Bowse to https://shop.opendoorerp.com

Click on the link **Register**

1. Click on **-** Enter your first name
2. Click on **-** Enter your last name
3. Click on **-** Enter your email contact email address
4. Click on **-** Enter your phone number.
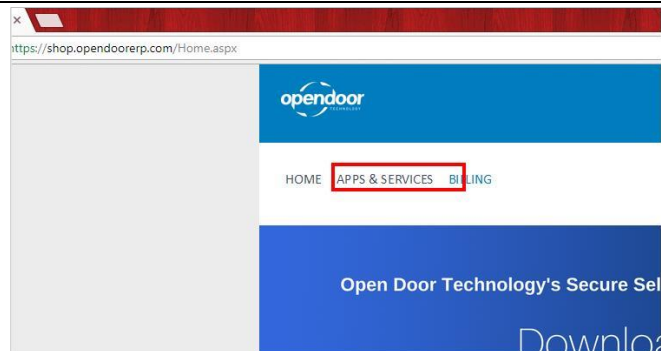5. Click on **-** Create a password. Remember it must be 8 characters and confirm to required pattern.
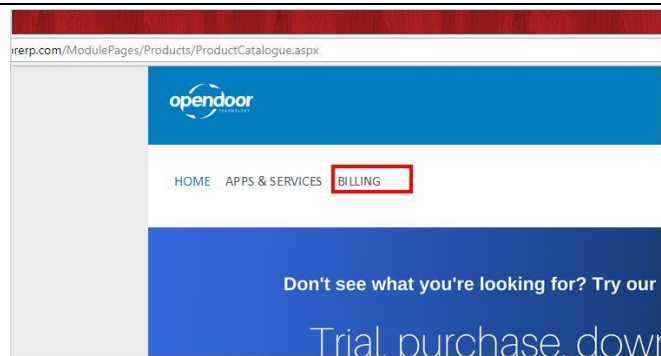
Open Door Technology Inc.

6.	Click on **-** Confirm your password.
7.	Click on **-** Enter your company name *Please note! It is critical to match the existing name of your organizaiton if you are already have an office 365 tenant you are wishing add subscriptions to.
8.	Select your country. Please note we only support Canada and United States locations presently.
9.	Select the state or province drop down.
10.	Select your state or province.

|	
Select the Register button to create your company and store user.	
From the Apps & Services link you can browse the products and services available for purchase.	
The Billing link will take you to your current account current and historical invoicing details. From her you can make payments of invoices on your account.	
Use the My Account link to access your details and manage your credit cards.	
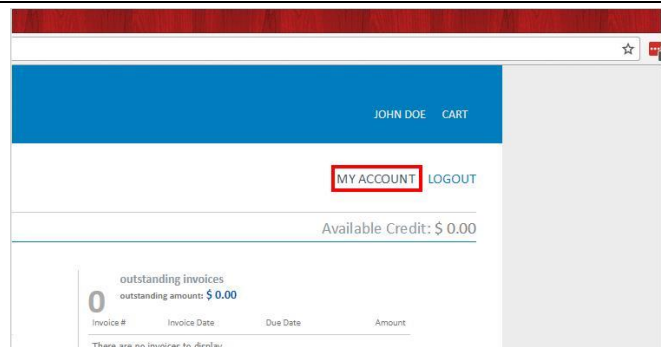
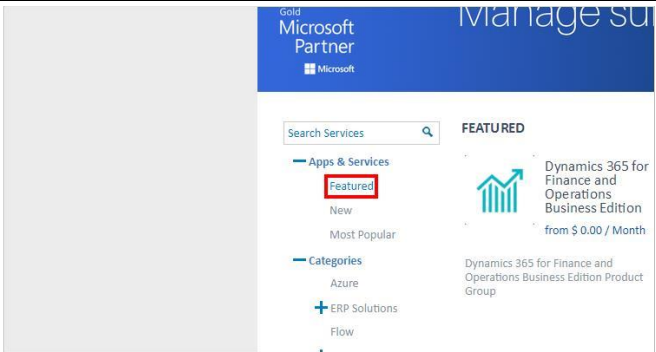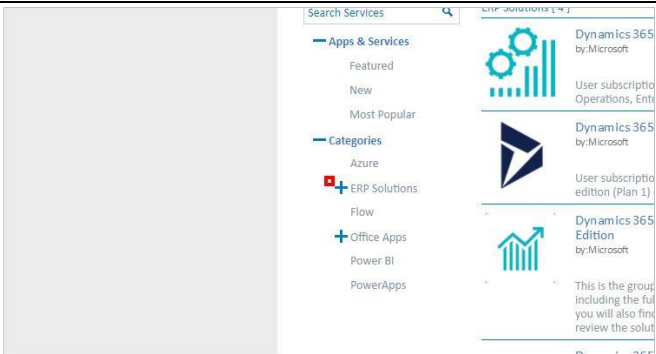Click Home to go back to the store home page. The home page displays the product groupings and plans for browsing.
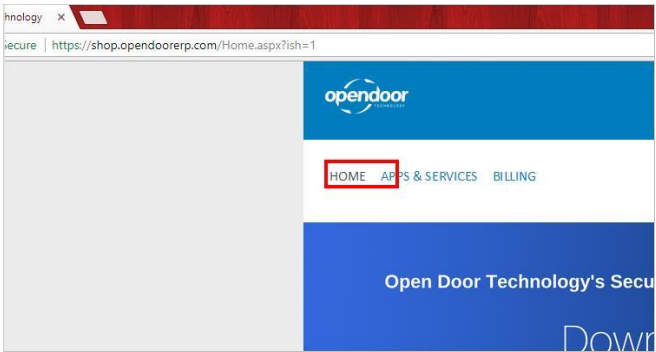
Featured products are available from the related menu. These are the primary products and services highlighted.

