

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

578 Nesvin KN March 26, 2025 [Billing](#) 2771

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

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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	63a15e3ecdc9d10012714739	1.99	2023-01-19	canceled	63a15e3ecdc9d10012714736	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 2: Click on the **order** to confirm the **IP address**, **number of servers**, **billing cycle**, **auto-renew**, etc.

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

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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 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.

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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	 

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>