

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

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## Enable auto-renew in the new billing portal.

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**Overview:** This article describes how to enable auto-renewal in the new billing portal by toggling the settings in the orders tab or during invoice payment.

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There are 2 ways you can enable auto-renew.

1. Toggle in from the orders tab.
2. Enable it through the invoice payment.



2. You can also enable auto-renew while paying the invoice by enabling the default payment option.

Dashboard

Licenses

Orders

Invoices

Payment options

My account

Agents

Credits

Knowledgebase

Helpdesk

Website

Pay invoice

Refresh

Invoice

Order

ID	5eea3fb06e43795f848a2e33
Created	2020-06-17 09:37 PM
Due date	Jun 17, 2020
Amount	\$1.99 USD
Status	unpaid

Payment options

New card

Credit or debit card

Card numberMM / YY CVC

Name on card

Name

Save

Set as default

Disabled - Manually pay future invoices

Enabled - With the selected payment option

✓ Enabled - With the default payment option

Cancel

Process payment

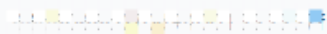


## Disable auto-renew.

If in any case you wish to disable or cancel the auto-renew option. Log into the Customer Portal and click on the orders tab, select the toggle option and you can disable the auto-renew feature.

## Ezeelogin admin portal

Dashboard
Licenses
Orders
Invoices
Coupons
My account
Agents
Customers
DND
Credits
Builds
Blacklist
Settings
Live agents
Standalone

### Order details

ID	
Created	
IP	
Type	new
Servers	50
Billing cycle	1 months
Amount	99.5 USD
Grand total	\$99.5 USD
First bill amount	\$99.5 USD
Auto renew	disabled
Status	active

[Go back](#)[Cancel order](#)[Toggle auto renew](#)

### Related Articles:

[Update the license from the customer portal.](#)

[Reset the admin user password from the customer portal.](#)

[Add/Edit license from the new billing portal.](#)

Online URL:

<https://www.ezeelogin.com/kb/article/how-to-enable-auto-renew-in-new-billing-portal-324.html>