How to pay an expired invoice from the new billing portal?

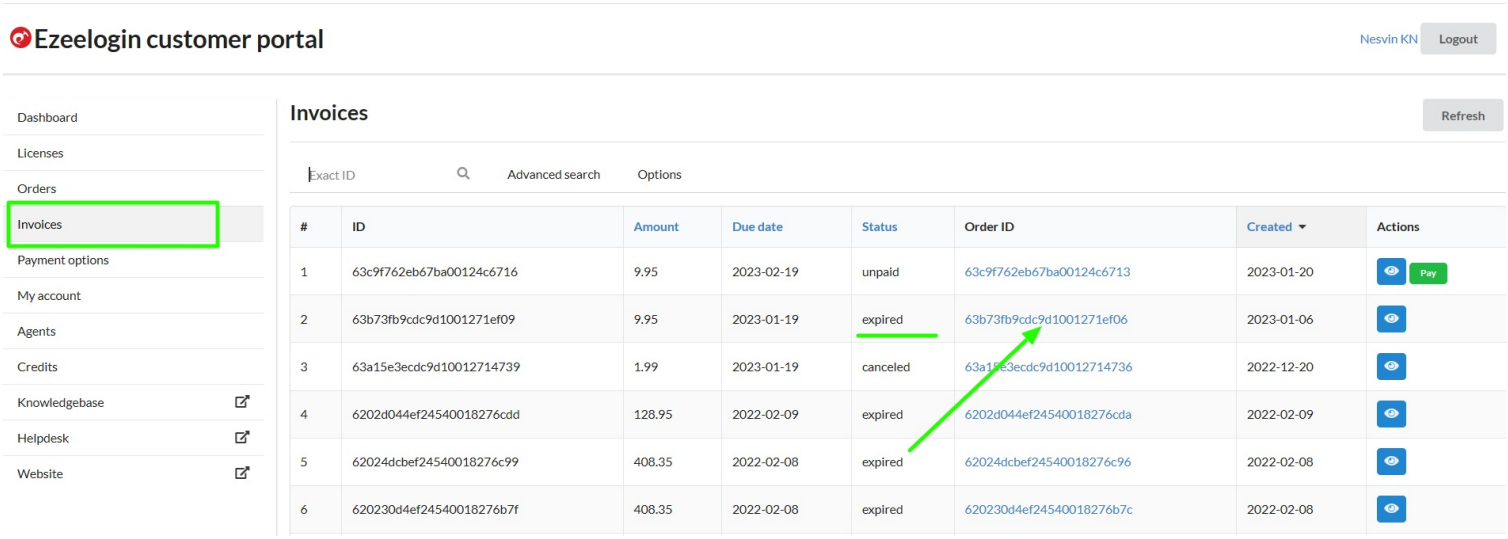
575 Nesvin KN March 22, 2025 Billing 4301

How to pay an expired invoice from the new billing portal to reactivate the expired license?

