



SMART cloud Portal

User's guide

<https://smart-cloud.net>

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1. About SMART cloud portal

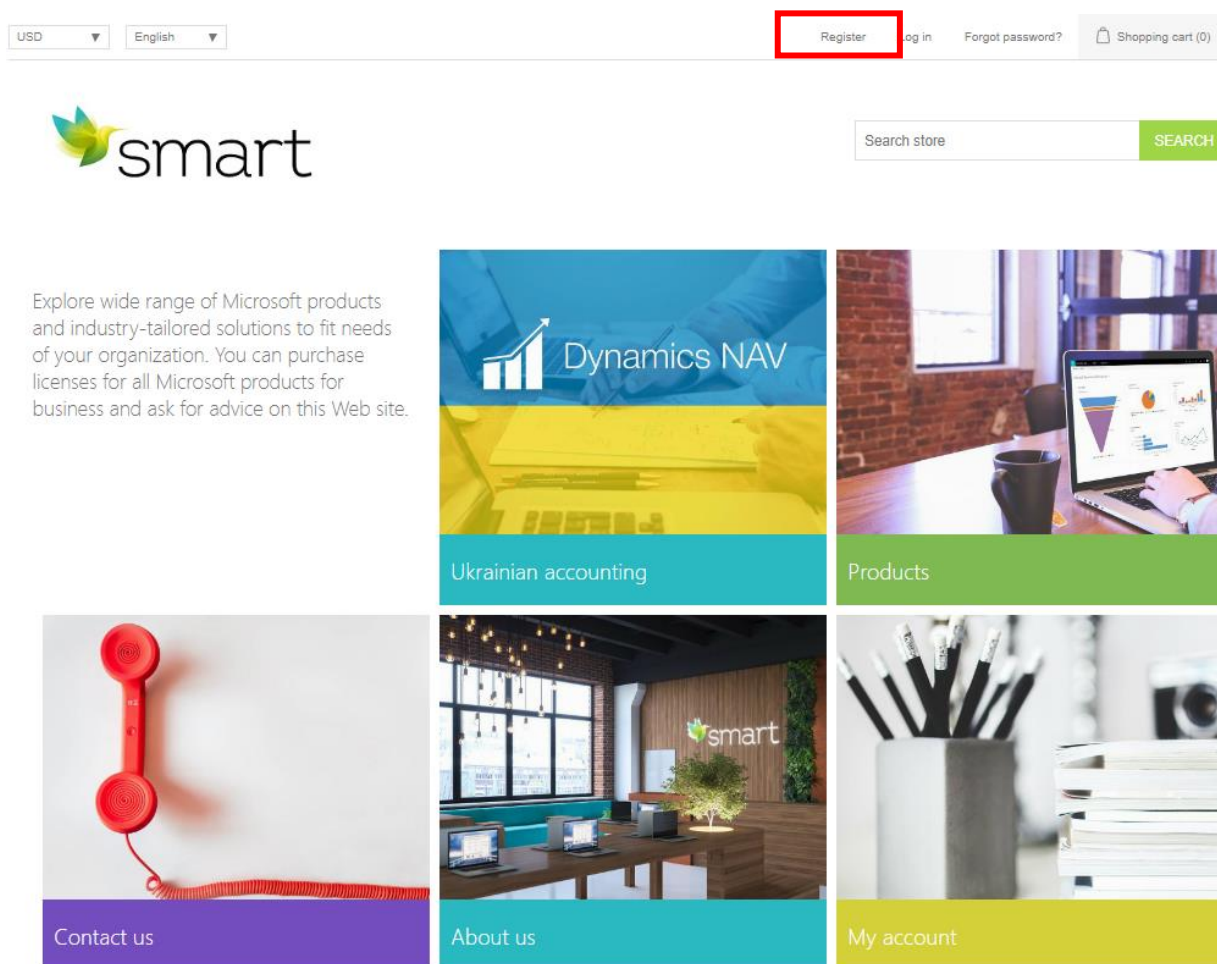
The self-service portal <https://smart-cloud.net> allows you to swiftly manage subscriptions¹, change the amount and add new licenses for Microsoft products.

