# How to Add /Edit License in the new Ezeelogin customer portal?

333 admin July 24, 2024 Billing 4190

## Managing licenses in the new ezeelogin customer portal

**Overview:** This article provides a guide on managing licenses within the new Ezeelogin customer portal. It covers how to add a new license by logging into the portal, navigating to the Licenses tab, and completing the purchase process with payment details. Additionally, it explains how to edit an existing license, including updating the number of servers, billing cycle, or IP address. Note that a single license cannot be associated with multiple IP addresses, but a secondary license can be issued for high availability needs.

**Step 1.** Login into the customer portal area <u>customer login area</u> and click on the **Licenses tab** on the left menu.

Dashboard       Dashboard         Licenes       Licenses         Orders       Licet version         Involces       The latest Excelogin version is:         Payment options       NTE: You can create agent account for anyone who may need to manage your licenses. Every agent can login to the billing system and have the same privileges as your primary agent account to view and manage your licenses, involces etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system.         Yendes       Credits         Helpdesk       Credit         Website       Credit         Website       Credit         Website       Credit         Messe       Credit         Website       Credit         Messe       Credit	Ezeelogin cu	stomer	portal						
Licenses       Licenses         Orders       The latest Excelogin version is:         Invoices       NOTE: You can create agent account for anyone whom may need to manage your licenses. Every agent can login to the billing system and have the same privileges as your primary agent account to view and manage your licenses, invoices etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system.         Agents       Credits         Knowledgebase       Credits         Helpdesk       Credits         Wessite       Credits         Wessite       Credits         Menders       Credits         Menders	Dashboard		Dashboard						
Orders     The latest Ezelogin version is:       Invoices     The latest Ezelogin version is:       Payment options     The latest Ezelogin version is:       My account     NOTE: You can create agent account for anyone who may need to manage your licenses. Every agent can login to the billing system and have the same privileges as your primary agent account to view and manage your licenses, liveices etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system       My account     Fredits       Knowledgebase     Credits       Helpdesk     Credits       Weshite     Credits	Licenses 🧲		Latest version						
Invoices       Payment options         Payment options       Payment options         My account       Payment options         Agents       Payment options         Knowledgebase       Credits         Helpdesk       Credits         Myestien       Credits	Orders		The latest Ezeelogin version is:						
Payment options     manage your licenses, invoices etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system.       Agents     Credits       Knowledgebase     Credits       Helpdesk     Credits       Wessite     Credits	Invoices		NOTE: You can create agent account for anyone who may need to manage your licenses. Every agent can login to the billing system and have the same privileges as your primary agent account to view and						
My account       Agents       Credits       Knowledgebase     I       Helpdesk     I       Website     I	Payment options		manage your licenses, invoices etc. However, saved credit card information cannot be viewed as they are not stored and not retrievable. But the saved card may be used to make payments within the billing system.						
AgentsCreditsKnowledgebaseIdHelpdeskId </td <td>My account</td> <td></td> <td></td>	My account								
CreditsKnowledgebaseC*HelpdeskC*WebsiteC*	Agents								
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Helpdesk     C*       Website     C*	Knowledgebase	ď							
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	Website	ď							

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Step 2. On the License, tab click on the Add button on the right side of the customer portal.

									Logout	
Dashboard	Lice	enses								Refresh Add
Licenses										7
Orders		Address Q	Advanced search	Options						
Involces	#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
Payment options	1			8	2024-04-27	active		2023-03-15	2023-06-12	₿ 🗹
My account										
Agents										
Credits										
Knowledgebase										
Helpdesk 🛛										
Website 🗹										

Step 3. Enter the number of servers, select the billing cycle, enter the IP address for which

you have to issue the license, and then click on Buy.

Dashboard		New license	
Licenses		No. of servers 0	
Irders		1	
nvoices		Billing cycle *	
Payment options		Monthly (no discount	)
My account		IP address 🕚 *	
Agents		< 1.2.141.60	
Credits		Secondary IP address (opt	tional) 🕕
Knowledgebase	ď	IP address of the seco	ndary gateway server
Helpdesk	ß	Price info	
Website	ď	Grand total	\$1.99 USD
		First invoice amount	\$1.99 USD
		First invoice due	July 25th, 2020
		Credit balance	-\$1612.84 USD
		First payment	\$0 USD
		Next invoice amount	\$1.99 USD
		Next invoice due	August 25th 2020

**Note:** Associating a single license with multiple IP addresses is not permitted. However, in cases where high availability is required, we offer a secondary license that can be associated with an additional IP address, providing nearly identical features.

**Step 4.** Enter the Card number, expiry, name & CVC, and process the payment to issue the license.

Ezeelogin custome	r portal				Logout
Dashboard Licenses	Pay invo	ice			Refresh
Orders	Invoice	Order	<u>.</u>		
Invoices	ID	5f1bf541192b487c5e8449c6			
Payment options	Created	2020-07-25 02:32 PM		Payment options	
My account	Due date	Jul 25, 2020	_	New card	
Agents	Amount	\$1.99 USD		Card number 🖪	MM/YY CVC
Credits	Status	unpaid		Name on card	
Knowledgebase	3			Name	
Helpdesk E	8			Save 3	
Website E	8			Set as default 1	
	Auto renew				
	Enabled	- With the default payment option	<		~
	Cancel	Process payment			

## Edit the License

**Step 1.** Click on the License Tab and then click on the Edit button on the Right side of the customer portal and click on update button

#### Ezeelogin customer portal

Lice	Licenses							Refresh Add	
IP A	Address Q	Advanced search	Options						
#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			8	2024-04-27	active		2023-03-15	2023-06-13	₿ 🕑
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				Copyright © Admod,	Inc.				
	Lice  P) #	Licenses P Addres Q P 1 Mannene	Licenses PAdres Q Advanced search P IP Secondary IP 1 Secondary IP	Licenses       IP Address     Q     Advanced search     Options       IP     Secondary IP     Servers       I     Immediate     8	Licenses       P Adress     Q     Advanced search     Options       P     P     Secondary IP     Servers     Expiry       1     1     8     2024-04-27	Licenses       IP Adress     Q.     Advanced search     Options       #     IP     Secondary IP     Servers     Expiry     Status       1     amanman     8     2024-04-27     active	P Adress       Q       Advanced search       Options         P       P       Secondary IP       Servers       Expiry       Status       Order ID         1       Image: Comparison of the servers       8       2024-04-27       active       Image: Comparison of the servers	P Advress       Q       Advanced search       Options         P       P       Secondary IP       Servers       Expiry       Status       Order ID       Created         1       Image: Comparing the C	P Advress       Q       Advanced search       Options         I       Image: Company IP       Servers       Expiry       Status       Order ID       Created       Modified         1       Image: Company IP       Servers       Expiry       Status       Order ID       Created       Modified

Logout

Logout

#### Ezeelogin customer portal

Dashboard	Edit license
Licenses	No. of servers 📀 *
Orders	8
Invoices	Billing cycle *
Payment options	Vearly (10% discount)
My account	IP address 💿 *
Agents	
Credits	Secondary IP address (optional) 🕐
Knowledgebase	Z
Helpdesk	Z Cancel Update

You can upgrade or downgrade the number of servers, change the billing cycle or change the IP address by clicking the Edit button on the right side of the customer portal

### Related Articles

Error: Reached maximum number of servers allowed by current license. Please upgrade license to add more servers.

How to change the billing cycle?

Update card details in the new billing portal

Online URL:

https://www.ezeelogin.com/kb/article/how-to-add-edit-license-in-the-new-ezeelogin-customer-portal-333.html