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

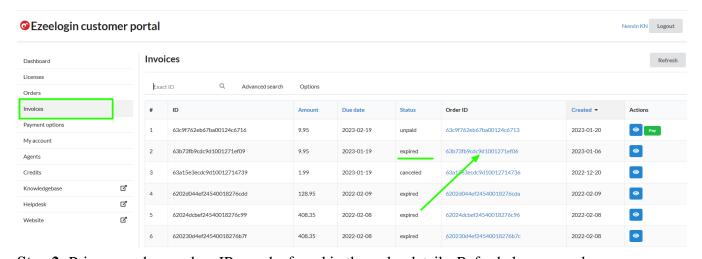
575 Nesvin KN March 22, 2025 Billing 2725

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

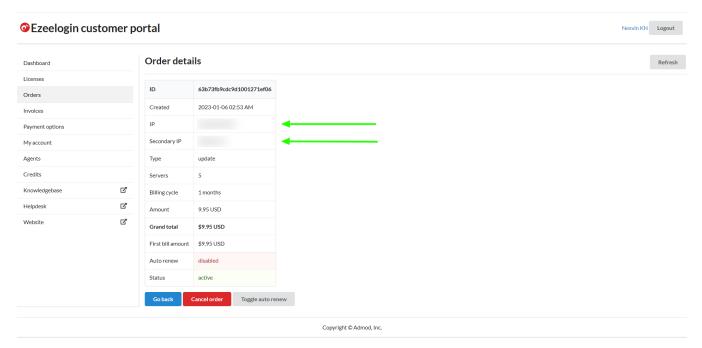
**Overview:** This article provides a step-by-step guide for users to pay an expired invoice from the <u>new billing portal</u> to reactivate the expired license.

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

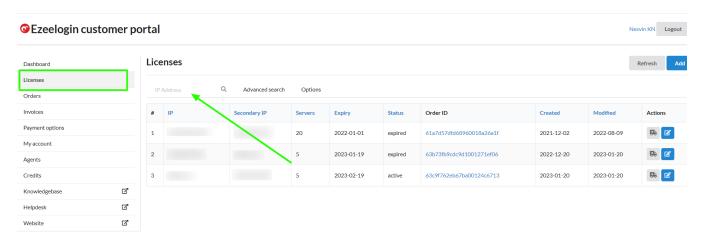
Step 1: Login to the billing portal area -> click on the invoice tab -> click on order ID.



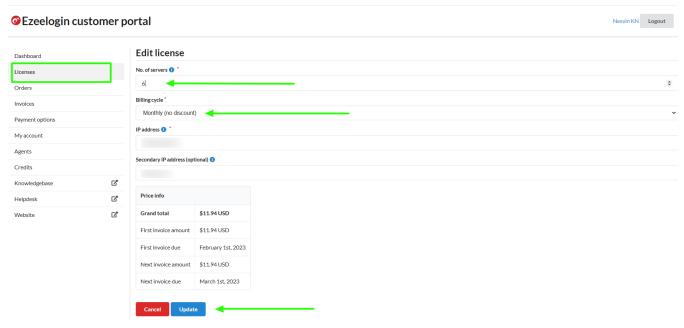
**Step 2:** Primary and secondary IPs can be found in the order details. Refer below example.



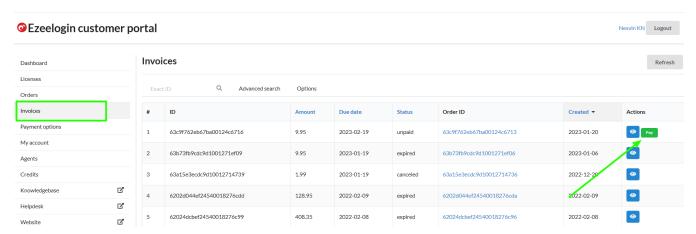
Step 3: Copy the IP address and click on the license tab and search for the IP.



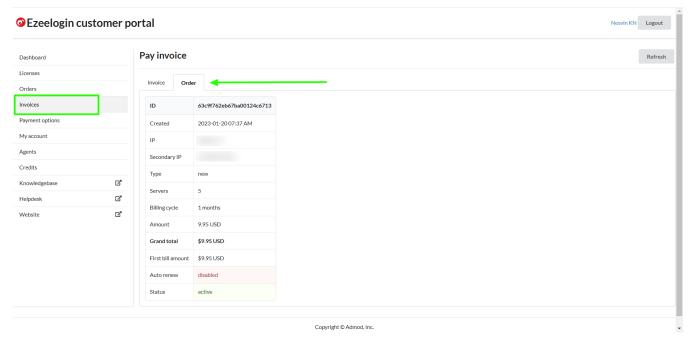
**Step 4:** Edit the license, change the **number of servers** or **billing cycle**, and click on the **update** button to create the new invoice.



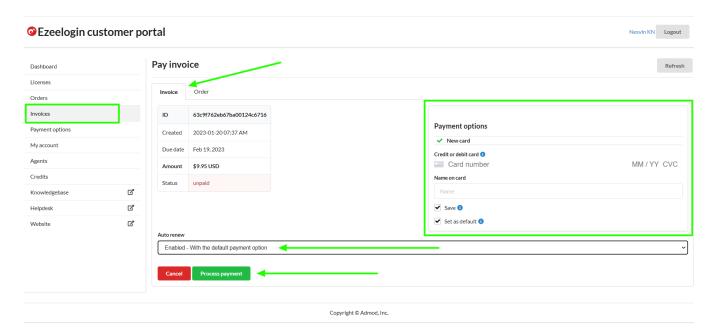
**Step 5:** New invoice will be created under the invoice tab and you can click on the pay button.



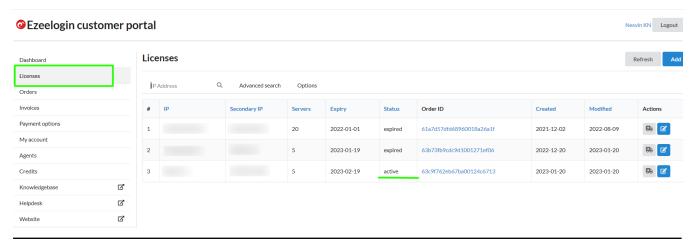
Step 6: Click on the order to confirm the IP address, number of servers, billing cycle, auto-renew, etc.



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?

<u>Understanding Upgrading/Downgrading license calculations?</u>

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