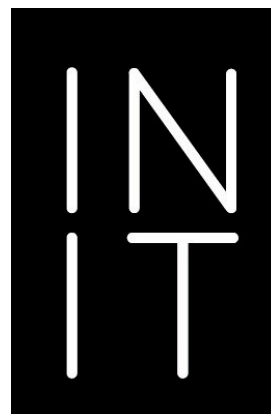
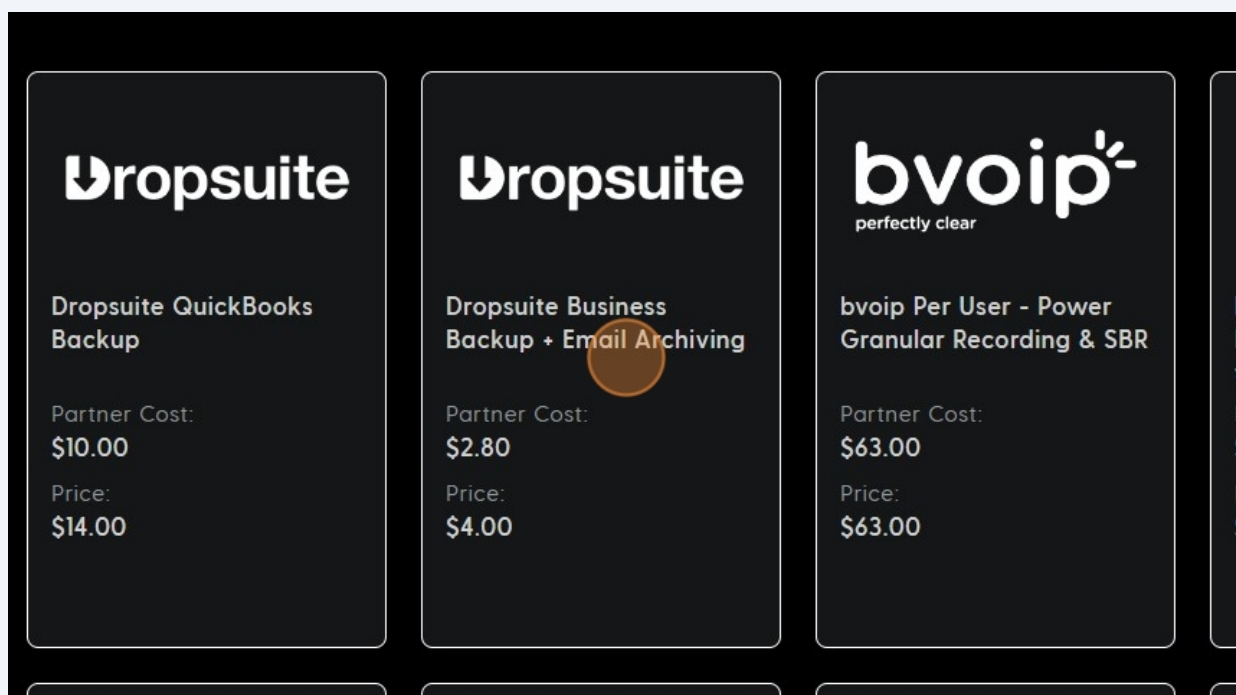


