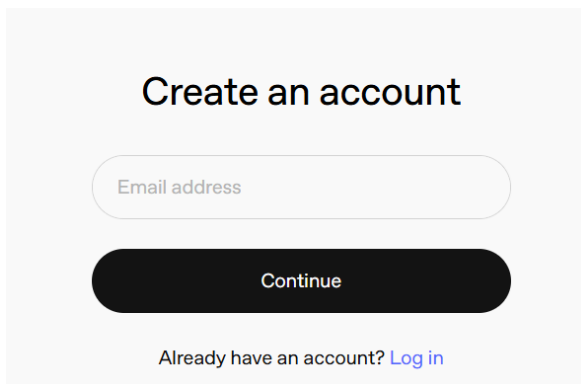
# THIRD-PARTY USAGE COST EXAMPLES

**05/16/2025**

# 1

## Create or Sign In to Your OpenAI Account

- Go to: <https://platform.openai.com/>
- Click **Sign In** (if you already have an account) or **Sign Up** to create one.
- You will need to provide an email address and phone number for verification.



The screenshot shows a light gray rectangular box representing a web form. At the top, the text 'Create an account' is centered in a bold, black font. Below this, there is a white rounded rectangular input field with the placeholder text 'Email address' in a light gray font. Underneath the input field is a solid black rounded rectangular button with the word 'Continue' in white text. At the bottom of the form, the text 'Already have an account?' is followed by a blue hyperlink that says 'Log in'.

# 2

## **Go to the API Keys Page**

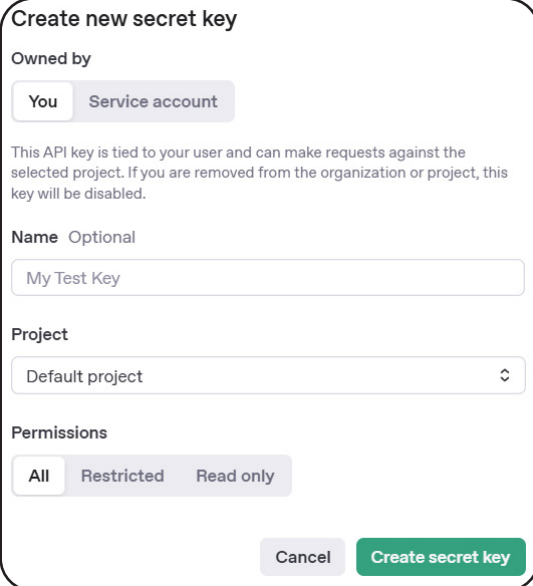
- After logging in, go to the API keys section directly here:

<https://platform.openai.com/account/api-keys>

# 3

## Generate a New API Key

- Click the “+ **Create new secret key**” button.
- Give your key a name (optional, but helpful for organizing).
- Click **Create secret key**.
- **Copy your key now** — this is the only time you'll be able to see the full key.
- If you lose it, you'll need to generate a new one.



The screenshot shows a 'Create new secret key' dialog box. It has a title bar 'Create new secret key'. Below the title bar, there's a section 'Owned by' with two tabs: 'You' (selected) and 'Service account'. A note below this says: 'This API key is tied to your user and can make requests against the selected project. If you are removed from the organization or project, this key will be disabled.' Below that is a section 'Name' with the label 'Optional' and a text input field containing 'My Test Key'. Then there's a 'Project' section with a dropdown menu showing 'Default project'. Below that is a 'Permissions' section with three tabs: 'All' (selected), 'Restricted', and 'Read only'. At the bottom right, there are two buttons: 'Cancel' and 'Create secret key'.

### Important Notes

- **Copy and Store Securely:** Copy the generated API key and store it in a secure location. This key is sensitive information and should be treated like a password.
- **Security:** Keep your API key confidential. Do not share it to any others
- **Usage:** Be mindful of your API usage and any associated costs. OpenAI may have usage limits or billing based on API requests.
- **Regeneration:** If you suspect your API key has been compromised, delete it and generate a new one immediately.

# 4

## Add Payment Details

To activate full access to the OpenAI API, you must add a **valid payment method**. The free trial credits (if available) may not be sufficient for actual usage, especially for GPT-4 or larger models. Without a payment method, your API requests may fail or be blocked.

- Go to the Billing Overview page:  
<https://platform.openai.com/settings/organization/billing/overview>
- Click “Add payment details.”
- Enter your credit/debit card details and billing information.
- After adding the payment method, your account will be activated for billable API usage.

# 5

## Usage, Billing, Third-party Usage Cost Examples

- **Usage is billed** based on how much you use (tokens, model type, etc.). As May 16 2025, EcoCircuitAI uses gpt-4o and DALL·E 3 for foundational models.  
<https://platform.openai.com/docs/pricing>
- Check your usage and billing here:  
<https://platform.openai.com/account/usage>
- Consider setting usage **limits or alerts**:  
<https://platform.openai.com/account/billing/limits>
- Example Case 1  
<https://www.ecocircuitai.com/ecocircuit/40dfb4d7-150f-426a-9cfc-da293f82eb10>  
Usage report: {'prompt\_tokens': 39804, 'completion\_tokens': 36527, 'images\_generated': 0, 'total\_api\_cost\_usd': 0.647415}
- Example Case 2  
<https://www.ecocircuitai.com/ecocircuit/d4cfb4e0-20f6-477d-a1b6-056a11d7d1e8>  
Usage report: {'prompt\_tokens': 76052, 'completion\_tokens': 65918, 'images\_generated': 0, 'total\_api\_cost\_usd': 0.8493100000000001}
- Example Case 3:  
<https://www.ecocircuitai.com/ecocircuit/b7acbb44-425e-4f5f-9be2-984282df16df>  
Usage report: {'prompt\_tokens': 96834, 'completion\_tokens': 90828, 'images\_generated': 1, 'total\_api\_cost\_usd': 1.1903650000000001}