

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

333 admin November 23, 2023 [Billing](#) 3378

How to add the license to the new customer portal?

1. Login into the customer portal area [customer login area](#) and click on the **Licenses tab** on the left menu.




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

Dashboard

Latest version
The latest Ezeelogin version is:

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 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.



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

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Licenses

Refresh **Add**

IP Address

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			8	2024-04-27	active		2023-03-15	2023-06-15	 

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.

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New license

No. of servers **1**

1

Billing cycle **Monthly (no discount)**

IP address **1.2.3.4**

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

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.

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

Ezeelogin customer portal Logout

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

Pay invoice

Refresh

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 MM / YY CVC

Name on card

Save Set as default

Edit the License

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 Logout

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	5f1bf541192b487c5e8449c6		8	2024-04-27	active		2023-03-15	2023-06-13	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

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Edit license

No. of servers

8

Billing cycle

Yearly (10% discount)

IP address

Secondary IP address (optional)

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

Online URL:

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