Use the Categories selection to browse the products grouped based on type.

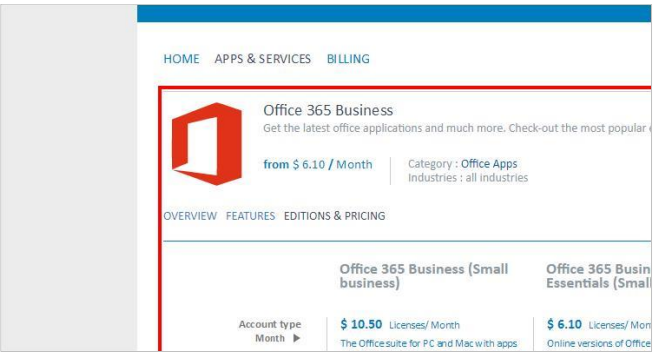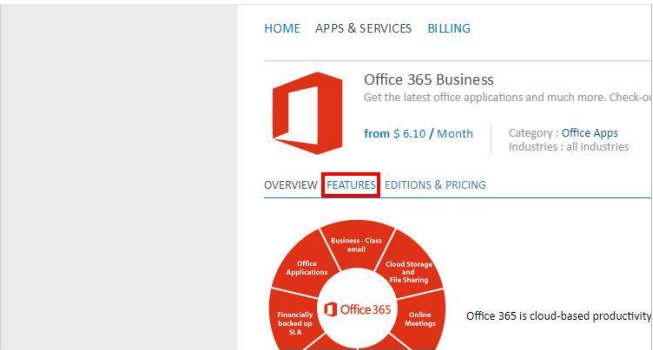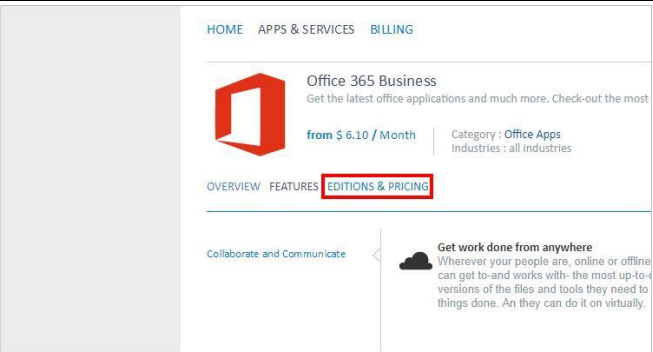Select the button View Plans to see the products and editions in a group to decide on what you want to purchase.

Overview provides a sumary view of the products and features.

Features lists additional detail to help you with your product features and knowledge.
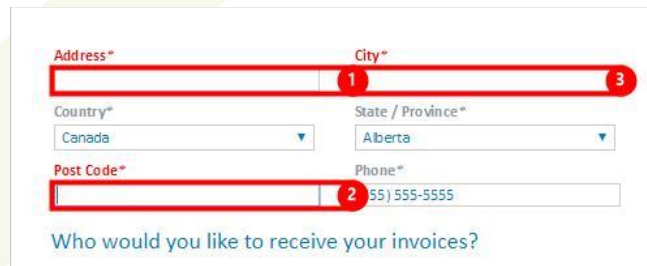
Using the Editions and Pricing you can review the products and make your selection to add to your cart.

Use the Add to Basket button to select the product for purchase.

select your quantity desired.

Either continue shopping or proceed to checkout to finalize your purchase.

