

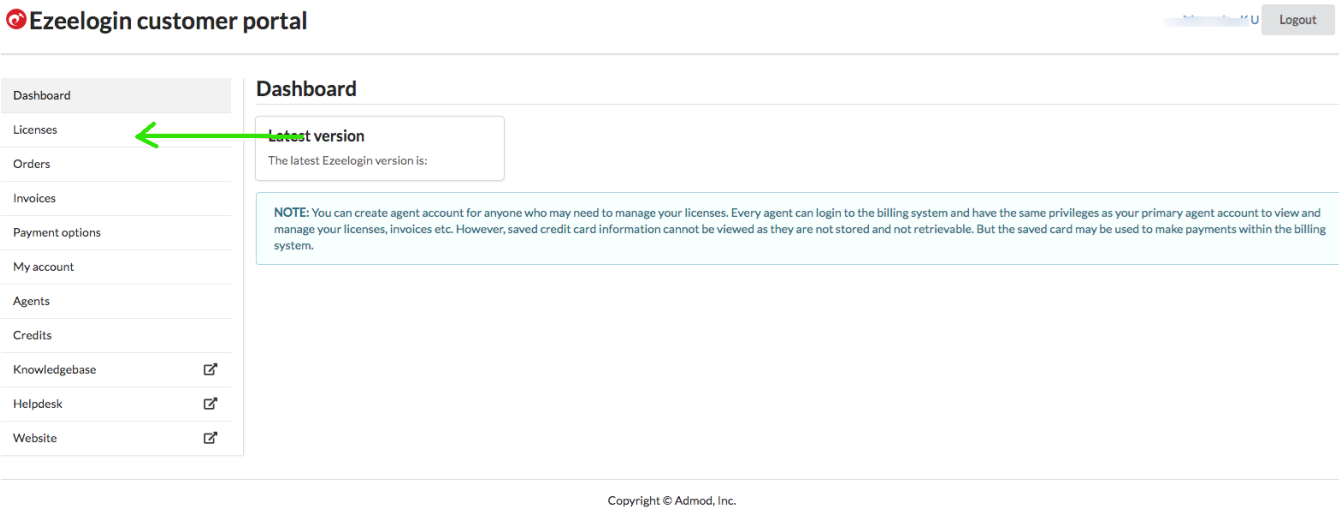
How to Add /Edit License in the new Ezeelogin customer portal?

333 admin July 24, 2024 [Billing](#) 3936

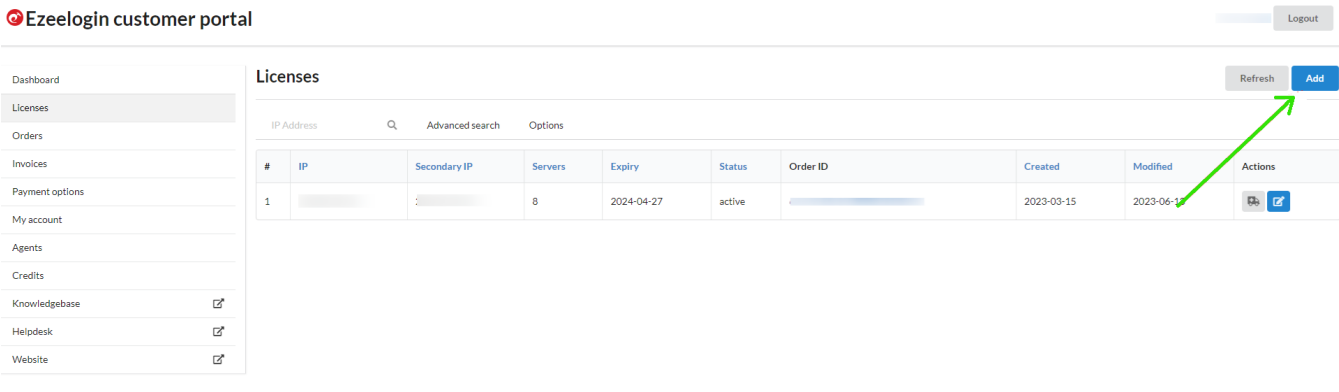
Managing licenses in the new ezeelogin customer portal

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 [customer login area](#) and click on the **Licenses tab** on the left menu.



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



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.

Ezeelogin customer portal

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

New license

No. of servers 1

Billing cycle Monthly (no discount)

IP address 1.2.3.4

Secondary IP address (optional)
IP address of the secondary gateway server

Price info	
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

Cancel Buy

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 customer portal

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

Pay invoice

Invoice Order

ID	5f1bf541192b487c5e8449c6
Created	2020-07-25 02:32 PM
Due date	Jul 25, 2020
Amount	\$1.99 USD
Status	unpaid

Auto renew
Enabled - With the default payment option

Cancel Process payment

Payment options

☒ New card

☐ Credit or debit card

Card number MM / YY CVC

Name on card
Name

☒ Save
☒ Set as default

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

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

Licenses

Refresh

Add

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1	192.168.1.1	192.168.1.2	8	2024-04-27	active		2023-03-15	2023-06-13	

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

Edit license

No. of servers *

8

Billing cycle *

Yearly (10% discount)

IP address *

192.168.1.1

Secondary IP address (optional) ⓘ

192.168.1.2

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>