



Adding a Product of an Available Service-License

Fusion Connect Client Portal

Resources

Watch a Video:

[Adding a Product of an Available Service-License](#)

More Resources:

See a complete list of Fusion Connect Client Portal self-support documents here:

<https://www.fusionconnect.com/support/ms-teams-support>

Adding a Product of an Available Service-License...

The Services Tile displays a list of the services that Fusion Connect offers. Services you currently subscribe to will appear in bold with the number of sites you have in parentheses next to the service type.

Note: Services you do not currently subscribe to will appear in grey.

For Microsoft Services, click on your *IT Software & Services* section:



This will open a new Tab within your Portal listing your Site(s) and their service(s). Choose the site/service by clicking the Kabob icon and choose "Manage Services":

The screenshot shows the Fusion Connect portal interface. At the top, there is a search bar and navigation tabs for 'Sample Company Customer Overview' and 'Sample Company Customer Services'. Below the navigation, the page title is 'Sample Company Customer Services'. There are four main service categories: 'Internet', 'Managed Network & Security', 'Unified Communications', and 'IT Software & Services'. Under 'IT Software & Services', there is a section for '1 sites' with a dropdown menu for 'Sample Company'. A red box highlights the 'Manage Services' option in the dropdown menu.

Once you are notified by Fusion Connect your requested Microsoft Service-License product is available to add ...in your Microsoft Services tab, you can add the Product by clicking "Add Product"...

The screenshot shows the Fusion Connect portal interface for 'Sample Company Microsoft Services'. At the top, there is a search bar and navigation tabs for 'Sample Company Customer Overview', 'Sample Company Customer Services', and 'Sample Company Microsoft Services'. Below the navigation, the page title is 'Sample Company Microsoft Services'. A message states: 'If you would like to add a new product, first request it by clicking "Open Ticket Requesting Product Availability". Once the product is available, click "Add Product" to place an order.' Below the message, there are two buttons: 'Open Ticket Requesting Product Availability' and 'Add Product'. The 'Add Product' button is highlighted with a red box. Below the message, there is a table titled 'Services for Sample Company Provider (samplecompany.something.com)'. The table has columns for Service, Billing Type, Billed, Term, Unit Price, Quantity, Total, Effective, Term End, and Auto Renew. The table contains two rows: 'Azure Plan' and 'Microsoft 365 E3'.

Service	Billing Type	Billed	Term	Unit Price	Quantity	Total	Effective	Term End	Auto Renew
Azure Plan	Usage	Monthly	Monthly						
Microsoft 365 E3	License	Monthly	Monthly	43.20	2	86.40	03/18/2024	04/18/2024	✓

Click the kabob icon for **Product***. Select the Product that you requested to become "Available" and **click Submit** to add your Product.

Note: If adding Microsoft License(s) the quantity of licenses will be required at that time:

