

# How to change the billing cycle?

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## 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

**Ezeelogin customer portal** Logout

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

**Licenses** Refresh Ad

IP Address

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1	75.201.242.201	117.210.00.242	298	2020-08-29	active	5c8a35fd5ecaea136ba85191	2018-10-12	2020-07-27	
2	192.168.1.34	192.168.1.34	100	2021-03-30	active	5e81becc6e43795f848a2693	2018-10-15	2020-06-30	
3	65.21.120.120	65.21.120.120	100	2020-10-03	active	5d1b67ebfd11a15e50c9e809	2018-10-18	2020-07-07	
4	50.127.120.120	50.127.120.120	5	2020-07-17	expired	5eea3efccde29a70917f1dd7	2019-01-04	2020-07-16	
5	192.168.1.1	192.168.1.1	1	2019-04-11	expired	5c863f4c4f118017dfda1d3f	2019-02-02	2019-04-09	
6	192.168.1.1	192.168.1.1	10	2019-08-27	expired	5cebbc302343a44ce3e11240	2019-04-13	2019-08-26	
7	192.168.1.1	192.168.1.1	1	2019-06-30	expired	5cf0c2352343a44ce3e112ba	2019-04-25	2019-07-23	
8	192.168.1.1	192.168.1.1	24	2020-08-29	active	5e66f2dc54703c04b9bcbf28	2019-11-26	2020-07-27	
9	192.168.1.1	192.168.1.1	12	2020-03-04	expired	5e395d5e6e43795f848a227c	2020-02-04	2020-03-03	
10	192.168.1.1	192.168.1.1	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

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Payment options

My account

Agents

Credits

Knowledgebase

Helpdesk

Website

### Edit license

No. of servers • \*

30

Billing cycle \*

Monthly (no discount)

IP address • \*

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Select

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

Price info

Grand total	\$59.7 USD
Deductions	-\$620.03 USD
First invoice amount	\$0 USD
First invoice due	December 16th, 2021
Credit <span>•</span>	\$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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