How to Add DropSuite to a customer through Pax8

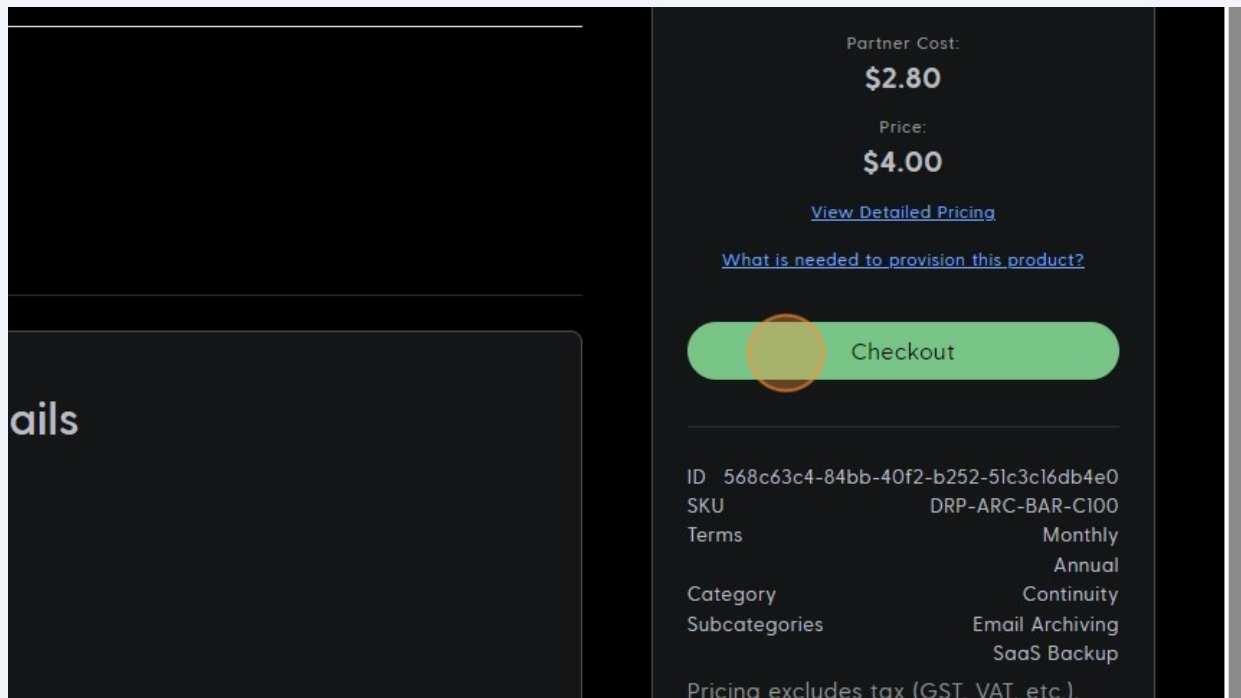


- 1 Navigate to <https://app.pax8.com/catalog>

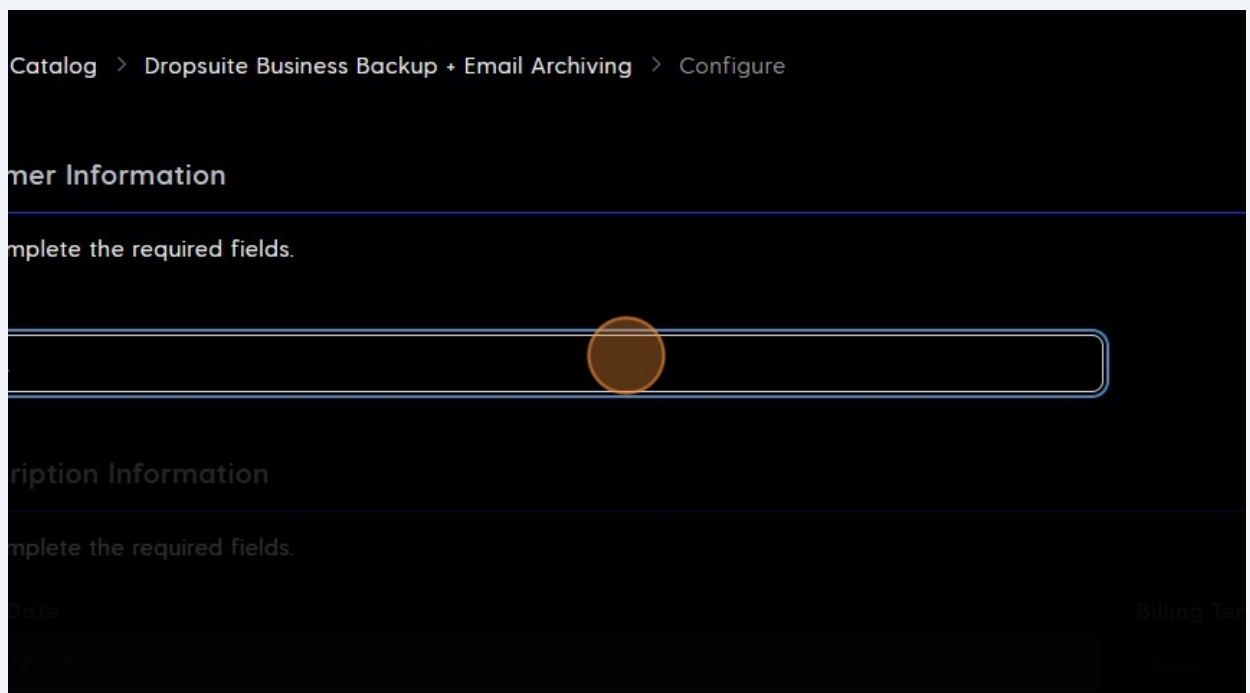
- 2 Click here.