2. Registration at the portal

In order to start using cloud-based Microsoft products, you need to register at the self-service portal <https://smart-cloud.net>.

To go to the main page of the portal, enter <https://smart-cloud.net> in your browser.

After the page has opened, click **“Register”** button at the top.

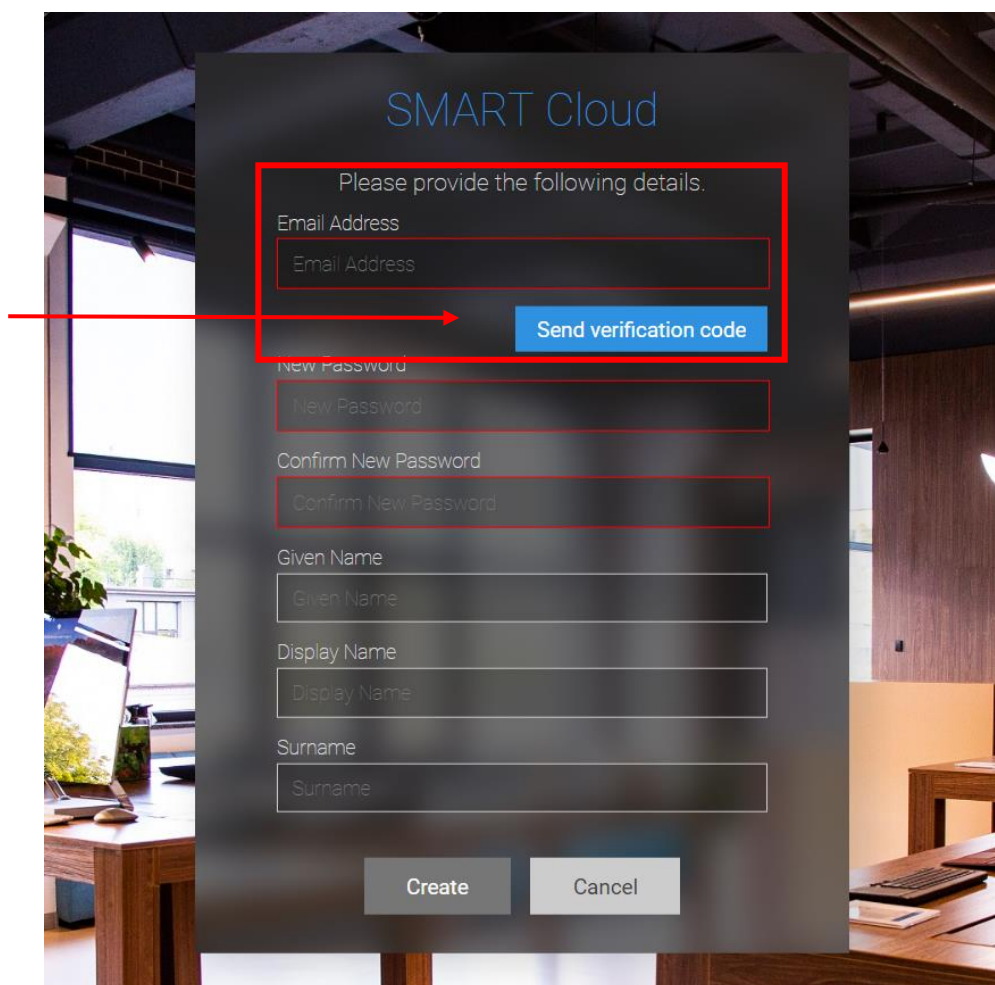


¹ Subscription – collective information about the customer and their organization, domain name and existing cloud services.

2.1 Creating an account at SMART cloud portal

During the registration, you need to provide the following details:

Field	Input format	Purpose
Your personal information		
1. Email Address*	Using the @ symbol	Used in order to contact the subscription owner if necessary (technical or billing matters)
and click Send verification code button		



SMART Cloud

Please provide the following details.

