HOW TO GET YOUR OPENAI API KEY
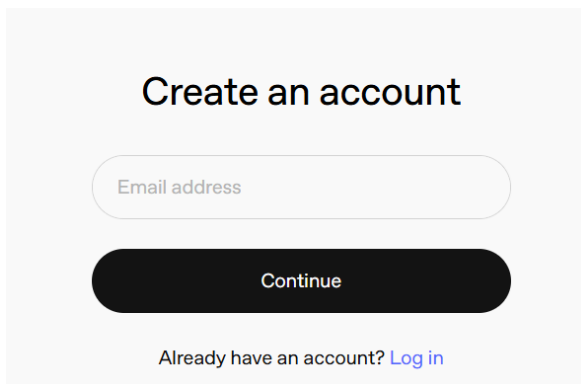
THIRD-PARTY USAGE COST EXAMPLES

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.

Create an account

Email address

Continue

Already have an account? Log in

2

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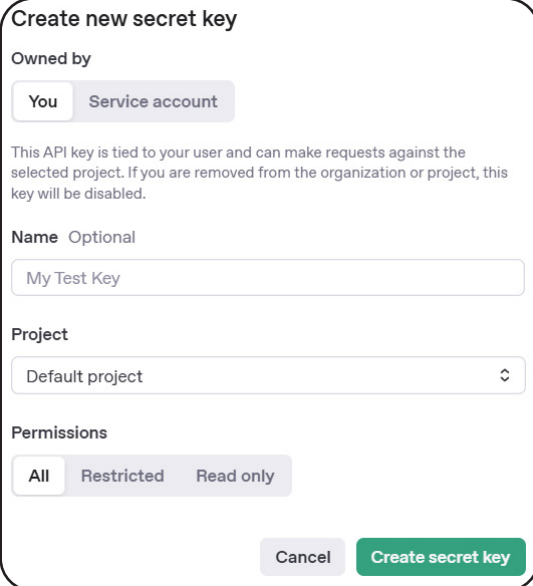
- After logging in, go to the API keys section directly here:

  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.

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/b7accb44-425e-4f5f-9be2-984282df16df
  Usage report: {'prompt_tokens': 96834, 'completion_tokens': 90828, 'images_generated': 1, 'total_api_cost_usd': 1.1903650000000001}