

INGRAM MICRO CLOUD MARKETPLACE WALKTHROUGH TO UPSIZE OR DOWNSIZE AVEPOINT LICENSES:

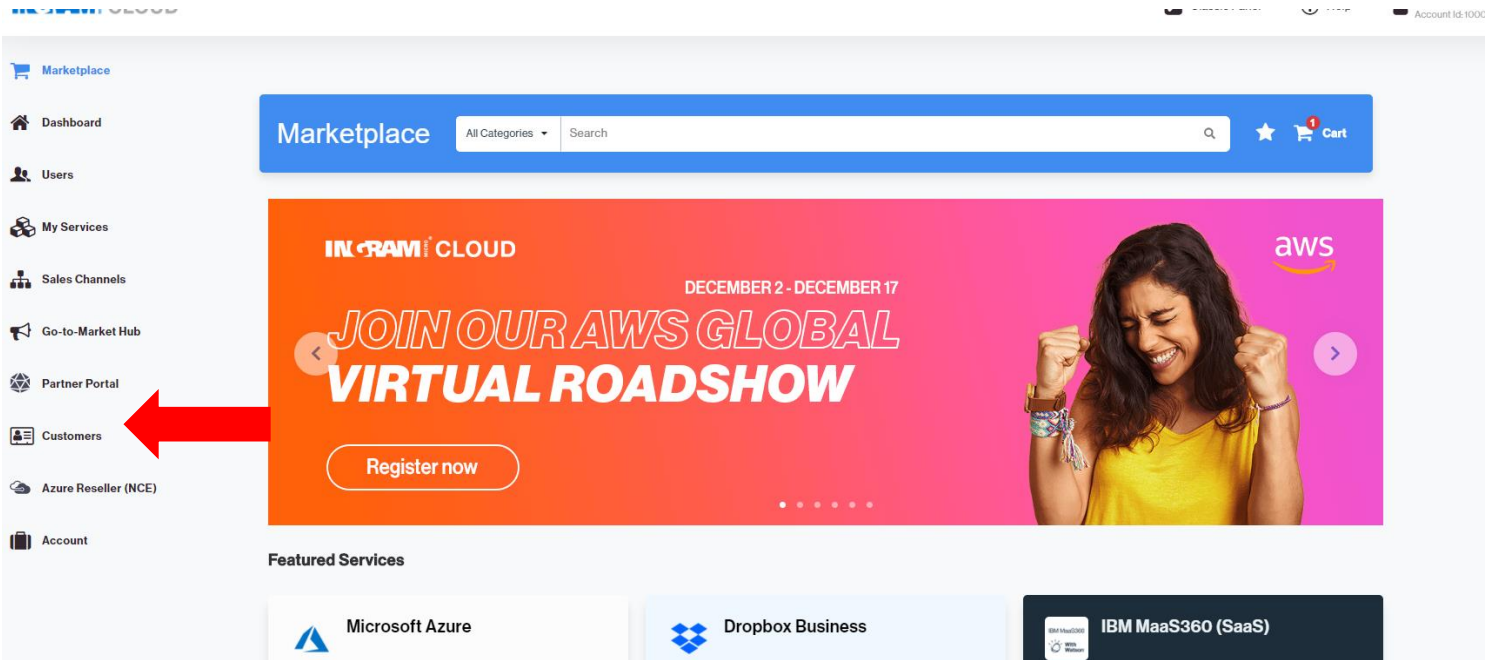
1. Click on this link: <https://us.cloud.im/> , then click on [LOG IN WITH IMONLINE](#)



