

How to change the billing cycle?




466 Vishnupriya August 28, 2024 [Billing](#) 2731


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	75.201.100.100	117.210.00.040	298	2020-08-29	active	5c8a35fd5ecaea136ba85191	2018-10-12	2020-07-27	 
2	192.168.1.34	192.168.1.34	100	2021-03-30	active	5e81becc6e43795f848a2693	2018-10-15	2020-06-30	 
3	65.100.100.100	65.100.100.100	100	2020-10-03	active	5d1b67ebfd11a15e50c9e809	2018-10-18	2020-07-07	 
4	50.100.100.100	50.100.100.100	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 • *

22.214.171.124

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>