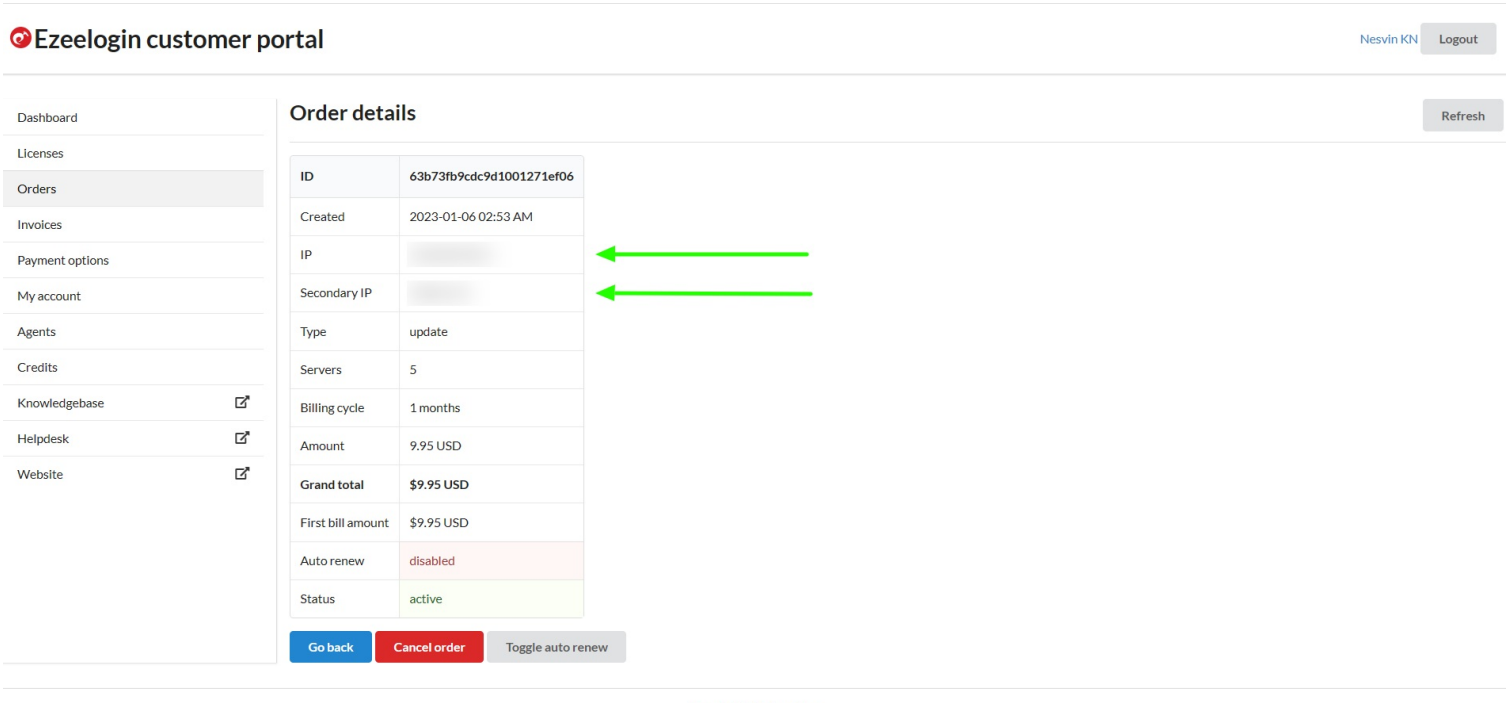
Overview: This article provides a step-by-step guide for users to pay an expired invoice from the new billing portal to reactivate the expired license.

The invoice will get expired after 5 days of creation. If you want to pay the expired invoice, do follow the below steps.

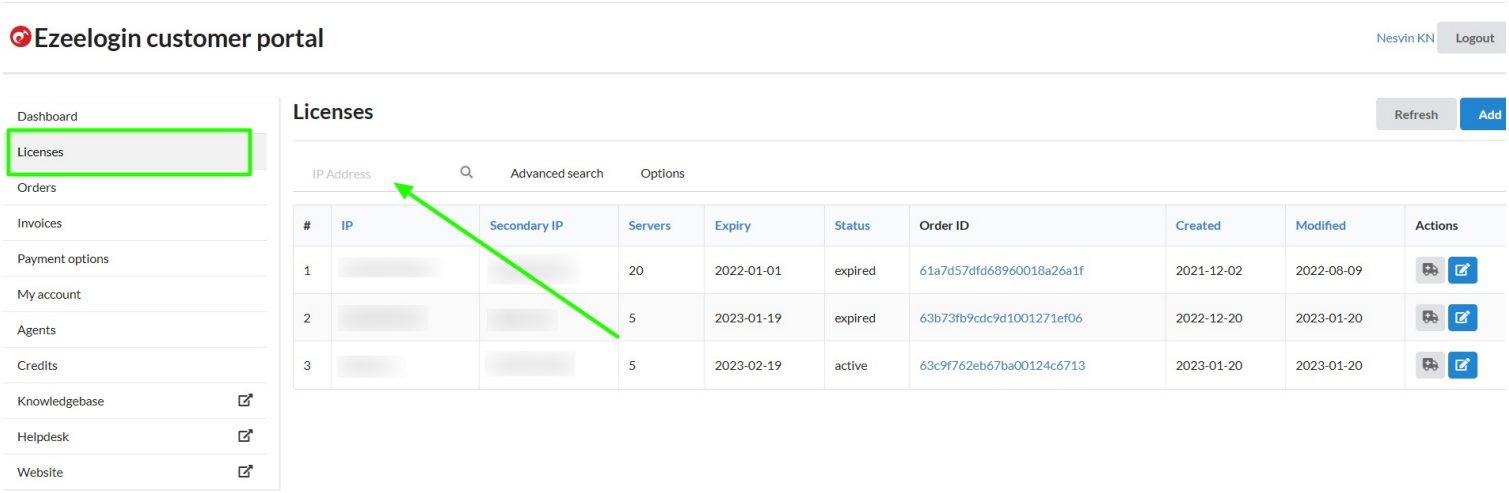
Step 1: Login to the **billing portal area** -> click on the **invoice** tab -> click on **order ID**.



