

# How to enable auto-renew in new billing portal?

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## **Enable auto-renew in the new billing portal.**

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**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.

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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
Order ID	64619646464646464646
Created	2023-03-14 10:27:19
IP	76.101.101.101
Inventory ID	111-111-111-111
Type	order
Service	200
Knowledgebase	EF
Product	EF
Website	EF
Product ID	64619646464646464646
Product Name	64619646464646464646
Status	active

[Order](#) [Cancel](#) [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' interface. On the left is a navigation menu with items: 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. Below the title are two tabs: 'Invoice' (selected) and 'Order'. The 'Invoice' tab contains 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

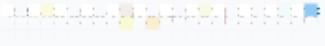
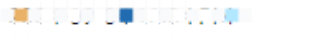
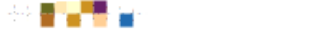
To the right of the table is a 'Payment options' section. It includes a 'New card' option with a green checkmark, a 'Credit or debit card' section with a card number field (placeholder: MM / YY CVC), and a 'Name on card' field (placeholder: Name). There are also checkboxes for 'Save' and 'Set as default',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

### 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
<b>Orders</b>
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

[Go back](#) [Cancel order](#) [Toggle auto renew](#)

### Related Articles:

[Update the license from the customer portal.](#)

[Reset the admin user password from the customer portal.](#)

[Add/Edit license from the new billing portal.](#)

Online URL:

<https://www.ezeelogin.com/kb/article/how-to-enable-auto-renew-in-new-billing-portal-324.html>