3 Click "Checkout"



4 Click the "Search..." field.



5 Type "context"

6 Click "Context BSP"

Home / Catalog / Dropsuite Business Backup / Email Archiving / Configure

Customer Information

Please complete the required fields.

Company

Context

Context BSP

Subscription Information

Please complete the required fields.

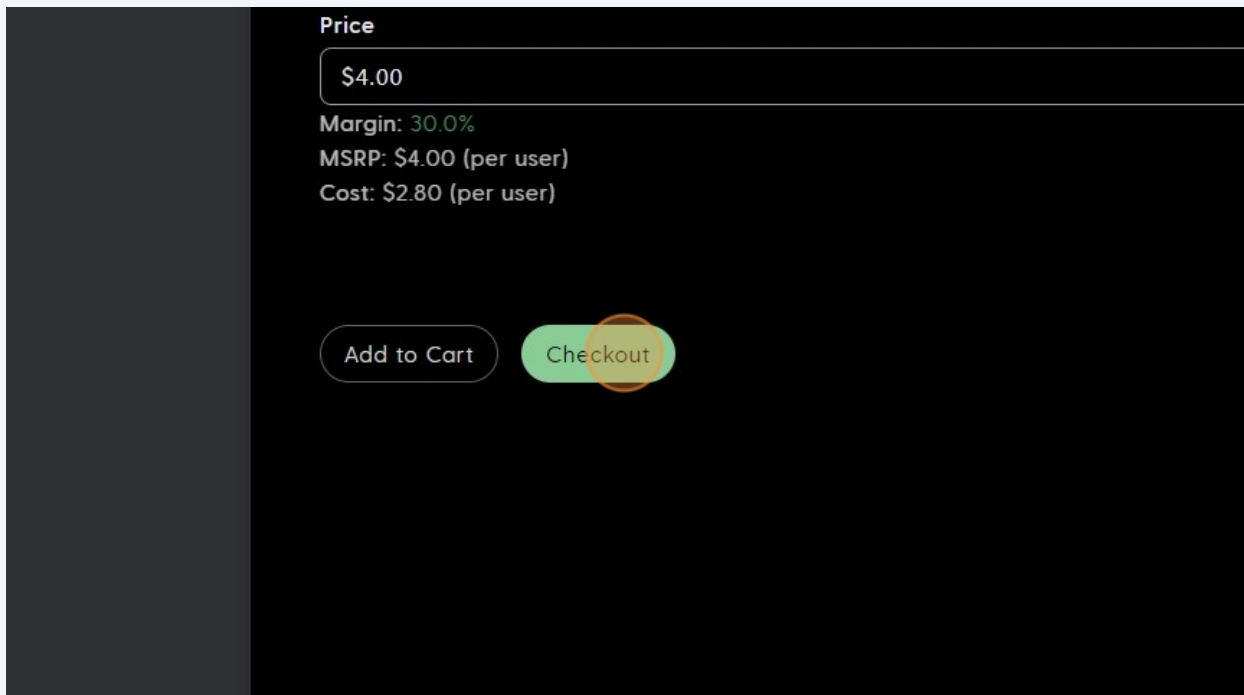
Effective Date

Bill

Billing will occur immediately once order is placed.

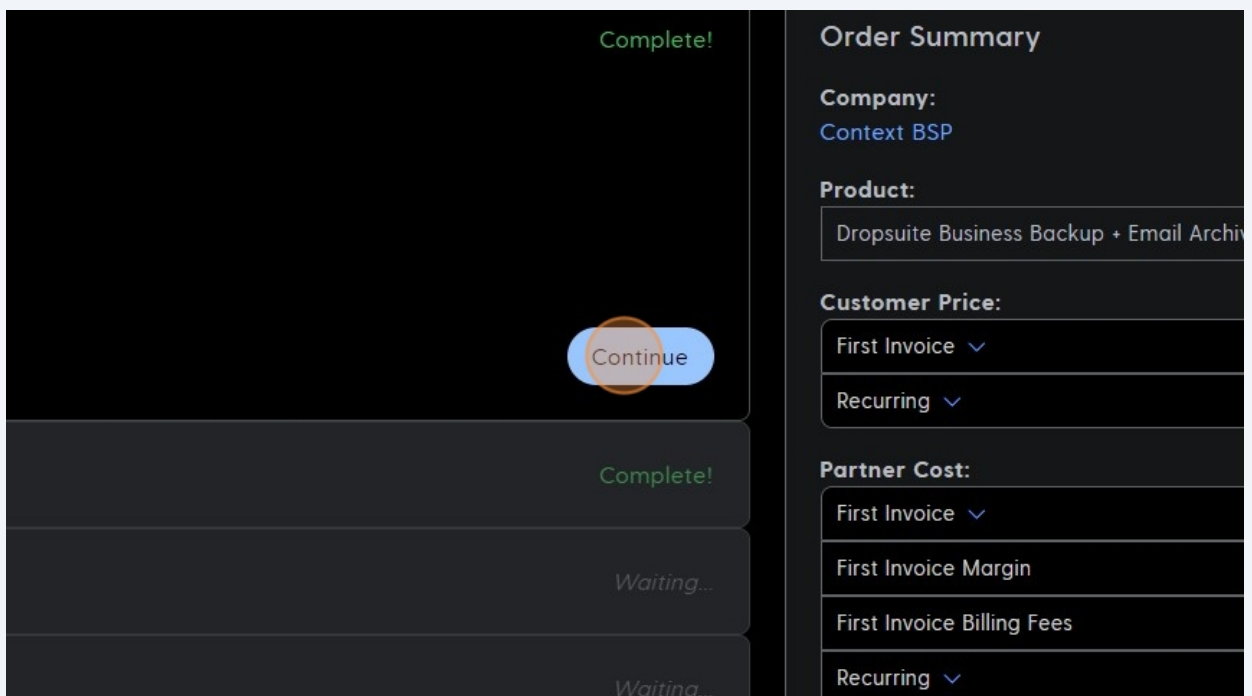
7

Click "Checkout"



8

Click "Continue"



9 Click "Continue"

The screenshot shows a dark-themed interface. On the left, there are four rows of status indicators: the first two are labeled 'Complete!' in green, and the last two are labeled 'Waiting...' in light blue. A blue 'Continue' button is located between the two 'Complete!' rows and is highlighted with a red circle. On the right, the 'Order Summary' section is visible, containing fields for 'Company:' (Context BSP), 'Product:' (Dropsuite Business Backup + Email Archiv), 'Customer Price:' (First Invoice, Recurring), and 'Partner Cost:' (First Invoice, First Invoice Margin, First Invoice Billing Fees, Recurring).

