

# How to Add an Additional License

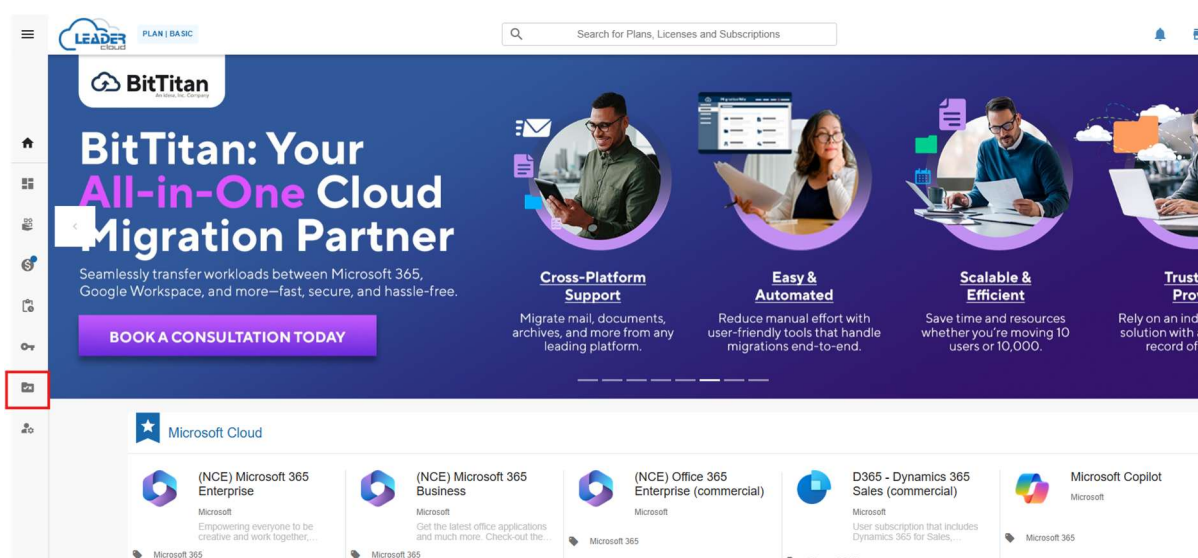
## Step-by-Step Guide to Adding an Additional License

### Step 1: Log In to Leader Cloud Portal

- <https://hub.leadercloud.com.au/>

### Step 2: Locate the Licensing Section

On the left hand side click the subscriptions button



### Step 3: Find the subscription

Find the license you want to add to and click the subscription

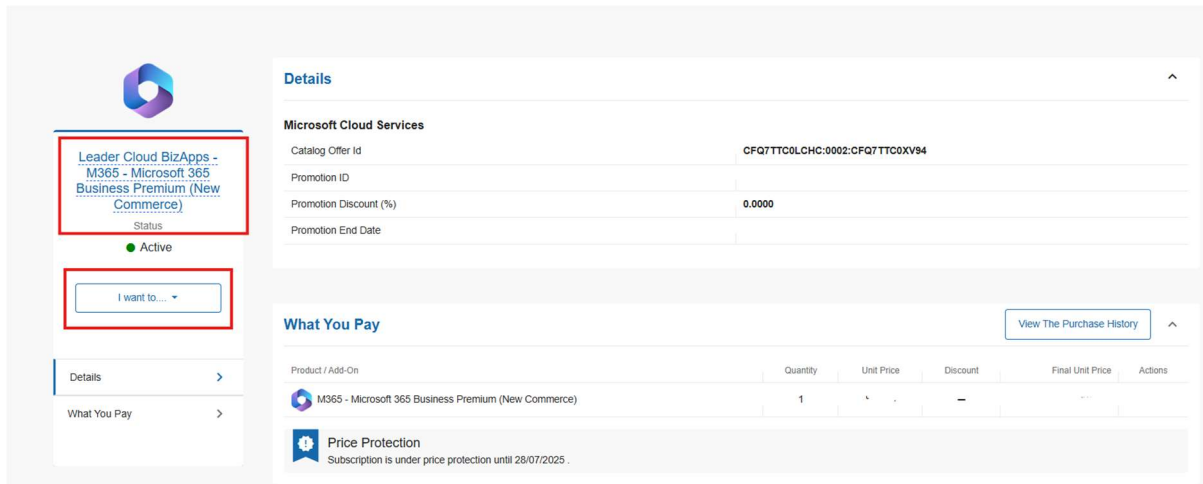
Update: Our "Search" function has been updated. [Learn more.](#)