From the store you can access your cart by selecting the link in the corner of the page. An indicator shows the number of subscriptions you have pending purchase.

Select checkout to start the provisioning and payment process.
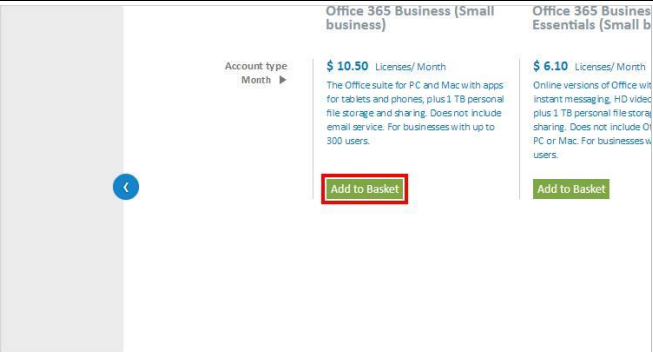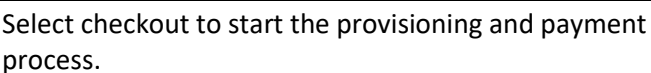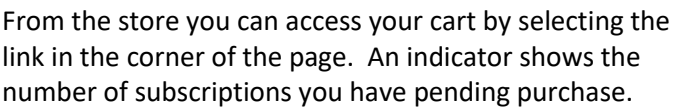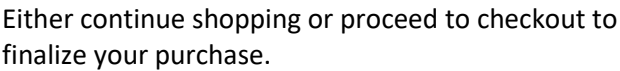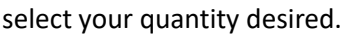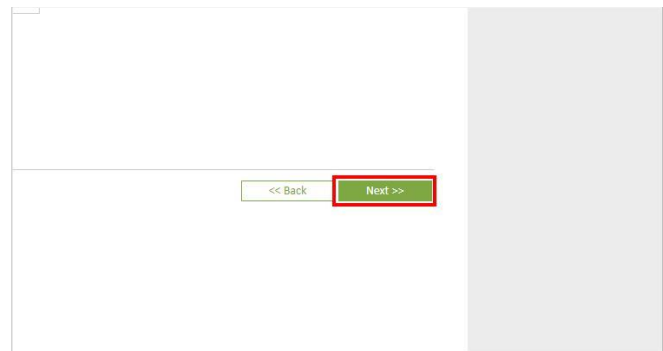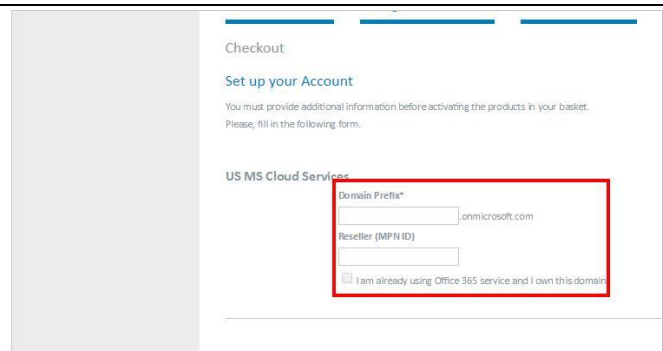
1. Populate your address details.
2. Zip or Postal Code. NOTE! it is critical NOT use a hyphen in with your postal code. Special characters are not supported by Microsoft when provisioning.
3. Enter your city.

Click on **Next >>**

Enter your existing tenant if you already own Office 365 or enter your new tenant name. Please note this can not be changed. That being said after you provision you can publish and use your companies domain name with the service.

Click on **I am already using Office 365 service and I own this domain**

Right click the link and open InPrivate or InCognito browser to ensure you can enter the desired account without conflict. Accept Open Door Technology to be your Microsoft Cloud Solution Provider (CSP).