Email Address

Email Address

Send verification code

New Password

New Password

Confirm New Password

Confirm New Password

Given Name

Given Name

Display Name

Display Name

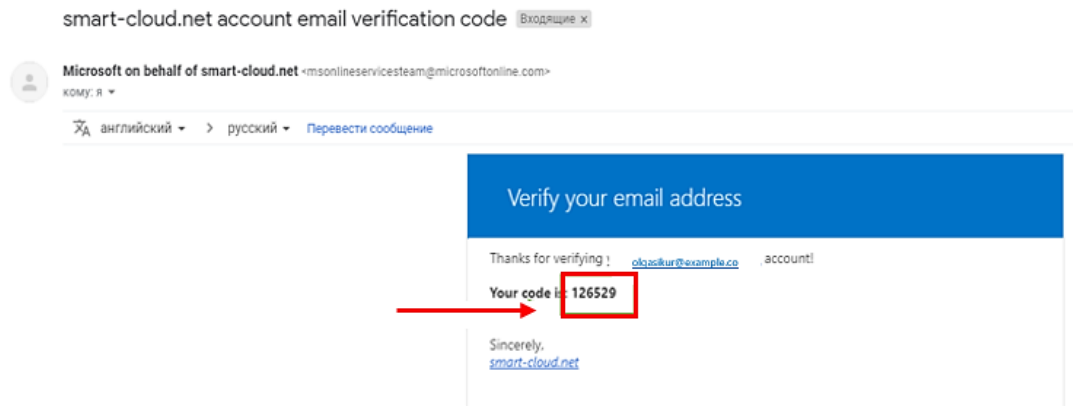
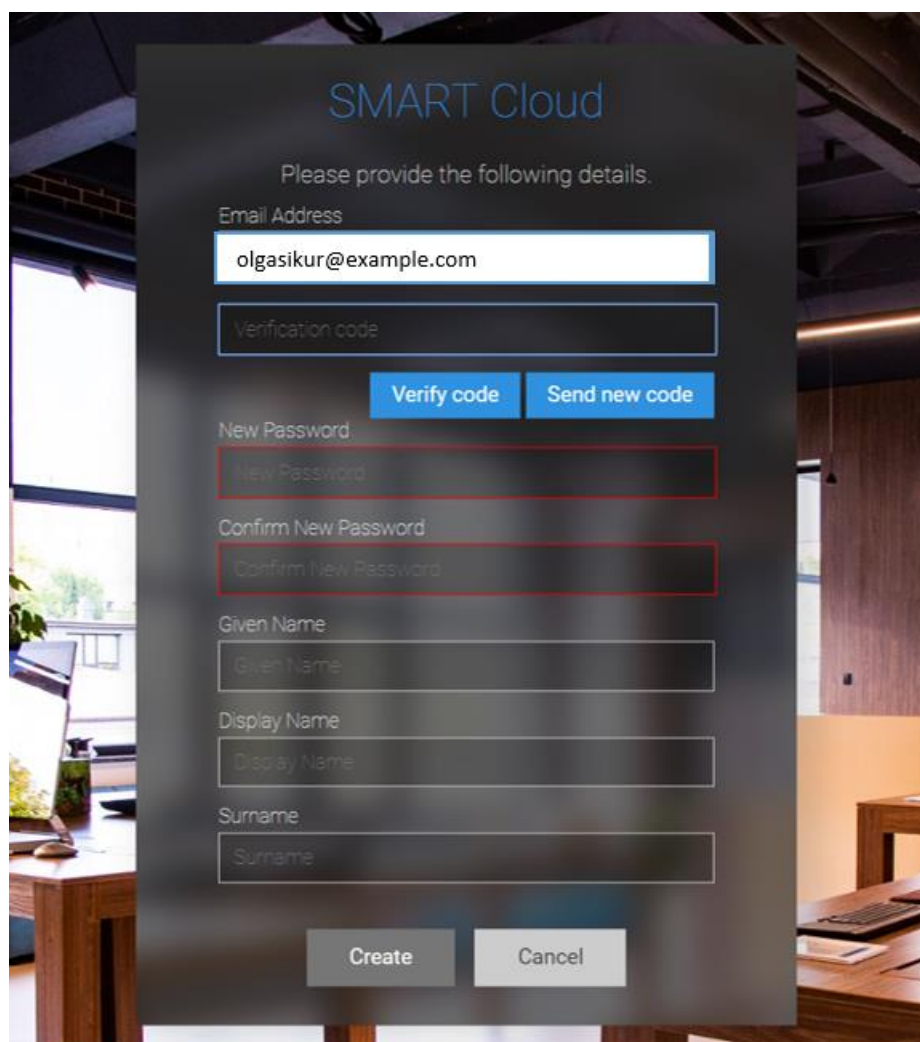
Surname

