



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

| | | | € 1-844-C | LOG IN WITH CMP | IG IN WITH CMP ACCOUNT LOG IN WITH IMONLINE | | |
|------------------------------------|-----------|-----------|---|---|---|--|--|
| CLOUD SERVICES ~ | SUPPORT ~ | COMPANY ~ | BECOME A RESELLER | Q Search | ofor services | 🛨 o 📜 o | |
| TOP SELLING SERVICES | > | | | | | | |
| BACKUP AND DISASTER RECOVERY | > | | Microsoft 365 | ution including Office | IN TRA | Mi [®] CLOUD • More as a Service | |
| BUSINESS APPLICATIONS | > | | 365, Windows 10, and Ent | erprise Mobility + | GE | т (222) | |
| CLOUD ENABLEMENT SERVICES | > | | Security, that empowers e and work together, secure brings together productiv | everyone to be creative ely. Microsoft 365 itv. securitv. and | YO IAA | | |
| COMMUNICATION AND COLLABORATION | > | < | OS/device solutions into a offering—growing your re | a single, comprehensive evenue potential. | > NT @[=/ | | |
| DIGITAL MARKETING | > | | Buy Now | | Unlock m | ore profit bing more | |
| INDUSTRY SOLUTIONS | > | | | I | power. | | |
| INFRASTRUCTURE | > | | | | DOWNLO | DAD E-BOOK | |
| SECURITY | > | | | ••••• | o | Constant of the second se | |

2. Once logged in click on CONTROL PANEL



3a. Click on Customers

| | | S Account Id: |
|----------------------|-------------------------------------|-------------------------|
| Harketplace | | |
| A Dashboard | Marketplace All Categories - Search | Q 🛨 🎬 Cart |
| L Users | | |
| & My Services | IN RAMICLOUD | aws |
| Sales Channels | DECEMBER 2 - DECEMBER 17 | |
| Go-to-Market Hub | JOIN OUR AWS GLOBAL | |
| Partner Portal | VIRTUAL ROADSHOW | |
| E Customers | Register now | |
| Azure Reseller (NCE) | | |
| (Account | Featured Services | |
| | Microsoft Azure Cropbox Business | BM MaaS360 (SaaS) ඊ프 |

3b. Click on Customers again

| ñ | Customers | ADD NEW CUSTOR | AER IMPORT CUSTOMERS | | | | | |
|----------|------------------|----------------|------------------------|--------------|-----------------------------------|----------------------------|-------------------|--------|
| | i≣ Subscriptions | Q Show Search | | | | | | |
| | Orders | ID | Account Name 🔺 | Туре | Email | Status | Custom Account ID | |
| ۸ | E Customers | 1000167947 | Office in the Cloud | End-customer | daryl.brown@ingrammicro.com | Active | | LOG IN |
| | | 1000246501 | 123 abc | End-customer | ABC@MAILINATOR.COM | Active | Thanks | LOG IN |
| Q | | 1000141863 | 123 Business | End-customer | alex@ingrammicro.com | Active | 12345 | LOG IN |
| 6 | | 1000262249 | 123company | End-customer | janelle.sabin@ingrammicro.com | Active | | LOG IN |
| æ | | 1000246654 | 123 Mr. Cidloo Smith | End-customer | mrcidloo@mailinator.com | Active | | LOG IN |
| | | 1000152826 | 1976 | End-customer | Clarkekent34@gmail.com | Active | 12345 | LOG IN |
| ė. | | 1000261602 | 2021TEST | End-customer | kinga.pocsveiler@ingrammicro.com | Active | | LOG IN |
| | | 1000105563 | 27 Rings Jewelers | End-customer | megan.romeis@ingrammicro.com | Active | | LOG IN |
| | | 1000174622 | AAAA C | End-customer | andrew.wiatrowski@Ingrammicro.com | Active | | LOG IN |
| | | 1000169483 | AAAAExample Company | End-customer | example@email.com | Active | | LOG IN |
| * | | 1000242577 | ABA Gents Technologies | End-customer | test@test.com | Active | | LOG IN |
| 6 | | 1000250903 | ABA Gents Technologies | End-customer | daryl.brown@ingrammicro.com | Active | | LOG IN |
| | | 1000250886 | ABA Technologies | End-customer | daryl.brown@ingrammicro.com | Active | | LOG IN |

