

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

575 Nesvin KN March 22, 2025 [Billing](#) 2725

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**.

Ezeelogin customer portal

Nesvin KN Logout

Dashboard

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Invoices

Refresh

Exact ID

Advanced search

Options

#	ID	Amount	Due date	Status	Order ID	Created	Actions
1	63c9f762eb67ba00124c6716	9.95	2023-02-19	unpaid	63c9f762eb67ba00124c6713	2023-01-20	Pay
2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06	
3	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	2022-12-20	
4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	
5	62024dcbe24540018276c99	408.35	2022-02-08	expired	62024dcbe24540018276c96	2022-02-08	
6	620230d4ef24540018276b7f	408.35	2022-02-08	expired	620230d4ef24540018276b7c	2022-02-08	

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

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Order details

Refresh

ID	63b73fb9cdc9d1001271ef06
Created	2023-01-06 02:53 AM
IP	
Secondary IP	
Type	update
Servers	5
Billing cycle	1 months
Amount	9.95 USD
Grand total	\$9.95 USD
First bill amount	\$9.95 USD
Auto renew	disabled
Status	active

[Go back](#) [Cancel order](#) [Toggle auto renew](#)

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

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Licenses

Refresh Add

IP Address [Advanced search](#) [Options](#)

#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			20	2022-01-01	expired	61a7d57dfd68960018a26a1f	2021-12-02	2022-08-09	Edit Delete
2			5	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2022-12-20	2023-01-20	Edit Delete
3			5	2023-02-19	active	63c9f762eb67ba00124c6713	2023-01-20	2023-01-20	Edit Delete

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

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Edit license

No. of servers

6

Billing cycle

Monthly (no discount)

IP address

Secondary IP address (optional)

Price info

Grand total	\$11.94 USD
First invoice amount	\$11.94 USD
First invoice due	February 1st, 2023
Next invoice amount	\$11.94 USD
Next invoice due	March 1st, 2023

Cancel

Update

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

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Exact ID		Advanced search		Options			
#	ID	Amount	Due date	Status	Order ID	Created	Actions
1	63c9f762eb67ba00124c6716	9.95	2023-02-19	unpaid	63c9f762eb67ba00124c6713	2023-01-20	<div> Pay</div>
2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06	<div></div>
3	63a15e3ecd9d10012714739	1.99	2023-01-19	canceled	63a15e3ecd9d10012714736	2022-12-20	<div></div>
4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	<div></div>
5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	<div></div>

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

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Pay invoice

Refresh

InvoiceOrder

ID	63c9f762eb67ba00124c6713
Created	2023-01-20 07:37 AM
IP	
Secondary IP	
Type	new
Servers	5
Billing cycle	1 months
Amount	9.95 USD
Grand total	\$9.95 USD
First bill amount	\$9.95 USD
Auto renew	disabled
Status	active

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

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Pay invoice

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InvoiceOrder

ID	63c9f762eb67ba00124c6716
Created	2023-01-20 07:37 AM
Due date	Feb 19, 2023
Amount	\$9.95 USD
Status	unpaid

Payment options

✓ New card

Credit or debit card

Card numberMM / YY CVC

Name on card

Name

✓ Save

✓ Set as default

Auto renew




Enabled - With the default payment option

Cancel

Process payment








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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.

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Licenses

Refresh Add

IP Address  Advanced search Options									
#	IP	Secondary IP	Servers	Expiry	Status	Order ID	Created	Modified	Actions
1			20	2022-01-01	expired	61a7d57dfd68960018a26a1f	2021-12-02	2022-08-09	 
2			5	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2022-12-20	2023-01-20	 
3			5	2023-02-19	active	63c9f762eb67ba00124c6713	2023-01-20	2023-01-20	 

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Online URL:

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