

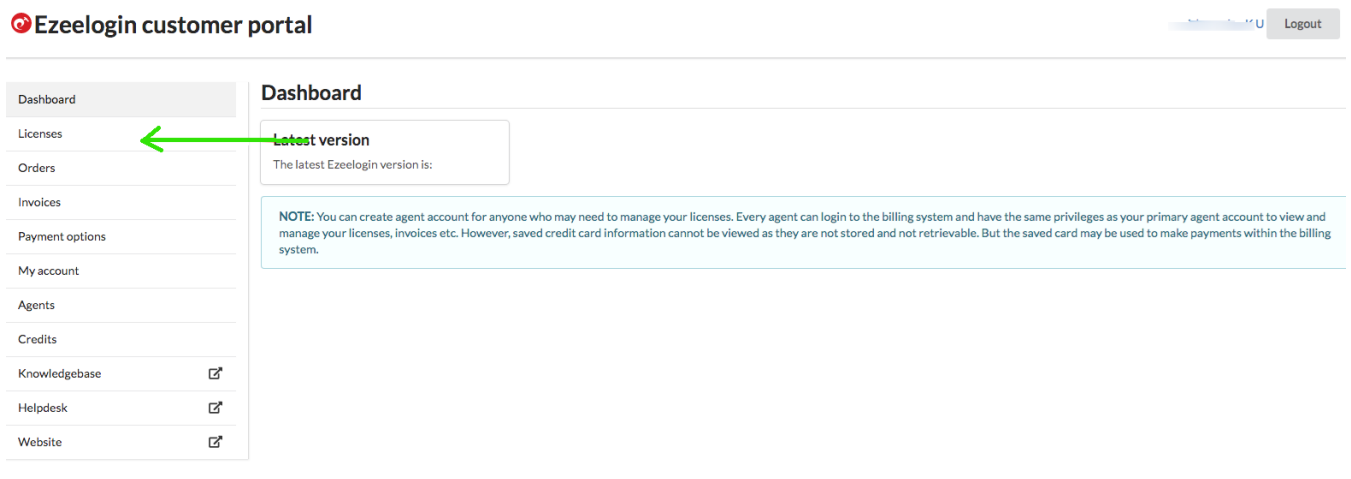
How to Add /Edit License in the new Ezeelogin customer portal?

333 admin July 24, 2024 [Billing](#) 3756

Managing licenses in the new ezeelogin customer portal

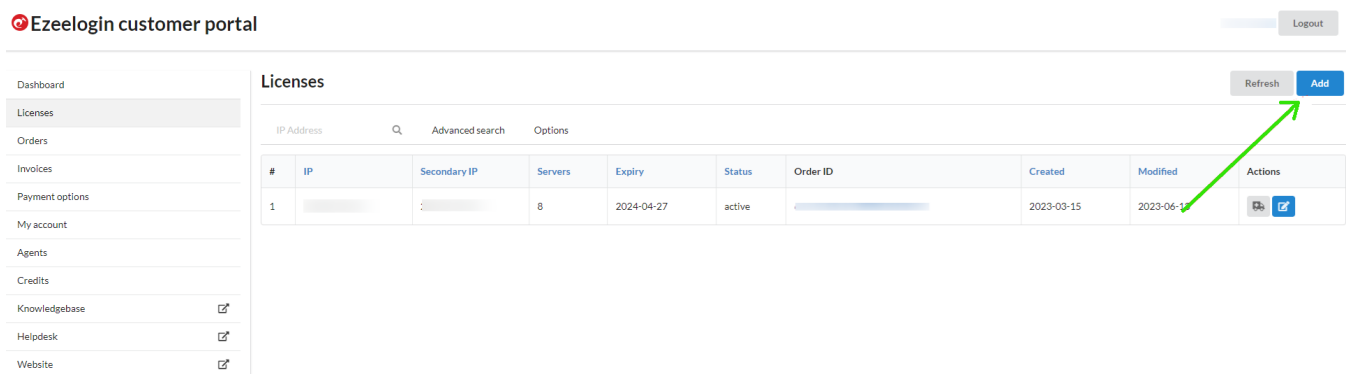
Overview: This article provides a guide on managing licenses within the new Ezeelogin customer portal. It covers how to add a new license by logging into the portal, navigating to the Licenses tab, and completing the purchase process with payment details. Additionally, it explains how to edit an existing 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 [customer login area](#) and click on the **Licenses tab** on the left menu.



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



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.

Ezeelogin customer portal

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

New license

No. of servers: 1

Billing cycle: Monthly (no discount)

IP address: 1.2.3.4.5

Secondary IP address (optional): IP address of the secondary gateway server

Price info	
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

Cancel Buy

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 customer portal

Logout Refresh

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

Pay invoice

Invoice	Order
ID: 5f1bf541192b487c5e8449c6	
Created: 2020-07-25 02:32 PM	
Due date: Jul 25, 2020	
Amount: \$1.99 USD	
Status: unpaid	

Auto renew: Enabled - With the default payment option

Payment options

- New card
- Credit or debit card

Card number: [input] MM / YY CVC: [input]

Name on card: [input]

Save Set as default

Cancel 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

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

Licenses

Refresh Add

IP Address

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1	192.168.1.1	192.168.1.2	8	2024-04-27	active	123456789	2023-03-15	2023-06-13	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



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

Edit license

No. of servers

Billing cycle

IP address

Secondary IP address (optional)



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>