INGRAM MICRO CLOUD MARKETPLACE WALKTHROUGH TO UPSIZE OR DOWNSIZE AVEPOINT LICENSES:
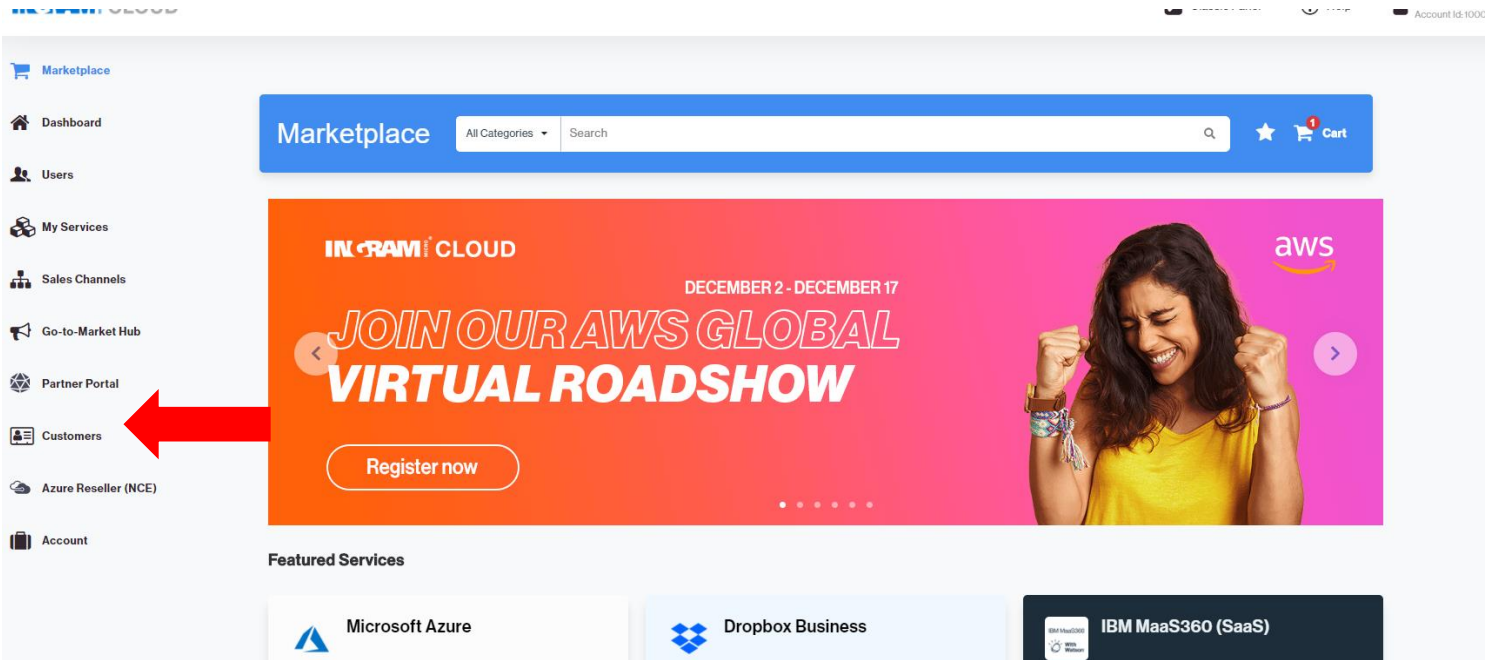
1. **Click on this link: https://us.cloud.im/ , then click on LOG IN WITH IMONLINE**
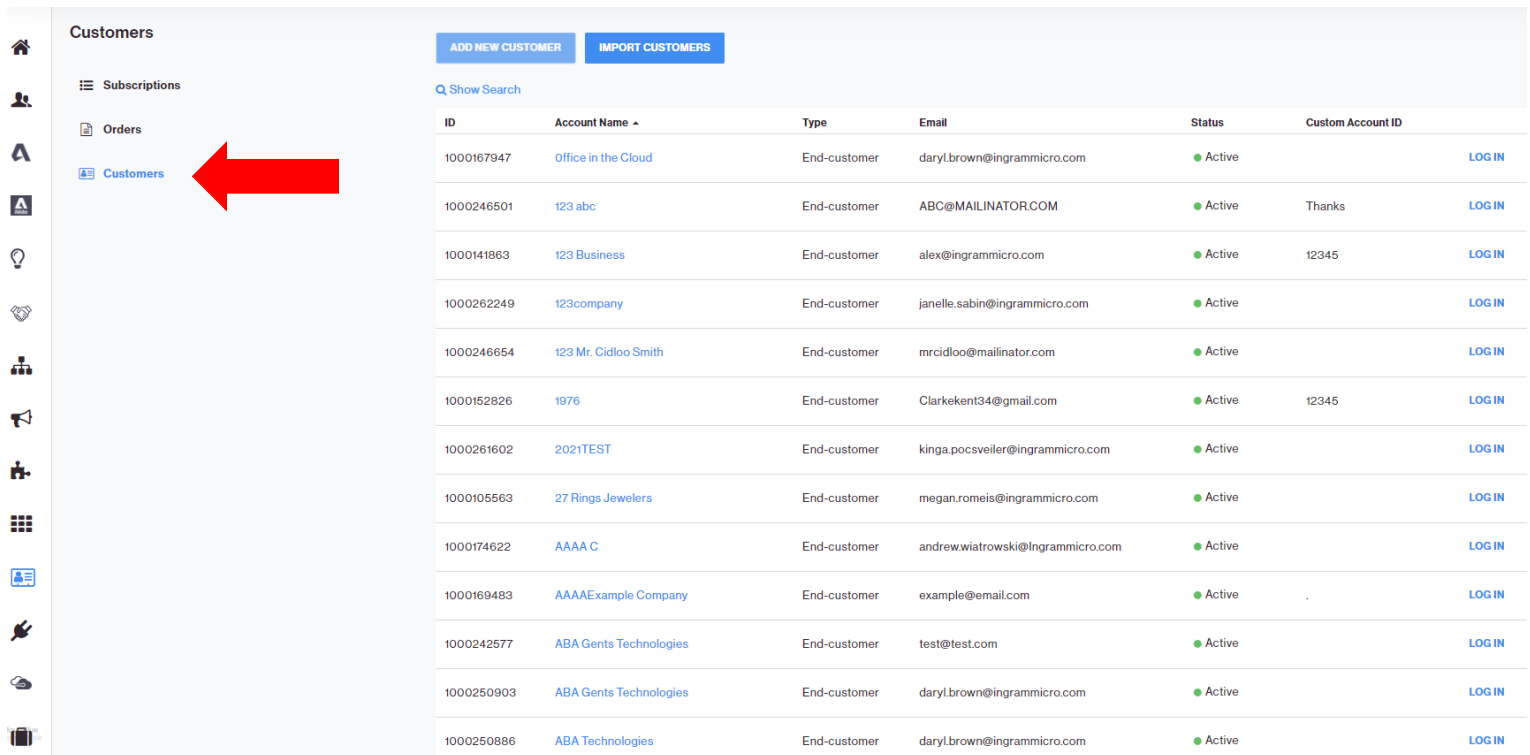

