

How to enable auto-renew in new billing portal?

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Enable auto-renew in the new billing portal.

Overview: This article describes how to enable auto-renewal in the new billing portal by toggling the settings in the orders tab or during invoice payment.

There are 2 ways you can enable auto-renew.

1. Toggle in from the orders tab.
2. Enable it through the invoice payment.

Ezeelogin customer portal

Order ID	ID	Subscriptions
Order ID	2024-03-14-0427-716	
IP	76.101.12.141	
Subscription ID	112-241-02-012	
Type	us01a	
Service	216	
Knowledgebase	EF	Billings
Helpdesk	EF	Admin
Website	EF	Customer
Product name	EF	Product
Auto-renew	enabled	Product
Status	active	Product

[Cancel](#) [Compuater](#) [Toggle auto-renew](#)

1. Log into the Customer Portal and click on the orders tab, select toggle auto-renew.

2. You can also enable auto-renew while paying the invoice by enabling the default payment option.

The screenshot shows a 'Pay invoice' page with a sidebar on the left containing navigation links: Dashboard, Licenses, Orders, Invoices (highlighted), Payment options, My account, Agents, Credits, Knowledgebase, Helpdesk, and Website. The main content area is titled 'Pay invoice' and includes a 'Refresh' button. It features two tabs: 'Invoice' and 'Order'. The 'Invoice' tab is active, displaying a table with the following data:

ID	5eea3fb06e43795f848a2e33
Created	2020-06-17 09:37 PM
Due date	Jun 17, 2020
Amount	\$1.99 USD
Status	unpaid

To the right of the table is a 'Payment options' section. It includes a 'New card' option with a green checkmark, a 'Credit or debit card' section with a card number field (placeholder: MM / YY CVC), and a 'Name on card' field (placeholder: Name). Below these are two checked options: 'Save' and 'Set as default'. At the bottom of the page, there are two buttons: 'Cancel' (red) and 'Process payment' (green). A dropdown menu is open at the bottom, showing three options: 'Disabled - Manually pay future invoices', 'Enabled - With the selected payment option', and 'Enabled - With the default payment option' (which is highlighted in blue).

Disable auto-renew.

If in any case you wish to disable or cancel the auto-renew option. Log into the Customer Portal and click on the orders tab, select the toggle option and you can disable the auto-renew feature.

Dashboard
Licenses
Orders
Invoices
Coupons
My account
Agents
Customers
DND
Credits
Builds
Blacklist
Settings
Live agents
Standalone

Order details

ID	
Created	
IP	
Type	new
Servers	50
Billing cycle	1 months
Amount	99.5 USD
Grand total	\$99.5 USD
First bill amount	\$99.5 USD
Auto renew	disabled
Status	active

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