

How to change the billing cycle?




466 Vishnupriya August 28, 2024 [Billing](#) 2975


Modifying the license billing cycle(monthly to quarterly/half-yearly/yearly)

Overview: This article explains how to change the billing cycle from monthly to quarterly, half-yearly, or yearly by logging into your customer portal, editing the license, and selecting the desired billing option.





















Step 1. Login to your [customer portal](#). Click on the licenses and Edit the license as shown below

Ezeelogin customer portal Logout

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

Licenses Refresh 

IP Address

| # | IP | Secondary IP | Servers | Expiry | Status | Order ID | Created | Modified | Actions |
|----|----------------|----------------|---------|------------|---------|--------------------------|------------|------------|---|
| 1 | 75.206.188.200 | 117.210.00.242 | 298 | 2020-08-29 | active | 5c8a35fd5ecaea136ba85191 | 2018-10-12 | 2020-07-27 |   |
| 2 | 192.168.1.34 | 192.168.1.1 | 100 | 2021-03-30 | active | 5e81becc6e43795f848a2693 | 2018-10-15 | 2020-06-30 |   |
| 3 | 65.190.120.120 | 192.168.1.1 | 100 | 2020-10-03 | active | 5d1b67ebfd11a15e50c9e809 | 2018-10-18 | 2020-07-07 |   |
| 4 | 50.120.120.120 | 192.168.1.1 | 5 | 2020-07-17 | expired | 5eea3efccde29a70917f1dd7 | 2019-01-04 | 2020-07-16 |   |
| 5 | 192.168.1.1 | 192.168.1.1 | 1 | 2019-04-11 | expired | 5c863f4c4f118017dfda1d3f | 2019-02-02 | 2019-04-09 |   |
| 6 | 192.168.1.1 | 192.168.1.1 | 10 | 2019-08-27 | expired | 5cebbc302343a44ce3e11240 | 2019-04-13 | 2019-08-26 |   |
| 7 | 192.168.1.1 | 192.168.1.1 | 1 | 2019-06-30 | expired | 5cf0c2352343a44ce3e112ba | 2019-04-25 | 2019-07-23 |   |
| 8 | 192.168.1.1 | 192.168.1.1 | 24 | 2020-08-29 | active | 5e66f2dc54703c04b9bcbf28 | 2019-11-26 | 2020-07-27 |   |
| 9 | 192.168.1.1 | 192.168.1.1 | 12 | 2020-03-04 | expired | 5e395d5e6e43795f848a227c | 2020-02-04 | 2020-03-03 |   |
| 10 | 192.168.1.1 | 192.168.1.1 | 300 | 2020-08-22 | active | 5f192a3e192b487c5e844988 | 2020-07-23 | 2020-07-23 |   |

Step 2. After editing the license you can change the billing cycle from monthly to quarterly/half-yearly/yearly as shown below

Dashboard

Licenses

Orders

Invoices

Payment options

My account

Agents

Credits

Knowledgebase

Helpdesk

Website

Edit license

No. of servers • *

30

Billing cycle *

Monthly (no discount)

IP address • *

22.1.1.1

Select

- Monthly (no discount)
- Quarterly (2% discount)
- Half-yearly (5% discount)**
- Yearly (10% discount)

Price info

| | |
|-----------------------|---------------------|
| Grand total | \$59.7 USD |
| Deductions | -\$620.03 USD |
| First invoice amount | \$0 USD |
| First invoice due | December 16th, 2021 |
| Credit • | \$560.33 USD |
| Next invoice amount | \$59.7 USD |

Related Articles

[Understanding Upgrading/Downgrading license calculations?](#)

[How to pay an active invoice from the new billing portal?](#)

[How to pay an expired invoice from the new billing portal?](#)

[Update card details in the new billing portal](#)

Online URL: <https://www.ezeelogin.com/kb/article/how-to-change-the-billing-cycle-466.html>