10 Click here.

The screenshot shows a dark-themed interface. On the left, there is a vertical sidebar with a list of items: 0, 1,187, 1, and 4. The main content area is titled 'Step 3: Technical Contact' and contains the instruction: 'Please select the technical contact responsible for setting up service. This contact will receive'. Below this is a 'Search Contacts' input field. A list of contacts is displayed: 'Andrew Greene' with email 'andrew@initconsulting.net' and an 'Admin' checkbox, and 'Joshua Rowland' with email 'joshua@initconsulting.net' and a checked 'Admin' checkbox. A red circle highlights the 'Admin' checkbox for Joshua Rowland. Below the list is a 'Previous' button. At the bottom, the next step is labeled 'Step 4: Provisioning Details'.

11 Click "Continue"

A screenshot of a web form with a dark theme. At the top, there is a search bar, a green 'New Contact' button, and a menu icon. Below the search bar is a blue highlighted area. The 'Continue' button is highlighted with a red circle. Below the button are two 'Waiting...' labels. On the right, there is a 'Partner Cost' section with a table of costs and a disclaimer.

Partner Cost:
First Invoice
First Invoice Margin
First Invoice Billing Fees
Recurring
Recurring Margin
Recurring Billing Fees

This order summary does not include sales tax unless at checkout. Charge at checkout products will include calculations in the order total. Sales tax will be included and/or on your next invoice if applicable.

12 Click this text field.

A screenshot of a form with a dark theme. The form contains three text fields: 'First Name', 'Last Name', and 'Email Address'. Each field has a red circle highlighting a specific point in the text field. The text 'include technical details required for service to begin.' is visible above the first field.

include technical details required for service to begin.

