

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

578 Nesvin KN March 26, 2025 [Billing](#) 2496

## 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.

Ezeelogin customer portal

Nesvin KNLogout

Dashboard

Licenses

Orders

Invoices

Payment options

My account

Agents

Credits

Knowledgebase

Helpdesk

Website






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	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	2022-12-20	
4	6202d044ef24540018276cdd	128.95	2022-02-09	expired	6202d044ef24540018276cda	2022-02-09	
5	62024dcbef24540018276c99	408.35	2022-02-08	expired	62024dcbef24540018276c96	2022-02-08	

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

Ezeelogin customer portal Nesvin KN Logout

Dashboard  
Licenses  
Orders  
**Invoices**  
Payment options  
My account  
Agents  
Credits  
Knowledgebase  
Helpdesk  
Website

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

Copyright © Admod, Inc.

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

Ezeelogin customer portal Nesvin KN Logout

Dashboard  
Licenses  
Orders  
**Invoices**  
Payment options  
My account  
Agents  
Credits  
Knowledgebase  
Helpdesk  
Website

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








Copyright © Admod, Inc.

**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.

Dashboard
Licenses
Orders
Invoices
Payment options
My account
Agents
Credits
Knowledgebase 
Helpdesk 
Website 

## 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	 

## 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>