4. Select desired customer account by clicking log in.

| 1 | Marketplace | 1000107689 | FAR Technologies | End-customer | fredrick.sponholz@ingrammicro.com | Active | | LOGIN |
|-----------|---------------------|------------|------------------------|--------------|--------------------------------------|----------------------------|------------|-------|
| * | Home | 1000144894 | For Avepoint Demo Only | End-customer | james.echeverria@ingrammicro.com | • Active | | LOGIN |
| | llean | 1000124361 | Gordon's Brewery | End-customer | gordon.scott@ingrammicro.com | • Active | | LOGIN |
| | Users | 1000149283 | Guam Test | End-customer | mike@ingramcloud.com | • Active | | LOGIN |
| F | Sales and Marketing | 1000142006 | Henson Demo | End-customer | michael.sinwell@gmail.com | • Active | hensondemo | LOGIN |
| Customers | | 1000146091 | I'm Just Temporary | End-customer | abc@company.com | • Active | | LOGIN |
| | Account | 1000132074 | Ingram | End-customer | robert.gugliuzza@ingrammicro.com | • Active | | LOGIN |
| | | 1000160902 | ingram3 | End-customer | christopher.derisley@ingrammicro.com | • Active | | LOGIN |
| | | 1000145915 | ingramexamplesym | End-customer | matthew.dunkle@ingrammicro.com | • Active | | LOGIN |
| | | 1000161353 | Ingram Micro | End-customer | john.wrona@ingrammicro.com | • Active | | LOGIN |
| | | 1000131232 | JabraGN | End-customer | kevin@yahoo.com | • Active | | LOGIN |

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



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

| AvePoint Online Services QS | OneDrive for Business Backup-as-a-service Open Open |
|-----------------------------|---|
| 1 Microsoft CSP | Product Brochure - Dynamics 365 Backup- as-a-service Open |
| 📜 Marketplace | |
| (| Subscription Information O ACTIVE |
| | Expires Automatic Renewal Aug 11, 2019 Senabled |
| | ACTIONS - |
| | Resources |
| | MANAGELIMITS |
| , | Office 365 Migration - FLY for MSPs |
| | 6 ^{Unit} |
| | |

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.

| s | Orders and Invoices | Change Resource Limits | | | | | | |
|---|---------------------|--|--|---------------|---------------|--------------------------|--|--|
| J | Crder History | Your changes will be applied to the subscription #1295 | 707 "Office 365 Migration – FLY for MS | Ps (Monthly)" | | | | |
| | | Resource | Current Limit | New Limit | Max Limit | Fee | | |
| 1 | C Subscriptions | Office 365 Migration - FLY for MSPs (Monthly) | 6 total | - 6 + | 5,000 License | \$3.60/License per month | | |
| | Account Profile | | | | | | | |
| | Action Log | CANCEL | | | | ок | | |
| | | | | | | | | |

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

| Account | a AvePaint Online Services GB | | | | | Includios Tarata 3 |
|------------------------------|---|--|---|--------------------------|-----------------------|--------------------|
| Orders and Involces | Change Reso | ource Limits | | | | |
| Grider History | Your changes will be applied t | o the subscription #1295707 "Office | 365 Migration - FLY for MSPs (Monthly)" | | | |
| 0 ^e Subscriptions | Resource | Curre | at Limit New Limit | Max Limit | Fee | |
| 🖶 Payment Methods | Confirm Your Order | | | × | S3.60/License per mon | |
| Account Profile | After you confirm the order you will b as soon as we receive your payment, | e charged using the payment metho | d you have selected below. Changes to your subs | cription will be applied | | |
| Action Log | | | | | | s |
| | Order Details | | Payment Information | | | _ |
| | Order Items | Qty/Period Item Total | 🔲 Pay Using Available Credit (\$72.00) | | | |
| | Office 385 Migration – FLY for MSPs (Monthly) Recurring | 2 License/0.52 \$3.74 month(s) | External Payment Collection will be used for th | e payment of \$3.74. | | |
| | | Total: \$3.74 | | | | |
| | | Tax Total: \$0.00 Order Total: \$3.74 | | | | |
| | | | 0.000 | 0000000 | | |
| | | | GANG | | | |
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