

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

578 Nesvin KN February 23, 2023 [Billing](#) 2254

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

The unpaid invoice will be active for 5 days. Pay the invoice before it expires. If you want to pay the expired invoice, refer below article.

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

1. Login to the [billing portal area](#), click on the **invoice** tab and click on the **pay** button.

Ezeelogin customer portal Nesvin KN Logout

Invoices Refresh

Exact ID

#	ID	Amount	Due date	Status	Order ID	Created	Actions
1	63c9f762eb67ba00124c6716	9.95	2023-02-19	unpaid	63c9f762eb67ba00124c6713	2023-01-20	<input type="button" value="Pay"/>
2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06	<input type="button" value="Pay"/>
3	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	2022-12-29	<input type="button" value="Pay"/>
4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	<input type="button" value="Pay"/>
5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	<input type="button" value="Pay"/>

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

- Dashboard
- Licenses
- Orders
- Invoices**
- Payment options
- My account
- Agents
- Credits
- Knowledgebase [↗](#)
- Helpdesk [↗](#)
- Website [↗](#)

Pay invoice

Refresh

Invoice	Order
ID	63c9f762eb67ba00124c6713
Created	2023-01-20 07:37 AM
IP	
Secondary IP	
Type	new
Servers	5
Billing cycle	1 months
Amount	9.95 USD
Grand total	\$9.95 USD
First bill amount	\$9.95 USD
Auto renew	disabled
Status	active

Click on **invoice** -> **update card details** -> **enable auto-renew** -> **process payment**.

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Pay invoice

Refresh

Invoice	Order
ID	63c9f762eb67ba00124c6716
Created	2023-01-20 07:37 AM
Due date	Feb 19, 2023
Amount	\$9.95 USD
Status	unpaid

Payment options

New card

Credit or debit card

Card number MM / YY CVC

Name on card

Name

Save




Set as default

Auto renew

Enabled - With the default payment option







Cancel Process payment

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

Dashboard
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Website 

Licenses

Refresh Add

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			20	2022-01-01	expired	61a7d57dfd68960018a26a1f	2021-12-02	2022-08-09	 
2			5	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2022-12-20	2023-01-20	 
3			5	2023-02-19	active	63c9f762eb67ba00124c6713	2023-01-20	2023-01-20	 

Related Articles

[How to pay an expired 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:

<https://www.ezeelogin.com/kb/article/how-to-pay-an-active-invoice-from-the-new-billing-portal-578.html>