



# 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:

Services <span style="float: right;">?</span>				
<b>Internet (1)</b> 	<b>Managed Network &amp; Security (1)</b> 	<b>Unified Communications (6)</b> 	<b>IT Software &amp; Services (5)</b> 	WiFi (0) 
<b>Equipment (57)</b> 	Phone Lines (0) 			

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, there are category icons for 'Internet', 'Managed Network & Security', 'Unified Communications', and 'IT Software & Services'. A filter section shows '1 sites' and a dropdown menu for 'Sample Company'. A dropdown menu is open for 'Sample Company', with 'Manage Services' highlighted in a red box. Other options in the dropdown include 'Create Ticket'.

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 'Work365 Demo Microsoft Services'. It features a search bar, navigation tabs, and a main content area with instructions on how to add a new product. A red box highlights the 'Add Product' button. Below the instructions, there is a credit limit section showing 'Credit Limit 8500.00' and a link to 'Open Ticket Requesting Credit Review/Increase'. At the bottom, there is a table titled 'Services for Work365 Demo (somedomain.somedomain.com)' with columns for Service, Billing Type, Billed, Term, Unit Price, Quantity, Total, Effective, Term End, and Auto Renew.

Service	Billing Type	Billed	Term	Unit Price	Quantity	Total	Effective	Term End	Auto Renew
Microsoft 365 E3	License	Monthly	Monthly	43.20	20	864.00	03/15/2024		✓
Microsoft Copilot for Microsoft 365	License	Annual	Annual	360.00	10	3600.00	03/15/2024	03/15/2025	

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:

The screenshot shows the 'Add Product for Work365 Demo' form. The 'Microsoft Account \*' is set to 'Work365 Demo (somedomain.somedo...)'. The 'Product \*' field has a kabob icon (three dots) highlighted with a red box. A 'Select Product' modal is open, showing a list of products. The 'Azure Plan' option, with the subtext 'Usage billed Monthly', is highlighted with a red box. The modal also shows '0 Selected' and a 'Cancel' button. The background form has 'Submit Order' and 'Cancel' buttons at the bottom.

The screenshot shows the 'Add Product for Work365 Demo' form with the 'Product \*' field set to 'Azure Plan', which is highlighted with a red box. The 'Billing Type' is 'Usage', 'Billing Frequency' is 'Monthly', and 'Order Reference' is empty. The 'Terms & Conditions' section is expanded, showing a detailed text block. A red arrow points to the 'Submit Order' button at the bottom of the form.