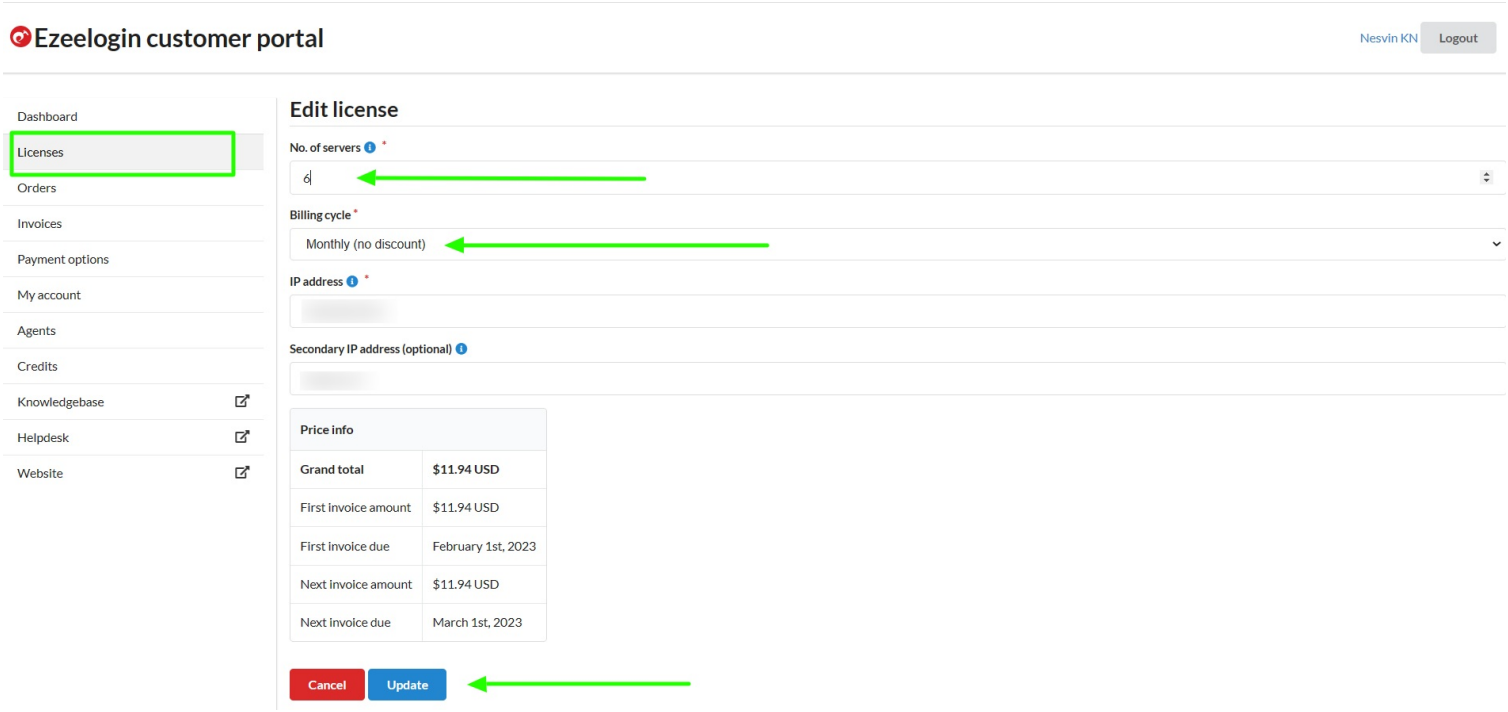
Step 2: Primary and secondary IPs can be found in the order details. Refer below example.