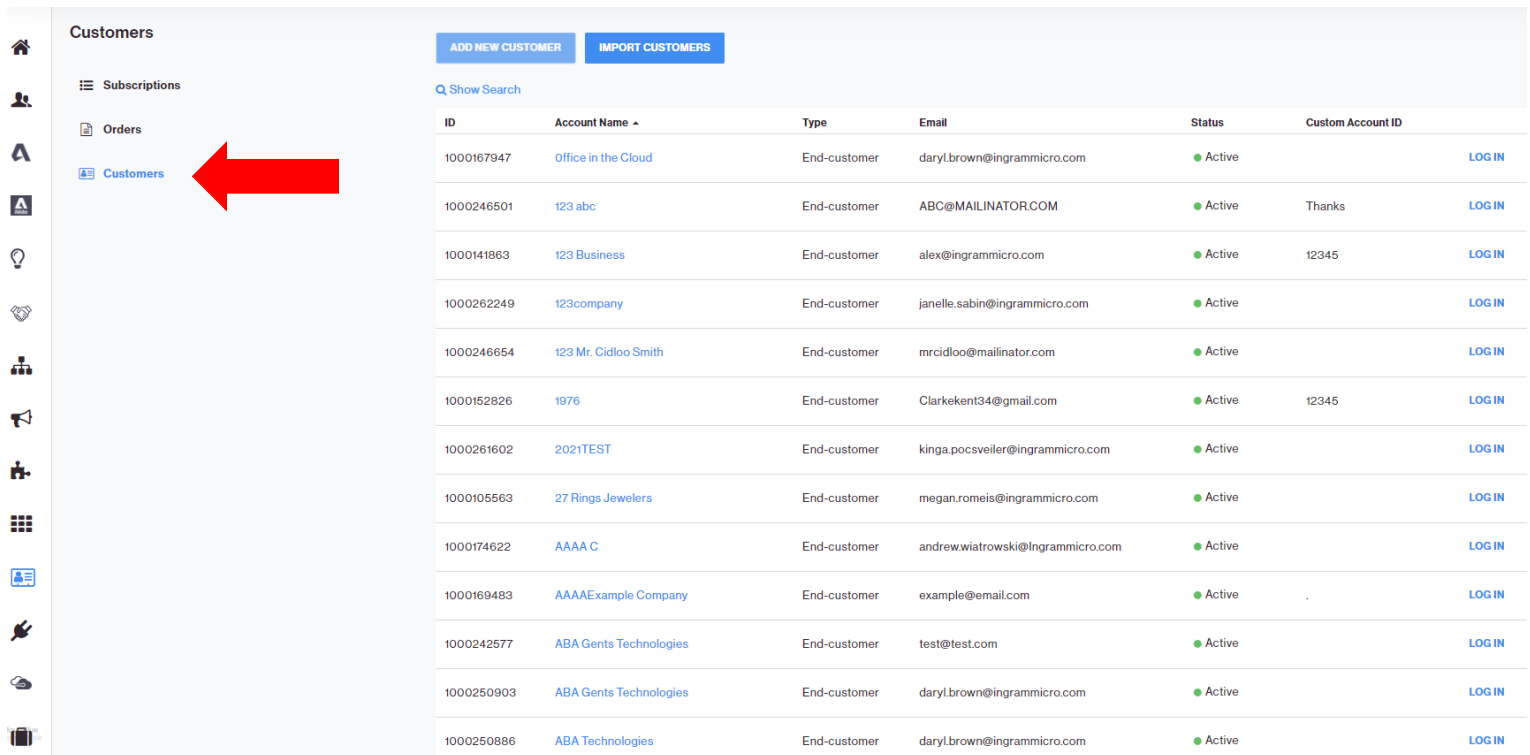
2. Once logged in click on [CONTROL PANEL](#)



3a. Click on Customers



3b. Click on Customers again



4. Select desired customer account by clicking log in.

Marketplace	1000107689	FAR Technologies	End-customer	fredrick.sponholz@ingrammicro.com	Active	LOG IN
Home	1000144894	For Avepoint Demo Only	End-customer	james.echeverria@ingrammicro.com	Active	LOG IN
Users	1000124361	Gordon's Brewery	End-customer	gordon.scott@ingrammicro.com	Active	LOG IN
Sales and Marketing	1000149283	Guam Test	End-customer	mike@ingramcloud.com	Active	LOG IN
Customers	1000142006	Henson Demo	End-customer	michael.sinwell@gmail.com	Active	hensondemo LOG IN
Account	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

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

Home

AvePoint Online Services QS

Microsoft CSP

Marketplace

Account

6 Unit
Office 365 Migration - FLY for MSPs Available

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

The screenshot shows the AvePoint Online Services interface. On the left is a navigation menu with items: AvePoint Online Services QS, Microsoft CSP, Marketplace, and Account. The main content area has two sections: 'Subscription Information' (ACTIVE) with details like 'Expires Aug 11, 2019' and 'Automatic Renewal Enabled', and 'Resources' which includes a 'MANAGE LIMITS' button. A large red arrow points to this button. Below it, a resource card for 'Office 365 Migration - FLY for MSPs' shows a limit of '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.

The screenshot shows the 'Change Resource Limits' dialog box. It contains a table with the following data:

Resource	Current Limit	New Limit	Max Limit	Fee
Office 365 Migration - FLY for MSPs (Monthly)	6 total	6	5,000 License	\$3.60/License per month

Arrows point to the minus (-) and plus (+) buttons in the 'New Limit' column. Below the table are 'CANCEL' and 'OK' buttons.

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

The screenshot shows a 'Confirm Your Order' dialog box overlaid on a 'Change Resource Limits' page. The dialog box contains the following information:

After you confirm the order you will be charged using the payment method you have selected below. Changes to your subscription will be applied as soon as we receive your payment.

Order Details

Order Items	Qty/Period	Item Total
Office 365 Migration - FLY for MSPs (Monthly) Recurring	2 License/0.52 month(s)	\$3.74
Total: \$3.74		
Tax Total: \$0.00		
Order Total: \$3.74		

Payment Information

Pay Using Available Credit (\$72.00)

External Payment Collection will be used for the payment of \$3.74.

At the bottom of the dialog box, there are two buttons: 'CANCEL' and 'CONFIRM'. A large red arrow points directly to the 'CONFIRM' button.