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

578 Nesvin KN March 26, 2025 Billing 4322

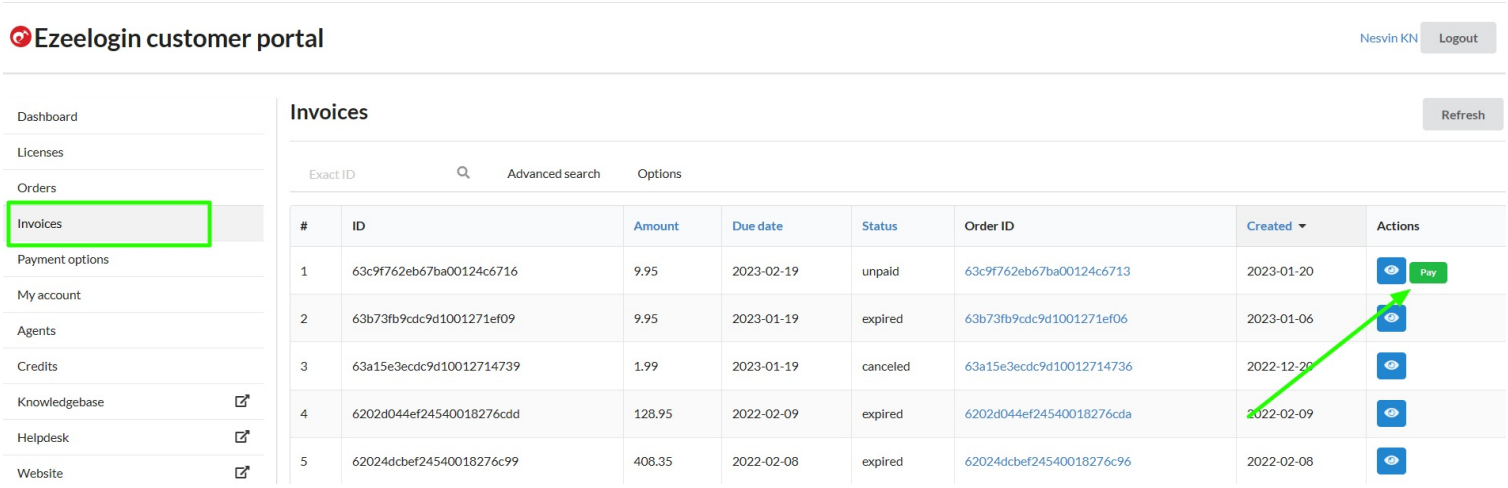
Pay an active invoice from the new billing portal

Overview: This article helps customers to pay an active invoice from the new billing portal.

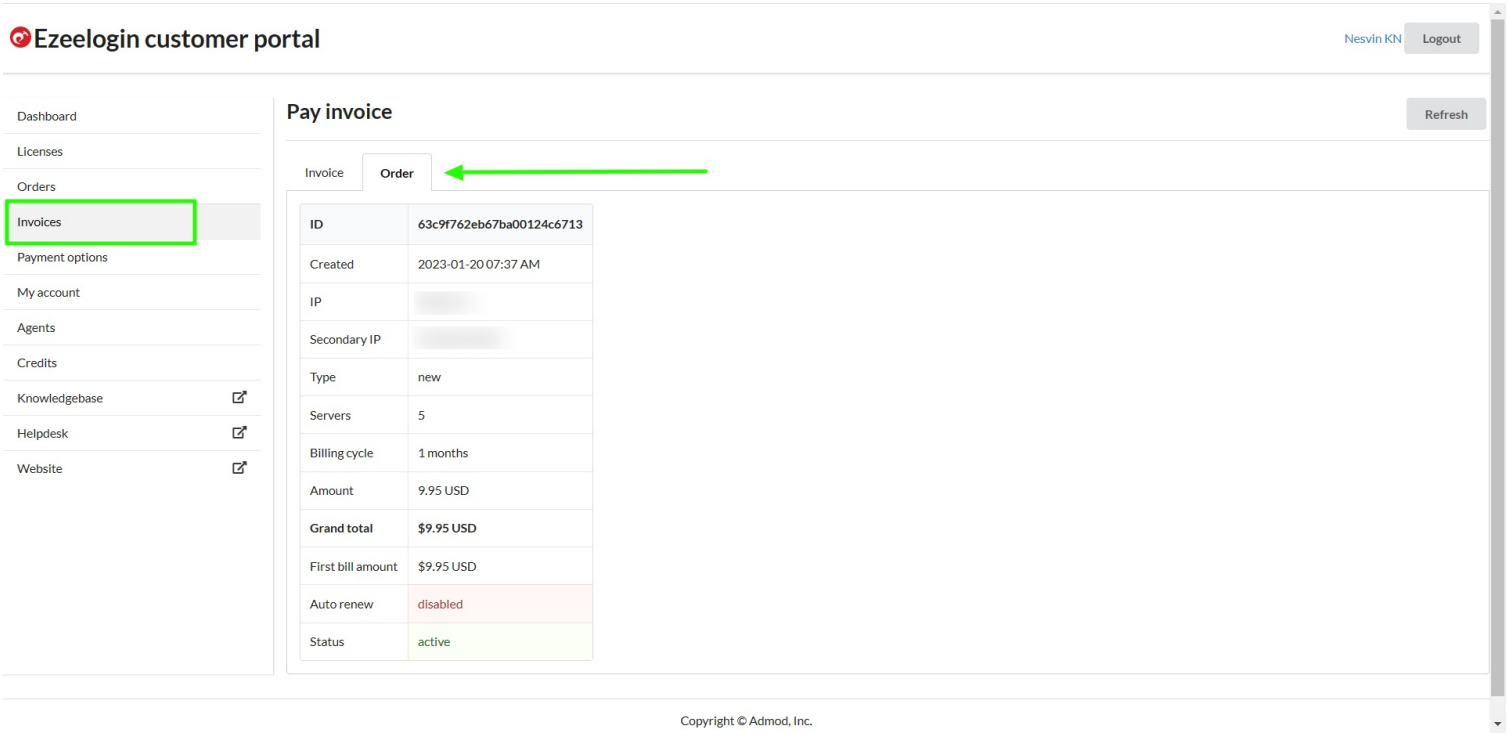
The unpaid invoice will remain active for 5 days. Ensure that payment is made before it expires. If your invoice has already expired, refer to the article below:

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

Step 1: Login to the **billing portal area**, click on the **invoice** tab and click on the **pay** button.

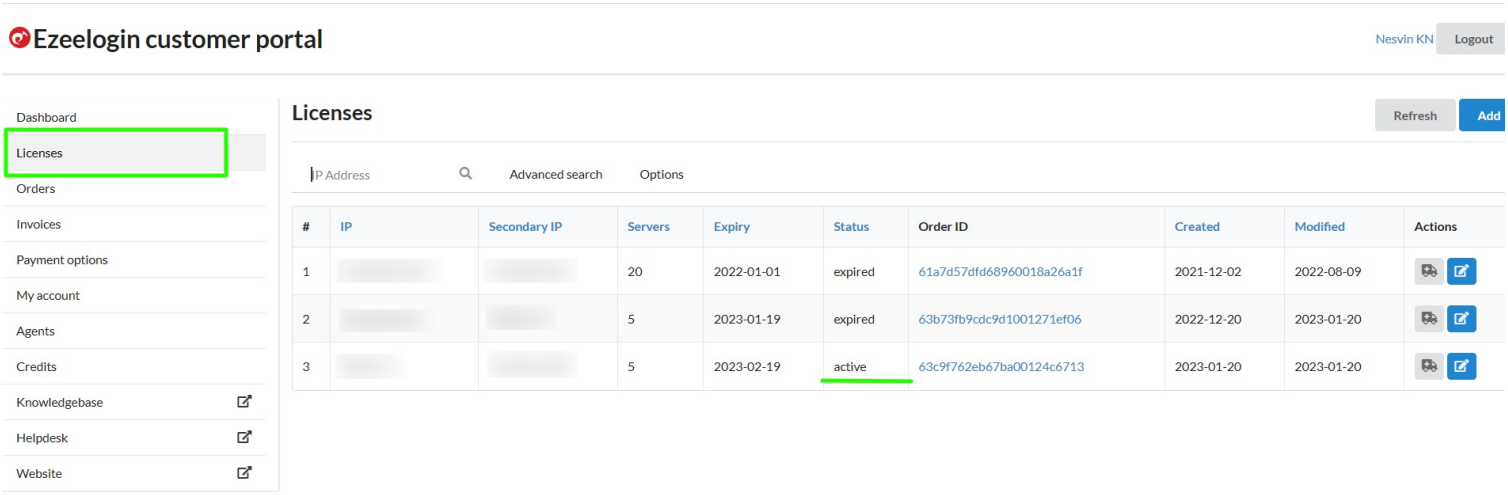


Step 2: Click on the **order** to confirm the **IP address**, **number of servers**, **billing cycle**, **auto-renew**, etc.



Step 3: Click on **Invoice** -> **update card details** -> **enable auto-renew** -> **process payment**.

Step 4: 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 expired 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-active-invoice-from-the-new-billing-portal-578.html