2. **Once logged in click on CONTROL PANEL**

3a. Click on Customers

3b. Click on Customers again

4. Select desired customer account by clicking log in.

1000107689	FAR Technologies	End-customer	fredrick.sponholz@ingrammicro.com	● Active		LOG IN
1000144894	For Avepoint Demo Only	End-customer	james.echeverria@ingrammicro.com	● Active		LOG IN
1000124361	Gordon's Brewery	End-customer	gordon.scott@ingrammicro.com	● Active		LOG IN
1000149283	Guam Test	End-customer	mike@ingramcloud.com	● Active		LOG IN
1000142006	Henson Demo	End-customer	michael.sinwell@gmail.com	● Active	hensondemo	LOG IN
1000146091	I'm Just Temporary	End-customer	abc@company.com	● Active		LOG IN
1000132074	Ingram	End-customer	robert.gugliuzza@ingrammicro.com	● Active		LOG IN
1000160902	ingram3	End-customer	christopher.derisley@ingrammicro.com	● Active		LOG IN
1000145915	ingramexamplesym	End-customer	matthew.dunkle@ingrammicro.com	● Active		LOG IN
1000161353	Ingram Micro	End-customer	john.wrona@ingrammicro.com	● Active		LOG IN
1000131232	JabraGN	End-customer	kevin@yahoo.com	● Active		LOG IN

Marketplace
Home
Users
Sales and Marketing
Customers
Account

5. Once logged in you will click on the AvePoint Online Services box

Home
AvePoint Online Services QS
Microsoft CSP
Marketplace
Account

Home

AvePoint Online Services QS

6 Unit
Office 365 Migration - FLY for MSPs Available

Microsoft CSP

1 Licenses
Purchased

BUY MORE PLANS

Marketplace

Browse for new services

6. **After clicking on the AvePoint Online Services Box, scroll to bottom and click on Manage Limits**

7. **From this screen you can add or delete licenses from the subscription. Once you are logged in you will be viewing the interface from the customer's perspective, so the pricing will be listed at the MSRP, however you will be billed the normal pricing. Once you have adjusted the resources, click OK.**

8. **You will see an order confirmation pop up, you simply need to click Confirm to finish your order and receive your licenses.**