

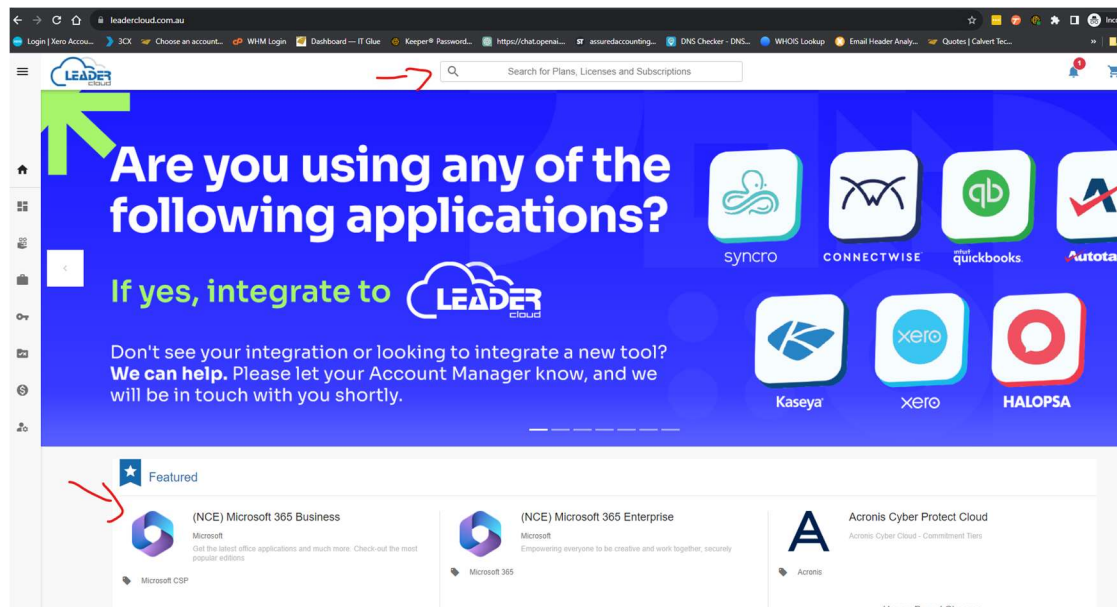
How to Add a New Client to the Leader CSP Portal for Microsoft Licensing

A Step-by-Step Guide for Seamless Integration

Accessing the Leader Systems Cloud Portal

Navigate to the Leader Systems cloud portal:

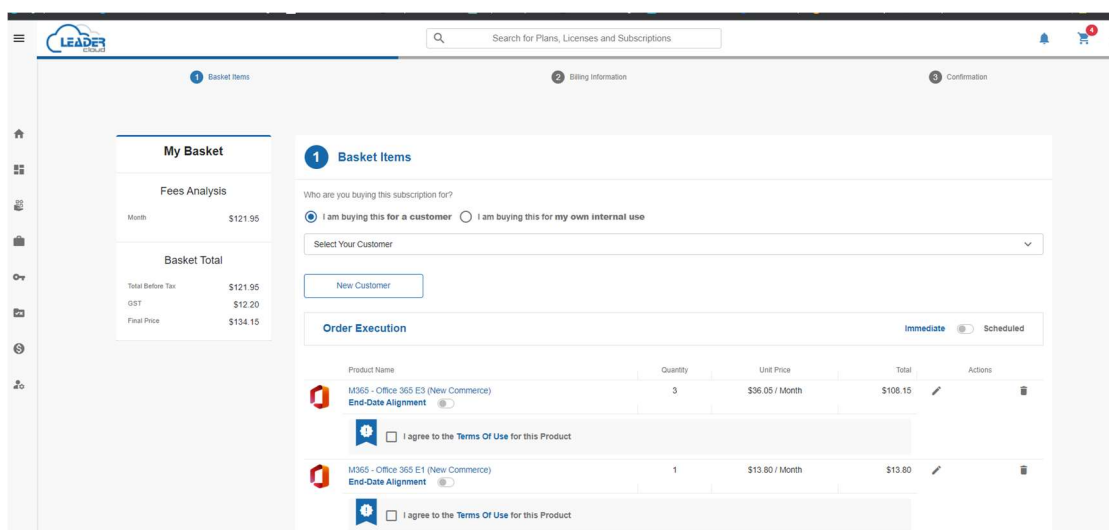
<https://hub.leadercloud.com.au/login/?refurl=%2f>



Adding Licenses

Search for the licenses you need or select from the options available at the bottom of the page.

Click on Add Licenses and proceed to Check Out.