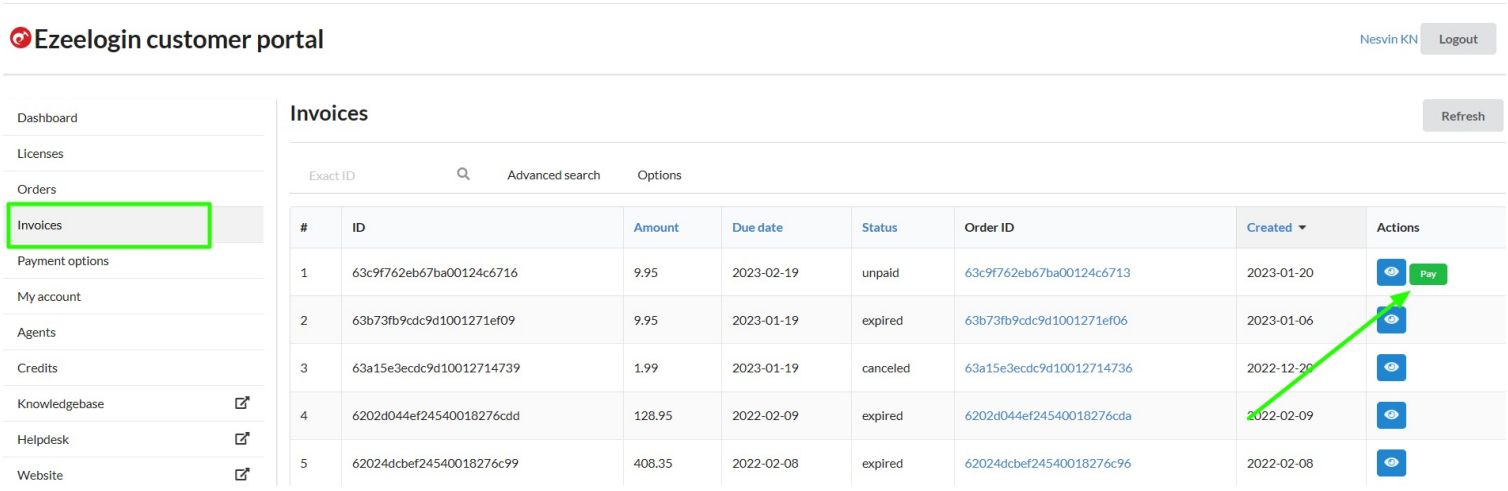
Step 3: Copy the IP address and click on the license tab and search for the IP.



Step 4: Edit the license, change the **number of servers** or **billing cycle**, and click on the **update** button to create the new invoice.

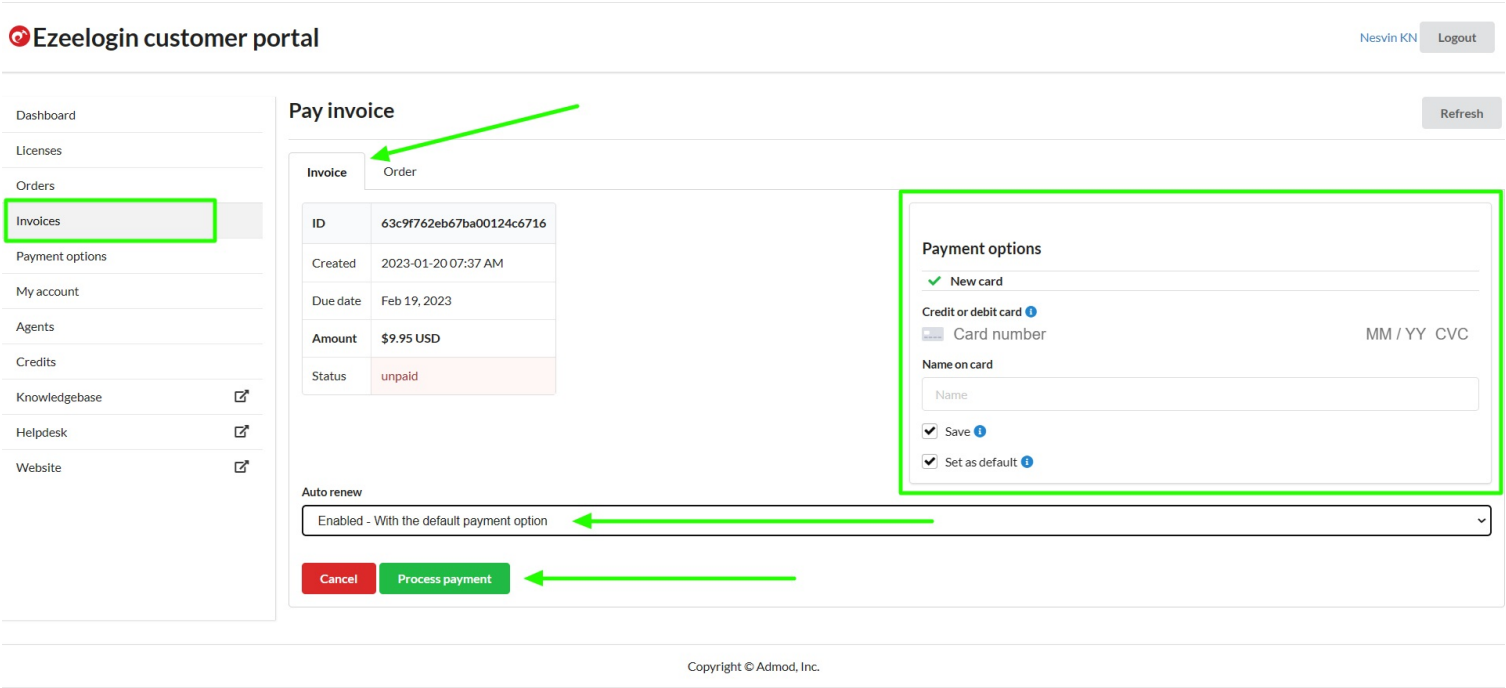


Step 5: New invoice will be created under the invoice tab and you can click on the pay button.

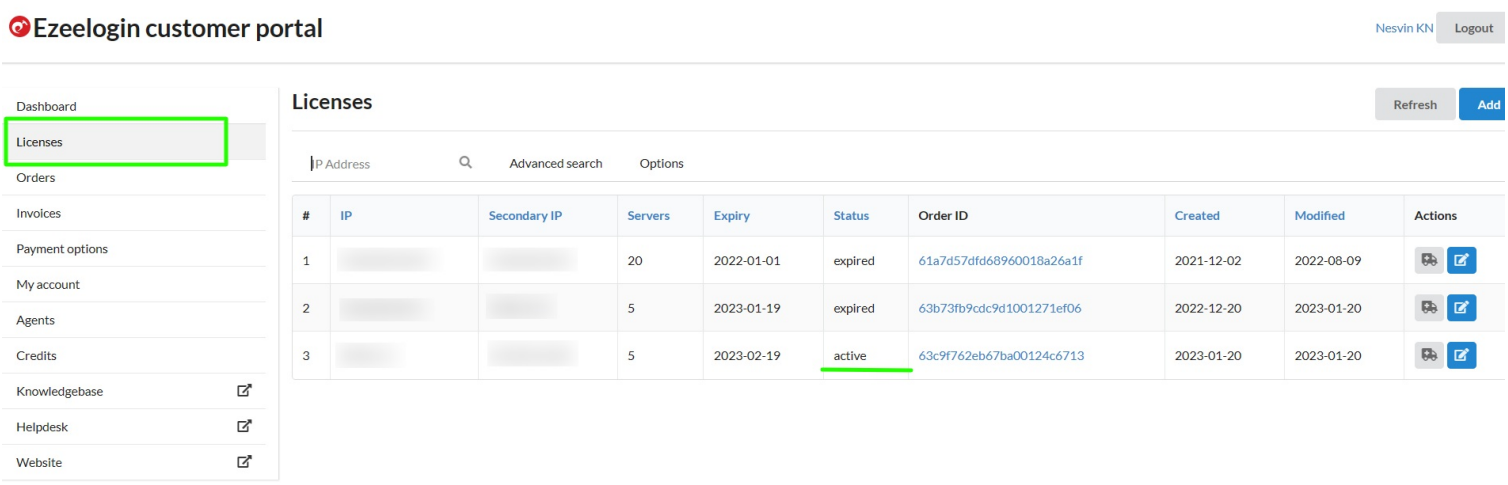


Step 6: Click on the order to confirm the IP address, number of servers, billing cycle, auto-renew, etc.

Step 7: Click on **invoice** -> **update card details** -> **enable auto-renew** -> **process payment**.



Step 8: After paying the invoice, click on the license tab to view the license. The license will be shown as **active** for the paid invoice.



Related Articles:

How to pay an active invoice from the new billing portal?

How to update card details in the new billing portal?

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

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

Understanding Upgrading/Downgrading license calculations?

How can we purchase a license after the trial?

Online URL: https://www.ezeelogin.com/kb/article/how-to-pay-an-expired-invoice-from-the-new-billing-portal-575.html