

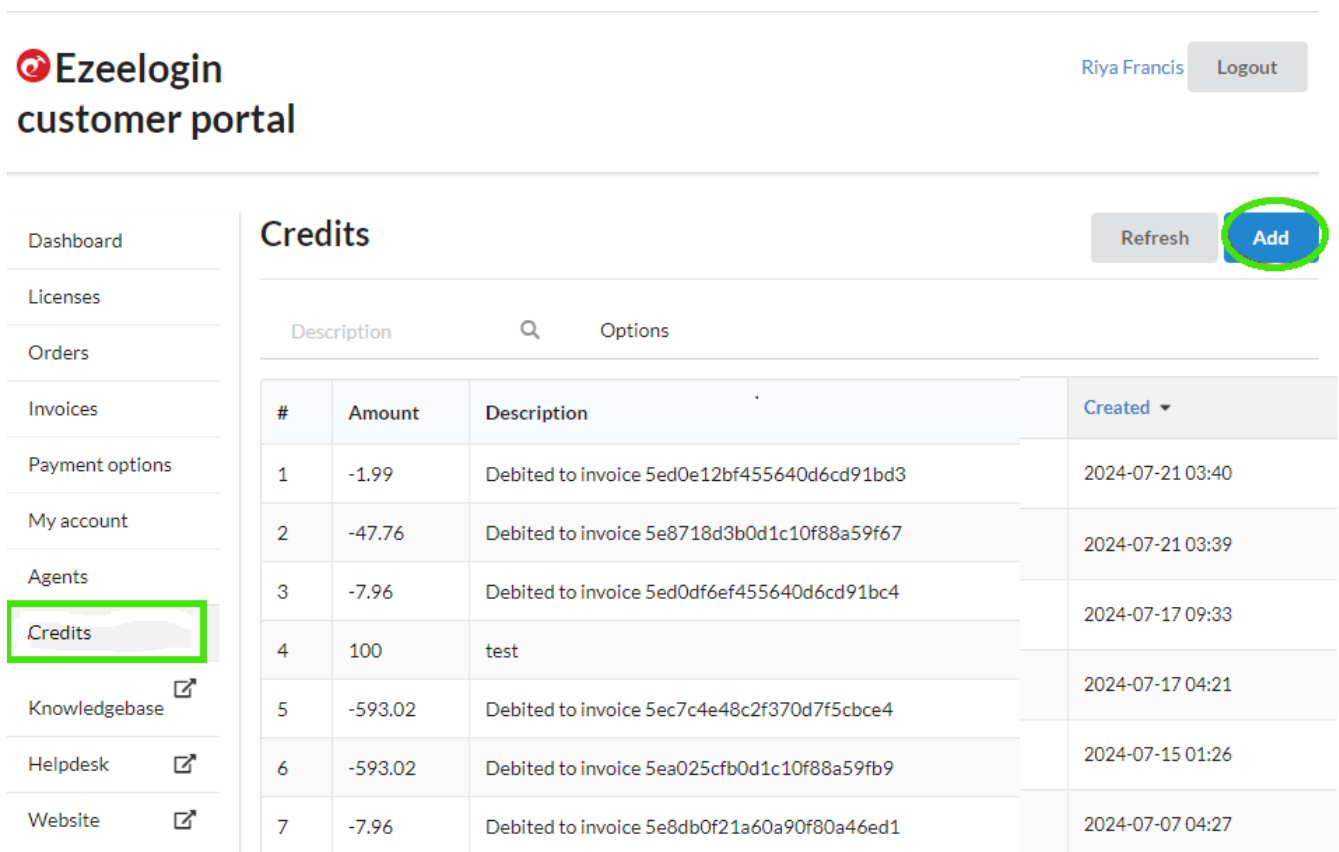
# How to add credits in Ezeelogin Billing Portal?

314 Riya Francis July 23, 2024 [Billing](#) 3537

## Way to Add Credits in Ezeelogin Billing System

**Overview:** This article explains how to add credits in the Ezeelogin customer portal. Log in, go to the "Credits" tab, click "Add," enter the amount and description, and finalize the addition using your debit or credit card.




**Step 1.** Login to Ezeelogin [customer portal](#) and click on the credits tab then click on the add button



The screenshot shows the Ezeelogin customer portal interface. The user is logged in as Riya Francis. The main navigation menu on the left includes Dashboard, Licenses, Orders, Invoices, Payment options, My account, Agents, Credits (highlighted with a green box), Knowledgebase, Helpdesk, and Website. The main content area is titled "Credits" and features a table of credit entries. The "Add" button is circled in green.

#	Amount	Description	Created
1	-1.99	Debited to invoice 5ed0e12bf455640d6cd91bd3	2024-07-21 03:40
2	-47.76	Debited to invoice 5e8718d3b0d1c10f88a59f67	2024-07-21 03:39
3	-7.96	Debited to invoice 5ed0df6ef455640d6cd91bc4	2024-07-17 09:33
4	100	test	2024-07-17 04:21
5	-593.02	Debited to invoice 5ec7c4e48c2f370d7f5cbce4	2024-07-15 01:26
6	-593.02	Debited to invoice 5ea025cfb0d1c10f88a59fb9	2024-07-15 01:26
7	-7.96	Debited to invoice 5e8db0f21a60a90f80a46ed1	2024-07-07 04:27

**Step 2.** To add credit specify the amount and description in specified field then add credit with your debit/credit card

- Dashboard
- Licenses
- Orders
- Invoices
- Payment options
- My account
- Agents
- Credits**
- Knowledgebase 
- Helpdesk 
- Website 

## Add credit

Refresh

Amount (USD) \*

Credit amount

Description


Description

Cancel

Process payment

### Payment options

 New card


Credit or debit card 


Card number

MM / YY

Name on card

Name

Save 

Set as default 

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[How to pay an expired invoice from the new billing portal?](#)

Online URL:

<https://www.ezeelogin.com/kb/article/how-to-add-credits-in-ezeelogin-billing-portal-314.html>