

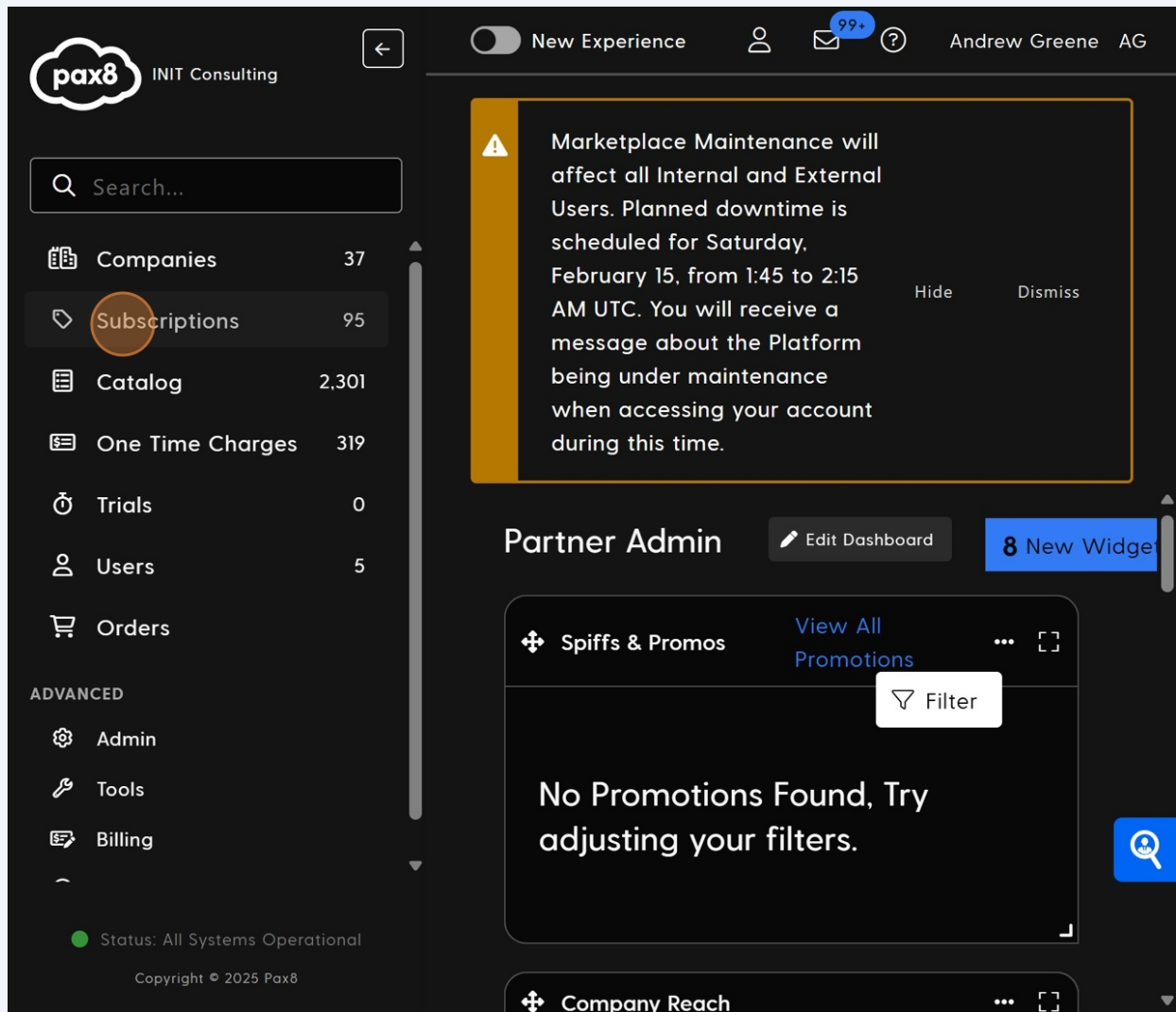
Add additional Microsoft 365 E3 Subscription on Pax8



1

Navigate to <https://app.pax8.com/>

2 Click "Subscriptions"



3 search for the client

4 Click "Microsoft 365 E3 [New Commerce Experience]"

The screenshot shows the Pax8 INIT Consulting dashboard. On the left, there is a sidebar with navigation links: Companies (37), Subscriptions (95), Catalog (2,301), One Time Charges (319), Trials (0), Users (5), and Orders. Below these are 'ADVANCED' options: Admin, Tools, and Billing. The main area displays a table of subscriptions. A red circle highlights the 'Microsoft 365 E3 [New Commerce Experience]' subscription. Above the table, there is a maintenance notice: 'Marketplace Maintenance will affect all Internal and External Users. Planned downtime is scheduled for Saturday, February 15, from 1:45 to 2:15 AM UTC. You will receive a message about the Platform being under maintenance when accessing your account during this time.' The table has columns for ID, Company, Product, User, Start Date, and Billing Cycle. The highlighted subscription has ID 15190021, Company INIT Consulting, Product Microsoft 365 E3 [New Commerce Experience], User User, Start Date 01/15/2025, and Billing Cycle Monthly.

ID	Company	Product	User	Start Date	Billing Cycle
15223821	INIT Consulting	Microsoft Intune Endpoint Privilege Management [New Commerce Experience]	User	01/17/2025	Monthly
15190021	INIT Consulting	Microsoft 365 E3 [New Commerce Experience]	User	01/15/2025	Monthly
13746243	INIT Consulting	Breach Secure Now Breach Prevention Platform	Total Number of Seats	10/21/2024	Monthly 02/01/2025

5 Click "Modify"

The screenshot shows the details of the 'Microsoft 365 E3 [New Commerce Experience]' subscription. The 'Commitment Term End' section shows 'Date: 02/15/2025' and 'Start Date: 01/15/2025'. Below this, there is a price calculation table. The 'Modify' button is highlighted with a red circle. The bottom navigation bar includes 'History', 'Scheduled', and 'Support'.

Quantity	Retail Price	Partner Cost	Billing Term	Commitment Term	Start Date
7	\$43.20	\$38.02	Monthly	Monthly	01/15/2025
	\$302.40 total	\$266.14 total			
	\$43.20 msrp				

6 Increase the license count by 1

The screenshot shows the Pax8 Admin interface. On the left sidebar, the 'Subscriptions' link is highlighted. The main content area displays a warning message about marketplace maintenance. Below the warning, the 'Commitment Term End' section shows the date 02/15/2025. The pricing section shows a retail price of \$43.20 and a partner cost of \$38.02. The 'Quantity' field is highlighted with a red circle and contains the value 8. The 'Billing Term' is set to 'Monthly' and the 'Commitment Term' is also set to 'Monthly'. The 'Order Notes' section is visible at the bottom.

7 Click here to accept the Terms and Conditions

The screenshot shows the Pax8 Admin interface. On the left sidebar, the 'Subscriptions' link is highlighted. The main content area displays a warning message about marketplace maintenance. Below the warning, the 'Order Notes' section is visible. At the bottom of the main content area, there is a checkbox labeled 'accept the terms and conditions' which is highlighted with a red circle. The 'Submit' button is located to the right of the checkbox. The bottom navigation bar includes links for 'History', 'Scheduled', and 'Support'.

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Click Submit

