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

578 Nesvin KN March 26, 2025 Billing 2436

Pay an active invoice from the new billing portal

Overview: This article helps customers to pay an active invoice from the <u>new billing portal</u>.

The unpaid invoice will remain active for 5 days. Ensure that payment is made before it expires. If your invoice has already expired, refer to the article below:

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

Step 1: Login to the <u>billing portal area</u>, click on the **invoice** tab and click on the **pay** button.

Dashboard		Invoices									
Licenses			0 11 1								
Orders		Exac	Advanced search	Options							
Invoices		#	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			
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	@		
Helpdesk	ď								_		
Website	ď	5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	9		

Step 2: Click on the order to confirm the IP address, number of servers, billing cycle, auto-renew, etc.

Ezeelogin cu	stomer p	ortal	
shboard		Pay invoice	
enses ders		Invoice Orde	er 🗸
es		ID	63c9f762eb67ba00124c6713
options		Created	2023-01-20 07:37 AM
		IP	
		Secondary IP	
		Туре	new
ase	ď	Servers	5
	Ľ.	Billing cycle	1 months
	ß	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 3: Click on Invoice -> update card details -> enable auto-renew -> process payment.

Ezeelogin custor	mer portal				Nesvin KN Logout
Dashboard Licenses Orders	Pay in	rvoice _{Se} Order	-		Refresh
Invoices Payment options My account Agents Credits Knowledgebase Helpdesk Website	LiD Creat Due c Amou Statu C C C C C C C C	date Feb 19,2023 unut \$9.95 USD us unpaid		Payment options ✓ New card Credit or debit card ● Card number Name on card Name ✓ Save ● ✓ Set as default ●	MM/YY CVC
		abled - With the default payment option	Copyright © Admod. Inc.		~

Step 4: 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											Nesvin KN Logo	
Dashboard		Lice	enses									Refresh
Licenses Orders		ĮP.	Address	Q	Advanced search	Options						
Invoices		#	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 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	₿ 🗹
Knowledgebase	ď								-			
Helpdesk	ď											
Website	C,											

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