

# 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

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**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.

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**Step 1:** Login into the [customer portal area](#) and click on the **Licenses Tab** on the left menu.

- Dashboard
- Licenses 
- Orders
- Invoices
- Payment options
- My account
- Agents
- Credits
- Knowledgebase 
- Helpdesk 
- Website 

## Dashboard

### Latest version

The latest Ezeelogin version is: 7.10.0




### Credit balance

\$914.98 USD

### Downloads


For PHP version 5.3 to 5.5:	<a href="http://downloads.ezeelogin.com/ezlogin_7.10.0_php53-55.bin">http://downloads.ezeelogin.com/ezlogin_7.10.0_php53-55.bin</a>
For PHP version 5.6 to 7.0:	<a href="http://downloads.ezeelogin.com/ezlogin_7.10.0_php56-70.bin">http://downloads.ezeelogin.com/ezlogin_7.10.0_php56-70.bin</a>
For PHP version 7.1 and above:	<a href="http://downloads.ezeelogin.com/ezlogin_7.10.0_php71.bin">http://downloads.ezeelogin.com/ezlogin_7.10.0_php71.bin</a>







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

- Dashboard
- Licenses**
- Orders
- Invoices
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## Licenses

[Refresh](#) [Add](#)

IP Address   [Advanced search](#) [Options](#)

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Actions
1	117.111.111.242		299	2019-01-11	active	5c0f690d997c7968fa3441e1	 
2	203.111.111.90	111.111.111.254	431	2018-12-13	active	5bead35f6184ed48a15c0cb8	 
3	111.111.111.72		269	2019-01-05	active	5c07bc2a997c7968fa3441b8	 

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

- Dashboard
- Licenses**
- Orders
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## Edit license

No. of servers ⓘ \*

299

Billing cycle \*

Monthly (no discount) ▾

IP address ⓘ \*

11 40 42

Secondary IP address (optional) ⓘ

IP address of the secondary gateway server

Cancel

Update

### Current billing

Amount	\$595.01 USD
Start date	Dec 11, 2018
End date	Jan 11, 2019
Days total	31
Days used	0
Days remaining	31

### Order details

ID	5c0f690d997c7968fa3441e1
Created	2018-12-11 01:06 PM
IP	11 40 42
Type	update
Servers	299
Billing cycle	1 months

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

**Ezeelogin customer portal** Menu Logout

Dashboard Licenses Orders **Invoices** Payment options My account Agents Credits Knowledgebase Helpdesk Website

### Pay invoice Refresh

Invoice Order

ID	5c188a5b7847a332cdb54e2a
Created	2018-12-18 11:19 AM
Due date	Dec 18, 2018
Amount	\$467.91 USD
Credit balance	\$59.28 USD
Payment	\$408.63 USD
Status	unpaid

Auto renew  
Enabled - With the default payment option

**Payment options**

✓ New card

Credit or debit card ⓘ

Card number MM / YY CVC

Name on card

Name

Save ⓘ

Set as default ⓘ

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## Related Articles:

[Understanding Upgrading/Downgrading license calculations](#)

Online URL:

<https://www.ezeelogin.com/kb/article/how-to-upgrade-downgrade-license-in-new-ezeelogin-customer-portal-245.html>