Subscriptions										
All Subscriptions										
Advanced Search										
Actions	AZ	Add-ons	Subscription	Customer	End Date	Auto Renewal	Quantity	Status	Unit Price	Billing
			ViCyber Standard Leader Resell 21-50 Tier		09/08/2025	-	1 Licenses	Cancelled		
			Leader Cloud BizApps - M365 - Microsoft 365 Business Basic (no Teams) (New Commerce)		23/07/2025	-	1 Licenses	Cancelled		
...			Leader Cloud BizApps - M365 - Microsoft 365 Business Premium (New Commerce)		28/07/2025	Enabled	1 Licenses	Active		
...			AntonyDomainTest - M365 - Microsoft 365 Business Premium (New Commerce)		19/04/2025	-	25 Licenses	Inactive		
...			Free		31/07/2025	Enabled	1 Licenses	Active		
			Kaspersky Endpoint Security Cloud, User		31/03/2025	-	1 Licenses	Cancelled		
			Kaspersky Endpoint Security for Business - Select		31/03/2025	-	1 Licenses	Cancelled		
...			Leader Cloud BizApps - Azure plan this subscription is charged based on usage		31/07/2025	Enabled	1 Licenses	Active		
...			Leader Cloud BizApps - M365 - Teams		31/07/2025	Enabled	1 Licenses	Active		

## Step 4: Confirm Subscription Details and Add additional

Once you are inside the subscription do a double check of the name and quantity.

When confirmed, we want to click the “I Want To” button on the left.



**Details**

**Microsoft Cloud Services**

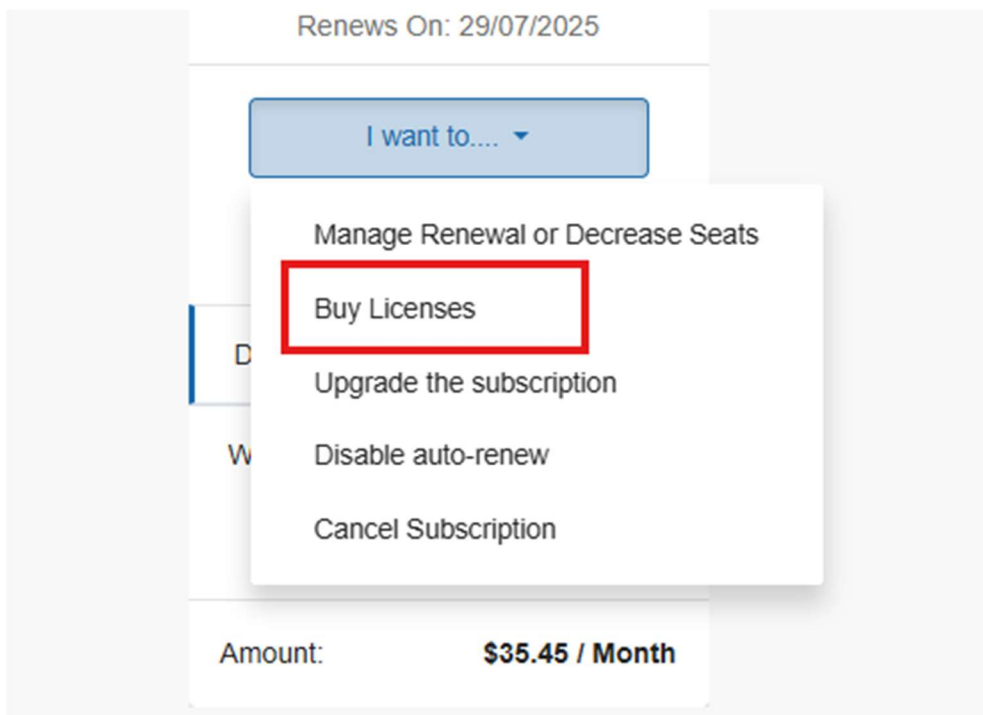
Catalog Offer Id	CFQ7TTC0LCHC:0002:CFQ7TTC0XV84
Promotion ID	
Promotion Discount (%)	0.0000
Promotion End Date	

**What You Pay**

Product / Add-On	Quantity	Unit Price	Discount	Final Unit Price	Actions
M365 - Microsoft 365 Business Premium (New Commerce)	1				

Price Protection  
Subscription is under price protection until 28/07/2025.

A little drop down will appear, and we will want to select the “Buy Licenses”



Renews On: 29/07/2025

I want to.... ▾

- Manage Renewal or Decrease Seats
- Buy Licenses**
- Upgrade the subscription
- Disable auto-renew
- Cancel Subscription

Amount: **\$35.45 / Month**

It will then ask you how many extra licences you would like to add to the current subscription.

ift 365 Business Premium (New Commerce)

1

:ection  
is under p

**Purchase of extra license** ×

Please define how many licenses you need

Extra licenses

Cancel Submit

It will then redirect you to the cart to confirm billing information and submission.

Follow the prompts all the way to the end of the check out.

Your licence addition will then be added and should appear in the client tenancy for application.