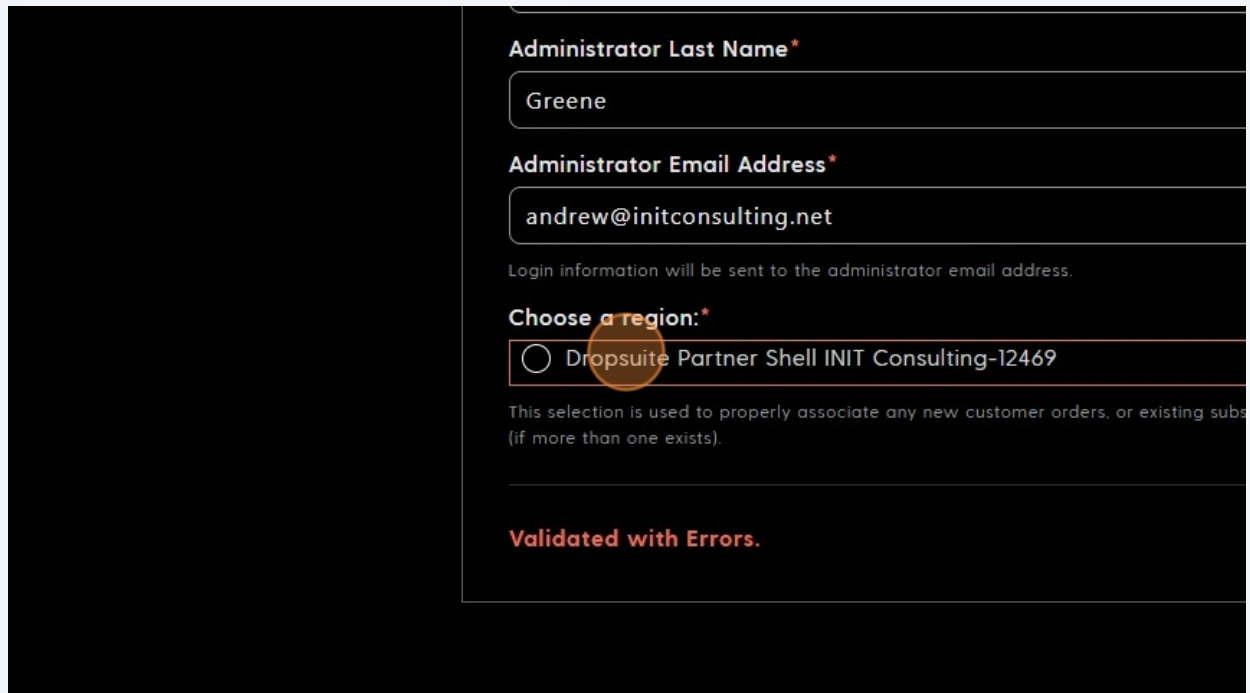
First Name

Last Name

Email Address

13 Type "Andrew **tab** Greene **tab** andrew@initconsulting.net"

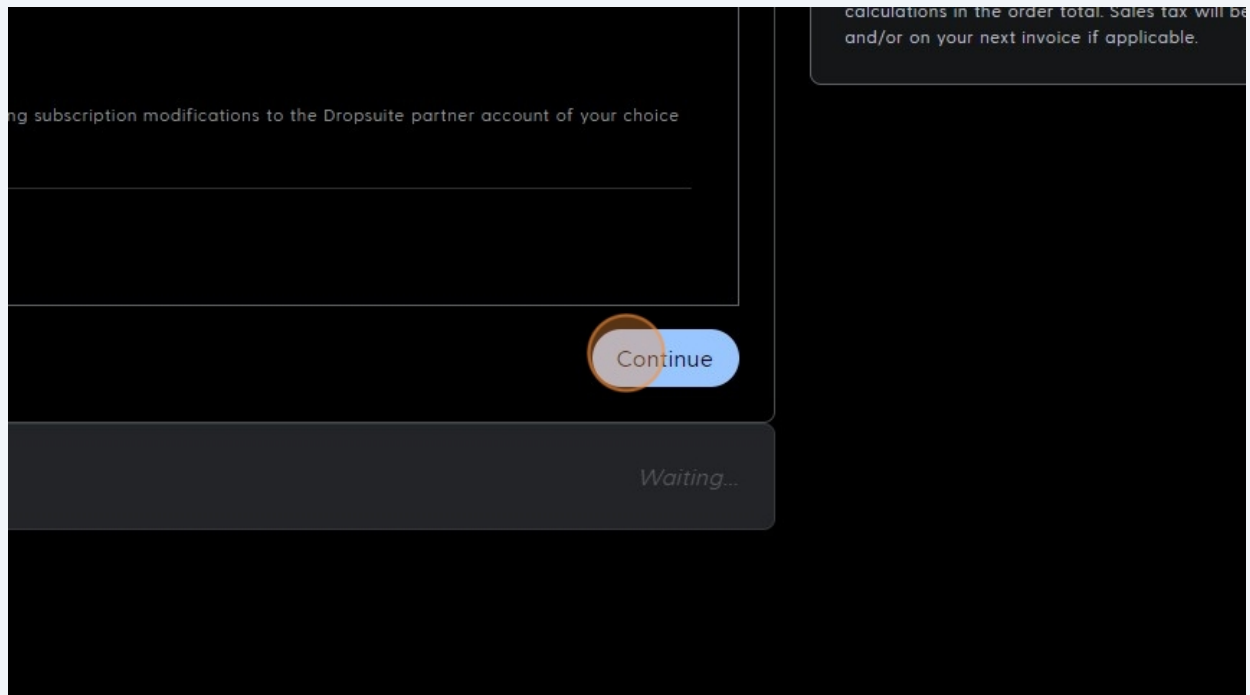
14 Click "Dropsuite Partner Shell INIT Consulting-12469"



