

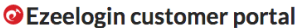
How to change the billing cycle?

466 Vishnupriya August 28, 2024 [Billing](#) 3198

Modifying the license billing cycle(monthly to quarterly/half-yearly/yearly)

Overview: This article explains how to change the billing cycle from monthly to quarterly, half-yearly, or yearly by logging into your customer portal, editing the license, and selecting the desired billing option.





















Step 1. Login to your [customer portal](#). Click on the licenses and Edit the license as shown below

 Logout

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Licenses

Refresh Add

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1	75.90.84.200	117.249.00.242	298	2020-08-29	active	5c8a35fd5ecaea136ba85191	2018-10-12	2020-07-27	 
2	34		100	2021-03-30	active	5e81becc6e43795f848a2693	2018-10-15	2020-06-30	 
3	6		100	2020-10-03	active	5d1b67ebfd11a15e50c9e809	2018-10-18	2020-07-07	 
4			5	2020-07-17	expired	5eea3efccde29a70917f1dd7	2019-01-04	2020-07-16	 
5			1	2019-04-11	expired	5c863f4c4f118017dfda1d3f	2019-02-02	2019-04-09	 
6			10	2019-08-27	expired	5cebbc302343a44ce3e11240	2019-04-13	2019-08-26	 
7			1	2019-06-30	expired	5cf0c2352343a44ce3e112ba	2019-04-25	2019-07-23	 
8			24	2020-08-29	active	5e66f2dc54703c04b9bcbf28	2019-11-26	2020-07-27	 
9			12	2020-03-04	expired	5e395d5e6e43795f848a227c	2020-02-04	2020-03-03	 
10			300	2020-08-22	active	5f192a3e192b487c5e844988	2020-07-23	2020-07-23	 

Step 2. After editing the license you can change the billing cycle from monthly to quarterly/half-yearly/yearly as shown below

Dashboard

Licenses

Orders

Invoices

Payment options

My account

Agents

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Knowledgebase

Helpdesk

Website

Edit license

No. of servers ⓘ *

30

Billing cycle *

Monthly (no discount)

IP address ⓘ *

22

A

Select
Monthly (no discount)
Quarterly (2% discount)
Half-yearly (5% discount)
Yearly (10% discount)

Pricing info

Grand total	\$59.7 USD
Deductions	-\$620.03 USD
First invoice amount	\$0 USD
First invoice due	December 16th, 2021
Credit ⓘ	\$560.33 USD
Next invoice amount	\$59.7 USD

Related Articles

[Understanding Upgrading/Downgrading license calculations?](#)[How to pay an active invoice from the new billing portal?](#)[How to pay an expired invoice from the new billing portal?](#)[Update card details in the new billing portal](#)

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