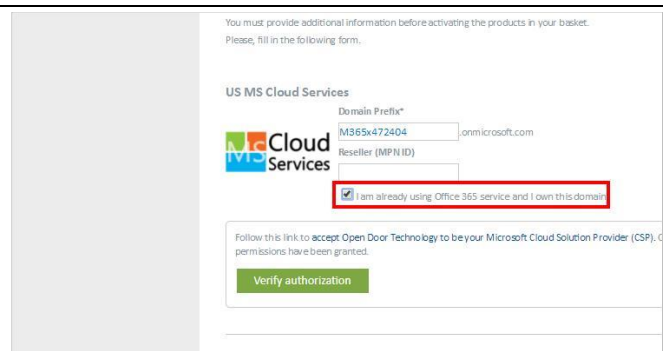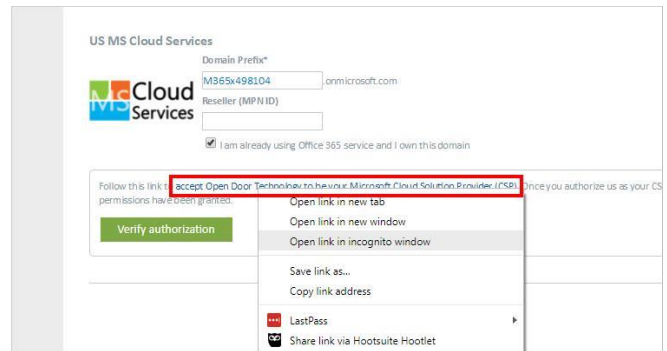See our article related to assisting with accepting this invitation for Delegated Admin permission and the association of us as a partner with you.
https://support.opendoorerp.com/solution/articles/17000064031-what-is-the-open-door-process-regarding-office-dynamics-cloud-licensing-

Click on the link **sign in**
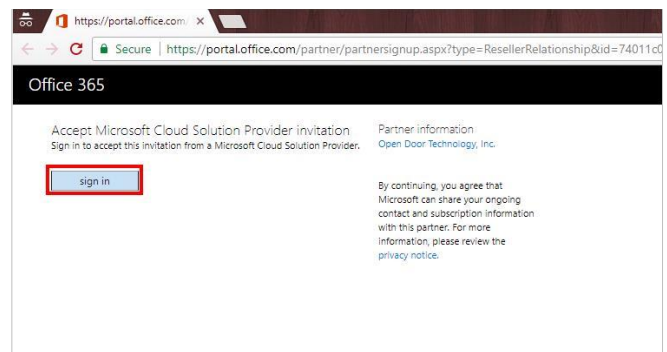
Enter your Office 365 Global Administrator account and select next.

Enter your password and press Sign in

Click on the checkbox Yes, I have read and understand the terms of delegated administration and I am authorized to agree to these terms on behalf of my organization. Then select Authorize to continue.
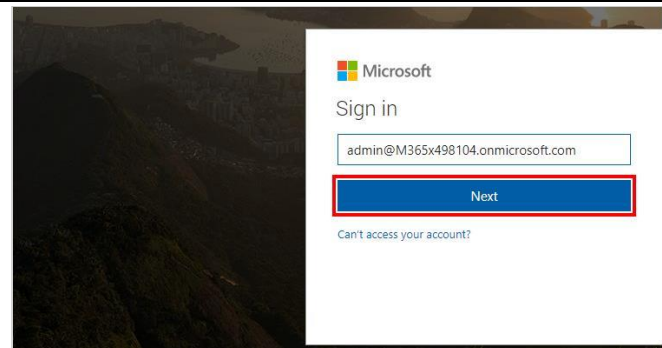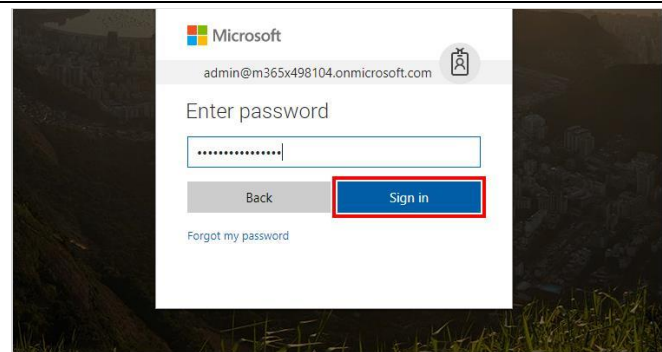
Open Door Technology, Inc.

Location

7710 5 ST SE
SUITE 200
CALGARY AB T2H 2L9
Canada

☐ **Yes**, I have read and understand the terms of delegated administration and I am authorized to agree to these terms on behalf of my organization.

WARNING: If you choose to authorize a partner to be your delegated administrator, the partner will have full access to all your services, subscriptions, and data. Microsoft is not responsible for the delegated administrator. See the terms of delegated administration for more information, including risks and disabling partner access to your services.

Authorize CSP   Cancel

Once the invitation is accepted you can select to verify the subscription and proceed.

Domain Prefix*
M365x498104   .onmicrosoft.com
Reseller (MPN ID)

☑ I am already using Office 365 service and I own t

Follow this link to accept Open Door Technology to be your Microsoft Cloud S
permissions have been granted.

Verify authorization

Select Next to start the provisioning of your subscriptions andor Tenant.

...on before activating the products in your basket.

refix*
80103   .onmicrosoft.com
(MPN ID)

lready using Office 365 service and I own this domain.

<< Back   Next >>

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