# How to Add /Edit License in the new Ezeelogin customer portal?

333 admin July 24, 2024 Billing 3831

## Managing licenses in the new ezeelogin customer portal

**Overview:** This article provides a guide on managing licenses within the new Ezeelogin customer portal. It covers how to add a new license by logging into the portal, navigating to the Licenses tab, and completing the purchase process with payment details. Additionally, it explains how to edit an existing license, including updating the number of servers, billing cycle, or IP address. Note that a single license cannot be associated with multiple IP addresses, but a secondary license can be issued for high availability needs.

**Step 1.** Login into the customer portal area <u>customer login area</u> and click on the **Licenses tab** on the left menu.

Ezeelogin c	ustomer	portal	Logout					
Dashboard		Dashboard						
Licenses	<u> </u>	Latest version						
Orders		The latest Ezeelogin version is:						
Invoices		NOTE: You can create agent account for anyone who may need to manage your licenses. Every agent can login to the billing system and have the same privileges as your primary agent account to	view and					
Payment options		manage your licenses, invoices etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system.						
My account								
Agents								
Credits								
Knowledgebase	ď							
Helpdesk	ď							
Website	ď							
		Convribit®Admod Inc						

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Step 2. On the License, tab click on the Add button on the right side of the customer portal.

Ezeelogin cust											
hboard		Lice	nses								Refresh
ises											7
ers		IP A	Address Q	Advanced search	Options						
ices		#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
ent options		1			8	2024-04-27	active		2023-03-15	2023-06-12	₿ 🗹
count											
ts											
lits											
vledgebase	Ľ.										
desk	C.										
osite	⊿.										

Step 3. Enter the number of servers, select the billing cycle, enter the IP address for which

you have to issue the license, and then click on Buy.

Dashboard		New license				
Licenses		No. of servers 0				
Orders		1				
nvoices		Billing cycle *				
Payment options		Monthly (no discount	)			
My account		IP address 🕚 *				
Agents		č12.191.60				
Credits		Secondary (P address (optional)  IP address of the secondary gateway server				
Knowledgebase	ď	IP address of the seco	ndary gateway server			
Helpdesk	ß	Price info				
Website	ď	Grand total	\$1.99 USD			
		First invoice amount	\$1.99 USD			
		First invoice due	July 25th, 2020			
		Credit balance	-\$1612.84 USD			
		First payment	\$0 USD			
		Next invoice amount	\$1.99 USD			
		Next invoice due	August 25th, 2020			

**Note:** Associating a single license with multiple IP addresses is not permitted. However, in cases where high availability is required, we offer a secondary license that can be associated with an additional IP address, providing nearly identical features.

**Step 4.** Enter the Card number, expiry, name & CVC, and process the payment to issue the license.

Ezeelogin custom	er portal				Logout
Dashboard Licenses	Pay invo	bice			Refresh
Orders	Invoice	Order			
Invoices	ID	5f1bf541192b487c5e8449c6			
Payment options	Created	2020-07-25 02:32 PM		Payment options	
My account	Due date	Jul 25, 2020		Vew card	
Agents	Amount	\$1.99 USD		Credit or debit card	MM/YY CVC
Credits	Status	unpaid		Name on card	
Knowledgebase	ď			Name	
Helpdesk	ď			Save 1	
Website	ß			Set as default 1	
	Auto renew				
	Enabled	- With the default payment option	<		*
	Cancel	Process payment			
	Cancer	Process payment			

## Edit the License

**Step 1.** Click on the License Tab and then click on the Edit button on the Right side of the customer portal and click on update button

#### Ezeelogin customer portal

Licenses								Refresh Add	
IP A	Address Q	Advanced search	Options						
#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			8	2024-04-27	active		2023-03-15	2023-06-13	₿ 🕑
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								· · · ·	
				Copyright © Admod,	Inc.				
	P	P Address Q	P Address Q Advanced search	P Address Q Advanced search Options # IP Secondary IP Servers	P Address     Q     Advanced search     Options       #     IP     Secondary IP     Servers     Expiry       1     Image: Compared in the secondary of the seconda	P Address Q Advanced search Options  II P Secondary IP Servers Expiny Status	P Address     Q     Advanced search     Options       #     IP     Secondary IP     Servers     Expiry     Status     Order ID       1     Secondary IP     8     2024-04-27     active     Secondary IP	P Address     Q     Advanced search     Options       #     IP     Secondary IP     Servers     Expiry     Status     Order ID     Created       1     Secondary IP     8     2024-04-27     active     2023-03-15	P Address       Q       Advanced search       Options         #       IP       Secondary IP       Servers       Expiry       Status       Order ID       Created       Modified         1       Immediate       8       2024-04-27       active       2023-03-15       2023-06-13

Logout

Logout

#### Ezeelogin customer portal

Dashboard	Edit license
Licenses	No. of servers 📀 *
Orders	8
Invoices	Billing cycle *
Payment options	Vearly (10% discount)
My account	IP address 💿 *
Agents	
Credits	Secondary IP address (optional) 🕐
Knowledgebase	Z
Helpdesk	Z Cancel Update

You can upgrade or downgrade the number of servers, change the billing cycle or change the IP address by clicking the Edit button on the right side of the customer portal

### Related Articles

Error: Reached maximum number of servers allowed by current license. Please upgrade license to add more servers.

How to change the billing cycle?

Update card details in the new billing portal

Online URL:

https://www.ezeelogin.com/kb/article/how-to-add-edit-license-in-the-new-ezeelogin-customer-portal-333.html