# How to upgrade/downgrade license in new ezeelogin customer portal?

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## Upgrade/downgrade the number of servers in new Ezeelogin customer portal

**Overview:** This article provide step by step instructions for Ezeelogin customers on how to upgrade or downgrade the number of servers from the their customer portal.

Step 1: Login into the <u>customer portal area</u> and click on the Licenses Tab on the left menu.

#### Ezeelogin customer portal

Dashboard		Dashboard					
Licenses		Latest version		Credit balance			
Orders		The latest Ezeelogin version is: 7.10.0		\$914.98 USD			
Invoices		Downloads					
Payment options							
My account		For PHP version 5.3 to 5.5:	http://downloads.ezeelogin.com/eziogin_7.10.0_pnp53-55.bin				
Agents		For PHP version 5.6 to 7.0:	http://downloads.ezeelogin.com/ezlogin_7.10.0_php56-70.bin				
Credits		For PHP version 7.1 and above:	http://dov	wnloads.ezeelogin.com/ezlogin_7.10.0_php71.bin			
Knowledgebase	ď						
Helpdesk	ď						
Website	ď						

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Step 2: On Licenses tab click on edit button on the right side of the corresponding license.

#### Ezeelogin customer portal

Dashboard	Licenses						Refresh Add				
Licenses				<b>a</b>							
Orders		IP	IP Address Q Advanced search Options								
Invoices		#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Actions		
Payment options		1	117 242		299	2019-01-11	active	5c0f690d997c7968fa3441e1	<b>1</b>		
My account		2	2( 20	4 2 54	431	2018-12-13	active	5bead35f6184ed48a15c0cb8			
Agents		2	20 70	. 2.54	-01	2010 12 10	active	55640510104644081566650			
Credits		3	11		269	2019-01-05	active	5c07bc2a997c7968fa3441b8	<b>B</b>		
Knowledgebase	ď										
Helpdesk	Ľ										
Website	ď										

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Step 3: Enter the new number of server click on update.

#### Ezeelogin customer portal

Dashboard		Edit license				
Licenses		No. of servers () *				
Orders		299 ┥				
Invoices		Billing cycle *				
Payment options		IP address () *	n)			
My account		11 40 42				
Agents		Secondary IP address (	optional) 🚯			
Credits		IP address of the se	condary gateway server			
Knowledgebase	ď					
Helpdesk	ď	Cancel	late			
Website	ď	Current billing		O	rder details	
		Amount	\$595.01 USD	I	D	5c0f690d997c7968fa3441e1
		Start date	Dec 11, 2018	c	Created	2018-12-11 01:06 PM
		End date	Jan 11, 2019	I	Р	1 12
		Days total	31	т	уре	update
		Days used	0	s	ervers	299
		Days remaining	31	E	Billing cycle	1 months

Step 4: Enter the Card number, expiry, name & CVC.

Ezeelogin portal	custo	mer			Manu c	Logout	
Dashboard Licenses		Pay invoice	<b>2</b> Order			Refresh	
Invoices Payment options My account Agents Credits Knowledgebase Helpdesk	ID ID ID Created Due date Amount Credit balance Payment		5c188a5b7847a332cdb54e2a   2018-12-18 11:19 AM   Dec 18, 2018   \$467.91 USD   \$59.28 USD   \$408.63 USD	Payment options ✓ New card Credit or debit card ● Card number Name Save ●	Payment options ✓ New card Credit or debit card ● Card number MM / YY CVC Name Name		
Website	ď	Status Auto renew Enabled - Wi	unpaid th the default payment option Process payment	Set as default		·	

### **Related Articles:**

Understanding Upgrading/Downgrading license calculations

Online URL:

https://www.ezeelogin.com/kb/article/how-to-upgrade-downgrade-license-in-new-ezeelogin-customerportal-245.html