The screenshot shows a registration form with the following fields and content:

- Administrator Last Name ***: A text input field containing "Greene".
- Administrator Email Address ***: A text input field containing "andrew@initconsulting.net".
- A note: "Login information will be sent to the administrator email address."
- Choose a region: ***: A radio button selection field. The option "Dropsuite Partner Shell INIT Consulting-12469" is selected and highlighted with a red circle.
- A note: "This selection is used to properly associate any new customer orders, or existing subs (if more than one exists)."
- A red error message at the bottom: "Validated with Errors."

15 Click "Continue"



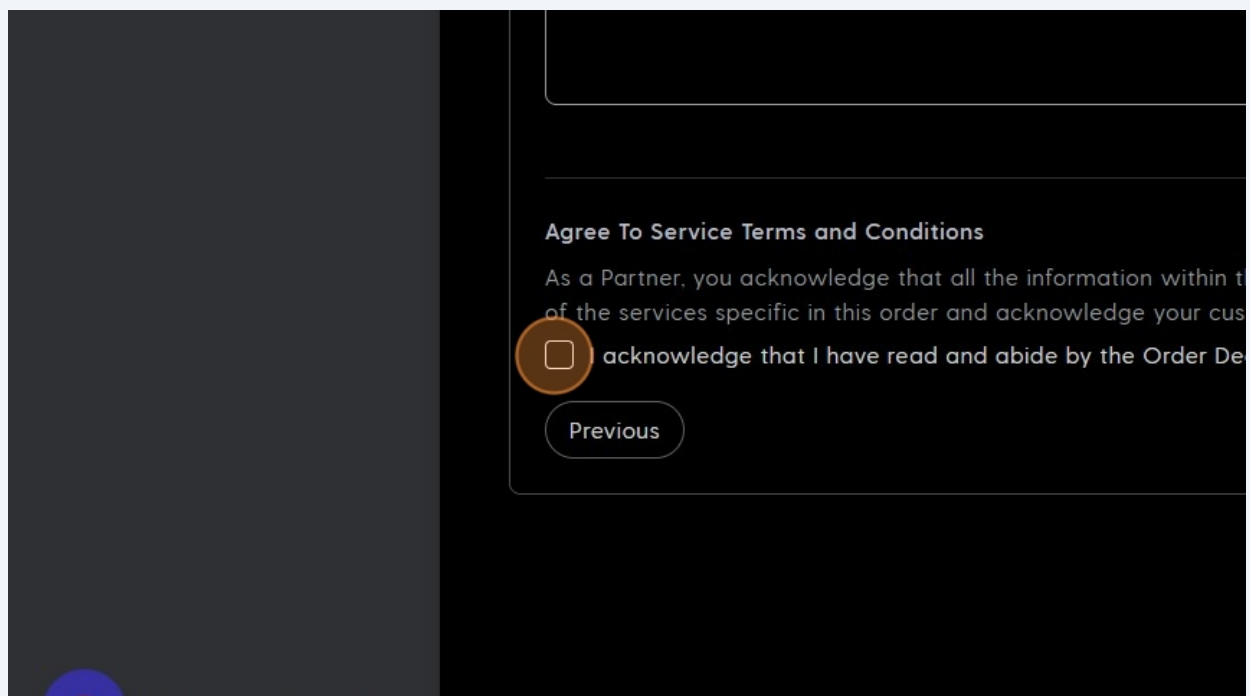
ng subscription modifications to the Dropsuite partner account of your choice

calculations in the order total. Sales tax will be and/or on your next invoice if applicable.

Continue

Waiting...

16 Click here.



Agree To Service Terms and Conditions

As a Partner, you acknowledge that all the information within t of the services specific in this order and acknowledge your cus

☐ acknowledge that I have read and abide by the Order De

Previous

17 Click "Complete Order"