Surname

Create Cancel

2.2 Email verification

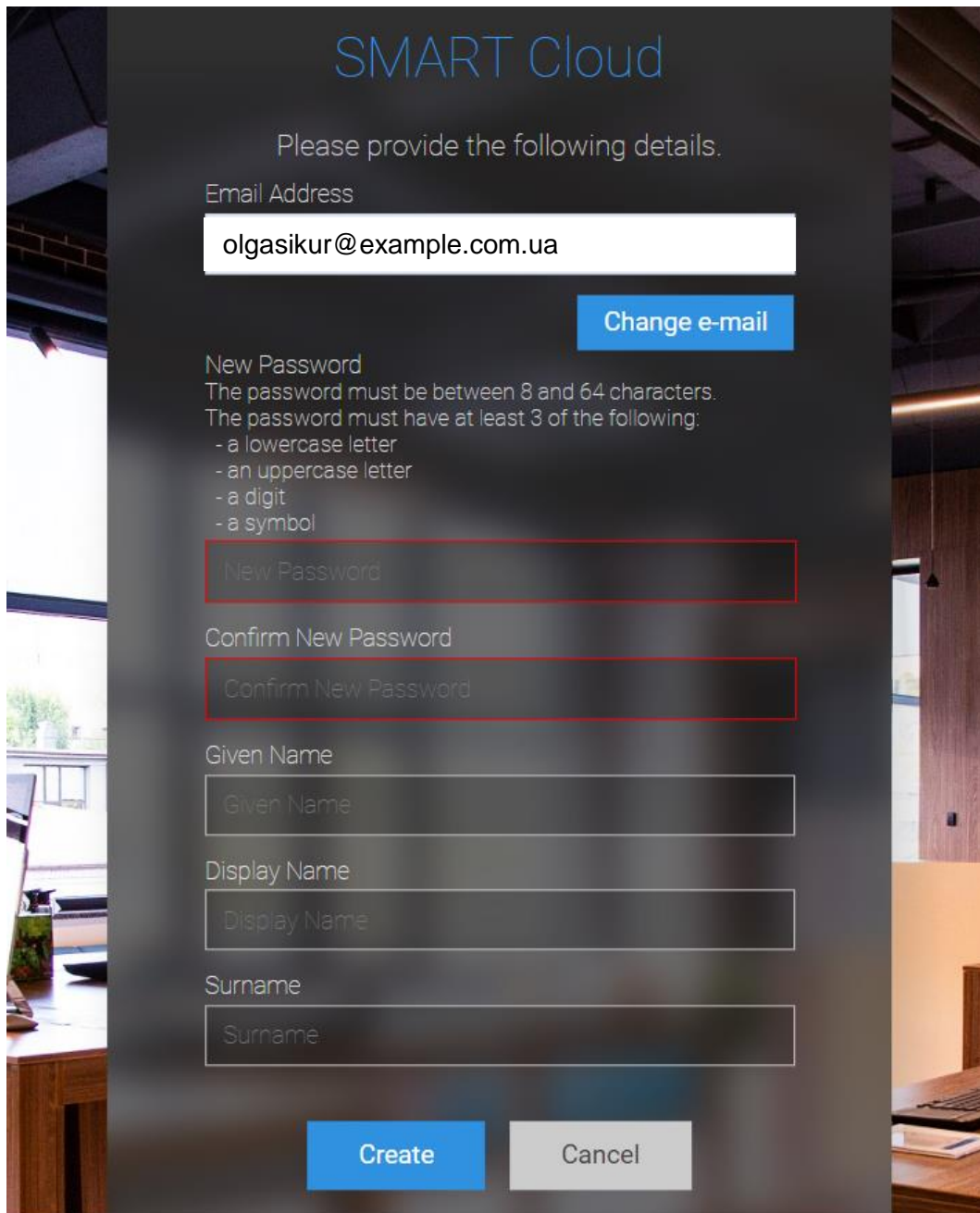
Verification code will be sent to the specified email. Enter this code in **Verification code** box of the registration form.

