## How to pay an expired invoice from the new billing portal? 575 Nesvin KN March 22, 2025 Billing 2506

## How to pay an expired invoice from the new billing portal to reactivate the expired license?

**Overview:** This article provides a step-by-step guide for users to pay an expired invoice from the <u>new</u> <u>billing portal</u> to reactivate the expired license.

The invoice will get expired after 5 days of creation. If you want to pay the expired invoice, do follow the below steps.

Step 1: Login to the <u>billing portal area</u> -> click on the **invoice** tab -> click on **order ID**.

Ezeelogin customer portal														
Dashboard	Dashboard Invoices													
Licenses		Exact ID Q Advanced search Options												
Orders	-	#	ID	Amount	Due date	Status	Order ID	Created -	Actions					
Payment options		1	63c9f762eb67ba00124c6716	9.95	2023-02-19	unpaid	63c9f762eb67ba00124c6713	2023-01-20	Pay					
My account Agents	:	2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06	<b>@</b>					
Credits	:	3	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	2022-12-20	0					
Knowledgebase	ď,	4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	<b>@</b>					
Helpdesk	C'	5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	0					
		6	620230d4ef24540018276b7f	408.35	2022-02-08	expired	620230d4ef24540018276b7c	2022-02-08	0					

Step 2: Primary and secondary IPs can be found in the order details. Refer below example.

Ezeelogin cu	istomer p	ortal		Nesvin Kh
Dashboard		Order deta	ils	
Licenses		ID	(0) 70% 0.4 0 4004074-404	
Orders		ID	63b/3fb9cdc9d10012/1ef06	
Invoices		Created	2023-01-06 02:53 AM	
Payment options		IP		<b>←</b>
My account		Secondary IP		<b>←</b>
Agents		Туре	update	
Credits		Servers	5	
Knowledgebase	Ľ	Billing cycle	1 months	
Helpdesk	ď	Amount	9.95 USD	
Website	ď	Grand total	\$9.95 USD	
		First bill amount	\$9.95 USD	
		Auto renew	disabled	
		Status	active	
		Go back	Cancel order Toggle auto re	ew

Step 3: Copy the IP address and click on the license tab and search for the IP.

<b>⊘</b> Ezeelogin customer portal												svin KN Logout
Dashboard Licenses		Licenses										
Orders Invoices		#	IP		Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
Payment options		1			Secondary in	20	2022-01-01	expired	61a7d57dfd68960018a26a1f	2021-12-02	2022-08-09	₩ 🗹
My account Agents		2				5	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2022-12-20	2023-01-20	₿ 🗹
Credits		3				5	2023-02-19	active	63c9f762eb67ba00124c6713	2023-01-20	2023-01-20	8
Knowledgebase	Ľ.											
Helpdesk	ď											
Website	ď											

Step 4: Edit the license, change the **number of servers** or **billing cycle**, and click on the **update** button to create the new invoice.

Ezeelogin custon	ner po	ortal		Nesvin KN Logout
Dashboard		Edit license		
Licenses		No. of servers 🕕 *		
Orders		6 <b>–</b>		 \$
Invoices		Billing cycle *		
Payment options		Monthly (no discount	i) 🚽	 ~
My account		IP address () *		
Agents			_	
Credits		Secondary IP address (opt	tional) 🕔	
Knowledgebase	Ľ.			
Helpdesk	ď	Price info		
Website	Ľ.	Grand total	\$11.94 USD	
		First invoice amount	\$11.94 USD	
		First invoice due	February 1st, 2023	
		Next invoice amount	\$11.94 USD	
		Next invoice due	March 1st, 2023	
		Cancel Updat	te 🚽	

Step 5: New invoice will be created under the invoice tab and you can click on the pay button.

Dashboard		Invoices										
Licenses			_									
Orders		Exact	Advanced search	Options								
Invoices	roices		ID	Amount	Due date	Status	Order ID	Created <del>•</del>	reated  Actions			
Payment options		1	63c9f762eb67ba00124c6716	9.95	2023-02-19	unpaid	63c9f762eb67ba00124c6713	2023-01-20	<b>e</b>	ay		
My account Agents		2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06				
Credits		3	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	2022-12-20	0			
Knowledgebase	Ľ.	4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	0			
Helpdesk	<b>Z</b>											
Website	ď	5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	0			

Step 6: Click on the order to confirm the IP address, number of servers, billing cycle, auto-renew, etc.

Ezeelogin custom	ner po	ortal		Nesvin KN	Logout								
Dashboard	a Pay invoice												
Licenses		Invoice Orde	· •										
Invoices		ID	63c9f762eb67ba00124c6713										
Payment options		Created	2023-01-20 07:37 AM										
My account		IP											
Agents		Secondary IP											
Credits		Туре	new										
Knowledgebase	ď	Servers	5										
Helpdesk	C'	Billing cycle	1 months										
Website	6	Amount	9.95 USD										
		Grand total	\$9.95 USD										
		First bill amount	\$9.95 USD										
		Auto renew	disabled										
		Status	active										
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## **Step 7:** Click on **invoice** -> **update card details** -> **enable auto-renew** -> **process payment**.

Ezeelogin cus	tomer p	ortal			Nesvin KN Logout
Dashboard Licenses		Pay invo	ice	-	Refresh
Orders		Invoice	Order		
Invoices		ID	63c9f762eb67ba00124c6716		
Payment options		Created	2023-01-20 07:37 AM	Payment options	
My account		Due date	Feb 19, 2023	V New card	
Agents		Amount	\$9.95 USD	Creation accenticate of	MM/YY CVC
Credits		Status	unpaid	Name on card	
Knowledgebase	ď			Name	
Helpdesk	ď			Save 🕄	
Website	Ľ.			Set as default ()	
		Auto renew			
		Enabled -	- With the default payment option	· · · · · · · · · · · · · · · · · · ·	~
		Cancel	Process payment		
		Cancer	Process payment		
				Copyright © Admod, Inc.	

Step 8: After paying the invoice, click on the license tab to view the license. The license will be shown as active for the paid invoice.

Ezeelogin customer portal											1	Nesvin KN Logout
Dashboard Licenses Orders	Li	ice IPA	<b>nses</b>	Q	Advanced search	Options						Refresh Add
Invoices	1	#	IP		Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
Payment options		1				20	2022-01-01	expired	61a7d57dfd68960018a26a1f	2021-12-02	2022-08-09	₿ 🗹
My account		0					0000.04.40	and the d	(0)-70(-0-1-0.14004.074-60.0	0000 40 00	0000 01 00	
Agents		2				5	2023-01-19	expired	63D73fD9CdC9d1001271ef06	2022-12-20	2023-01-20	00 <b>Q</b>
Credits	4	3				5	2023-02-19	active	63c9f762eb67ba00124c6713	2023-01-20	2023-01-20	😣 🗹
Knowledgebase	ß											
Helpdesk	ď											
Website	C'											

## **Related Articles:**

How to pay an active invoice from the new billing portal?

How to update card details in the new billing portal?

How to enable auto-renew in the new billing portal?

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

Understanding Upgrading/Downgrading license calculations?

How can we purchase a license after the trial?

Online URL: <u>https://www.ezeelogin.com/kb/article/how-to-pay-an-expired-invoice-from-the-new-billing-portal-575.html</u>