

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

575 Nesvin KN April 27, 2023 [Billing](#) 1854

How 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.

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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Payment options

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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	Pay
3	63a15e3ecd9d10012714739	1.99	2023-01-19	canceled	63a15e3ecd9d10012714736	2022-12-20	Pay
4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	Pay
5	62024dcbe24540018276c99	408.35	2022-02-08	expired	62024dcbe24540018276c96	2022-02-08	Pay
6	620230d4ef24540018276b7f	408.35	2022-02-08	expired	620230d4ef24540018276b7c	2022-02-08	Pay

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

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Nesvin KN Logout

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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](#)

3. Copy the IP address and click on the license tab and search for the IP. Refer below screenshot.

Ezeelogin customer portal Nesvin KN Logout

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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	

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

Ezeelogin customer portal Nesvin KN Logout

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Edit license

No. of servers

Billing cycle

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

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

Ezeelogin customer portal Nesvin KN Logout

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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	
2	63b73fb9cdc9d1001271ef09	9.95	2023-01-19	expired	63b73fb9cdc9d1001271ef06	2023-01-06	
3	63a15e3ecd9d10012714739	1.99	2023-01-19	canceled	63a15e3ecd9d10012714736	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	

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

- Dashboard
- Licenses
- Orders
- Invoices**
- Payment options
- My account
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Pay invoice

Refresh

Invoice	Order
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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Click on **invoice** -> **update card details** -> **enable auto-renew** -> **process payment**.

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Pay invoice

Refresh

Invoice	Order
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 number

MM / 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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6. 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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