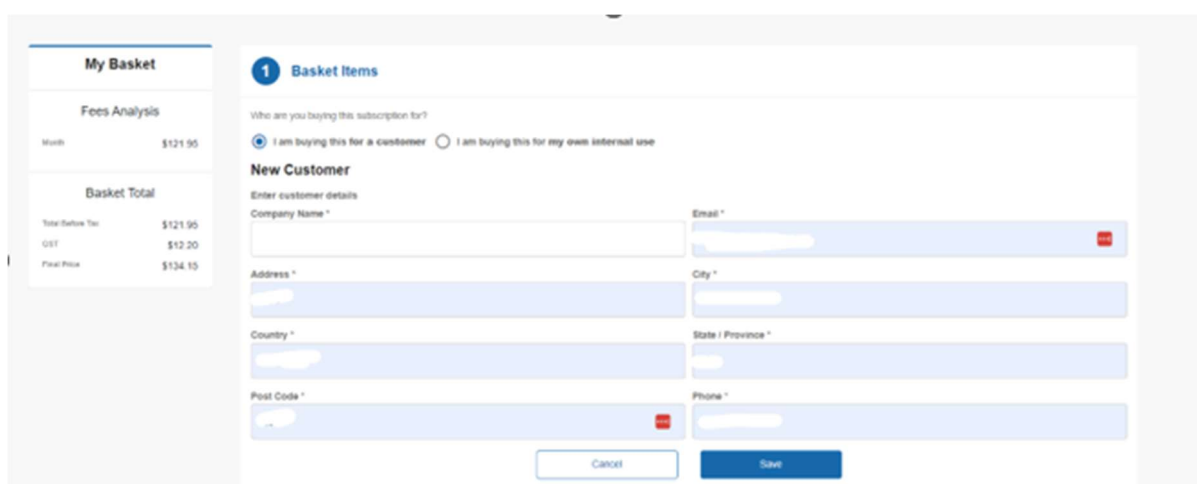


Setting Up a New Customer

On the next screen, choose New Customer.

Fill in the client's name but use your reseller information to ensure clients cannot be contacted by Microsoft directly.

Click Save and then Next. This will take you to the Service Details screen, where you can link with the client's M365 admin portal.



Verifying Domain Details

Enter the domain prefix, which can be found in the client's admin portal by navigating to Settings > Domains. For example, 360business.on.microsoft with the default domain being 360business.com.au.

Checkout

Fees Analysis

Month	\$121.95
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Basket Total

Total Before Tax	\$121.95
GST	\$12.20
Final Price	\$134.15

3 Service Details

Set up Account
You must provide additional information before activating the products in your basket.
For Microsoft Products, click here to register as a [Leader Indirect Reseller](#) if not done already.

Microsoft Cloud Services

Domain Prefix *

Reseller (MPN ID)

619911

☐ My customer is already using Office 365 service and he/she owns this domain

Back Checkout

Microsoft 365 admin center

Home > Domains

Domains

+ Add domain Buy domain Refresh

Domain name ↑	Status	Choose columns
<input type="checkbox"/> 360business.com.au (Default)	Healthy	
<input type="checkbox"/> 360business.onmicrosoft.com	Healthy	

After entering these details, click Verify. A pop-up will request the default domain on the client's account. Enter the default domain here (e.g., 360business.com.au).

Checkout

Fees Analysis

Month	\$121.95
-------	----------

Basket Total

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Microsoft Cloud Services

Domain Prefix *

360business onmicrosoft.com

Reseller (MPN ID)

619911

☒ My customer is already using Office 365 service and he/she owns this domain

To complete this purchase, please open this AUTHORIZATION link. If you do not have a Global Administrator role, you will need to share the link with a Global Administrator.

Once the authorization process is complete, click the Verify button.

Verify Authorisation

Define Default Domain

Please add the tenant's DEFAULT domain (eg: customerdomain.com.au). If the default domain is 360business.onmicrosoft.com, please leave the field below empty.

Default Domain

Cancel Continue

*IF there is no current M365 Tenancy and a new one is required

When entering the new company's details, be sure to use the domain the business already owns. This action will initiate the creation of a new Microsoft Tenancy, assigning a unique address in the format of yourcompany.onmicrosoft.com. After completing the licensing order, you will receive an email containing the login credentials for this new tenancy.



Finalizing the Process

Wait for a few moments as it connects to the client's portal. Once connected, you will be taken to the final screen.

3 Confirmation

✓ **Your order submission has been completed**

You are able to continue navigating as the services are being provisioned asynchronously.
Please note that you can check the provisioning status of your services anytime via the "Notification Center".

Subscriptions	Quantity	Activation Date	Billing Cycle
 360 Business - M365 - Office 365 E1 (New Commerce)	1	26/10/2023	Month
 360 Business - M365 - Office 365 E3 (New Commerce)	3	26/10/2023	Month

Allow 1-5 minutes for the licenses to appear in the client's M365 portal.