The screenshot shows the SMART Cloud registration form. The title is "SMART Cloud". Below it, it says "Please provide the following details." The form fields are: "Email Address" (filled with "olgasikur@example.com"), "Verification code" (empty), "New Password" (empty), "Confirm New Password" (empty), "Given Name" (empty), "Display Name" (empty), and "Surname" (empty). There are two buttons: "Verify code" and "Send new code". At the bottom, there are two buttons: "Create" and "Cancel".

After entering the verification code, fill in the appropriate lines in the registration form.

You can also change your email if needed.



SMART Cloud

Please provide the following details.

Email Address

olgasikur@example.com.ua

Change e-mail

New Password

The password must be between 8 and 64 characters.
The password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

New Password

Confirm New Password

Confirm New Password

Given Name

Given Name

Display Name

Display Name

Surname

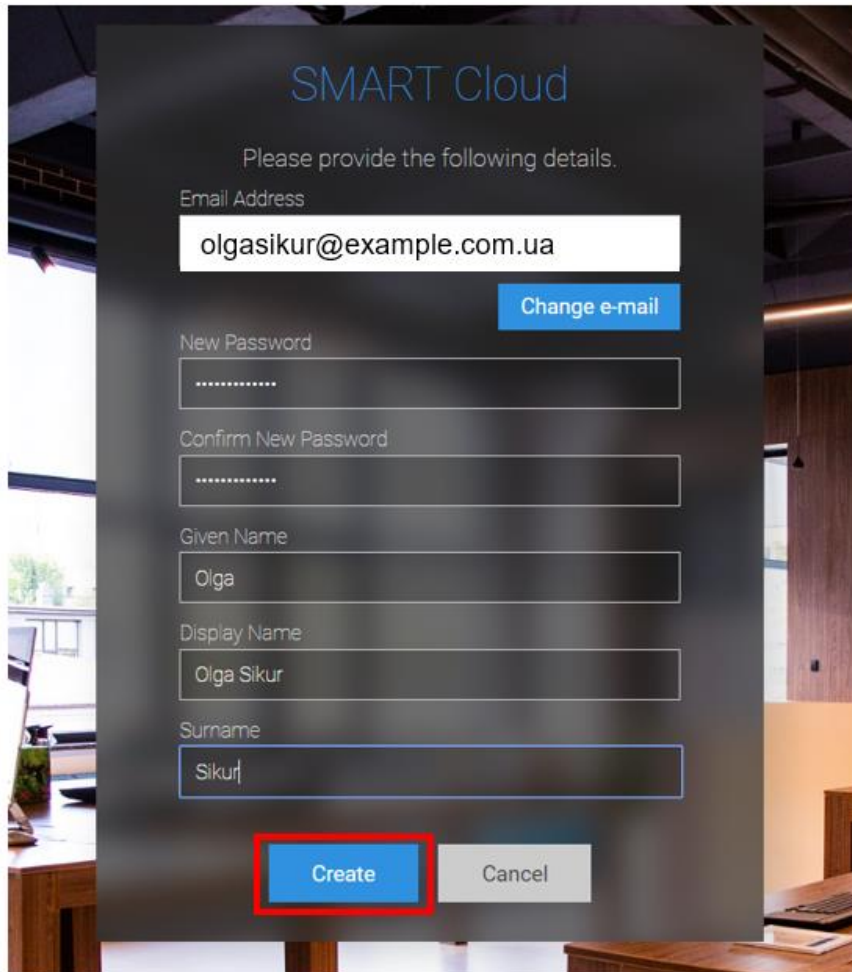
Surname

Create Cancel

After the email verification, you will need to provide the following details and click “**Create**” button:

Field	Input format	Purpose
Your personal information		
2. New Password	The password must be from 8 to 64 symbols. The password must contain at least 3 of the requirements below: - a lower-case letter - a capital letter - a number - a symbol	Used to protect the account and restore access.
3. Confirm New Password		
4. Given Name	Latin characters only. Symbols are not allowed.	Used to create the account and for user authentication.
5. Display Name	Latin characters only. Symbols are not allowed.	Used to create the account for the further access to the self-service portal and subscription.
6. Surname	Latin characters only. Symbols are not allowed.	Used to create the account and for user authentication.
7. Phone Number	Country code – select from the dropdown list, enter the user's existing phone number to verify the account.	Verification provides necessary level of protection and is required each time the user logs in to his/her personal account.

Example of the account registration form:



SMART Cloud

Please provide the following details.

Email Address

[Change e-mail](#)

New Password

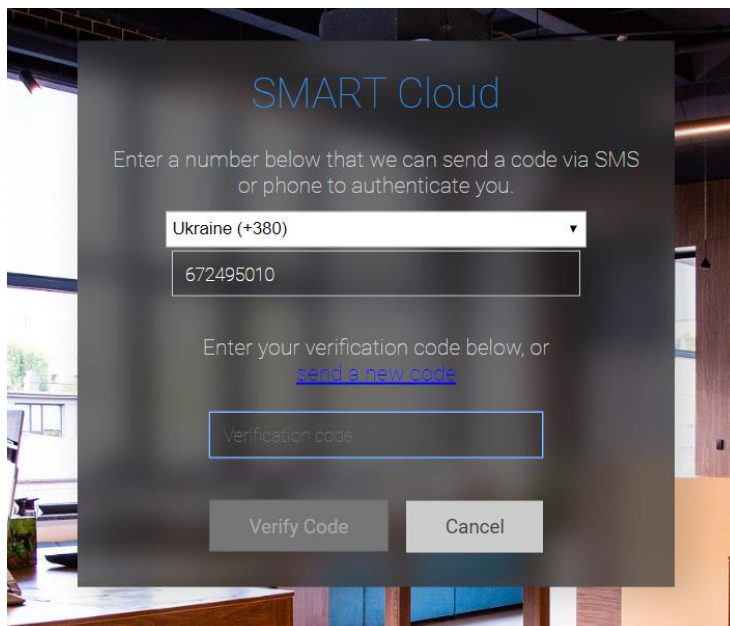
Confirm New Password

Given Name

Display Name

Surname

[Create](#) [Cancel](#)



SMART Cloud

Enter a number below that we can send a code via SMS or phone to authenticate you.

▼

Enter your verification code below, or [send a new code](#)


[Verify Code](#) [Cancel](#)

2.3 Completion of the registration form

In order to **register for the subscription**, you need to provide the following details:

Field	Input Format	Purpose
Information about the company		
Company's name*	Latin or Cyrillic characters, symbols are not recommended.	Company's legal name. Used for billing and the company's Office 365 profile.
You address		
Address*	Latin or Cyrillic characters.	It is necessary to use the correct address of your company, since the location of the Office 365 subscription depends on it. NB It is impossible to change the address after the registration.
Address (add.)		
Zip Code*		
City*		
Country*	Select from the dropdown list.	
Contact information		
Phone number*	Numbers, including the country code.	For an immediate communication with the subscription owner.
Domain registration		
Domain name*	Latin characters only. Symbols are not allowed. NB! It is impossible to change the domain name after the registration.	The domain name – a unique name of your subscription that is used to identify your organization among other Microsoft products' subscriptions.
Domain name confirmation*		

Example of a company's registration form for the subscription:



Register

[Click here if you don't want to buy CSP products](#)

Company Details

Company name:

Your Address

Street address:

Street address 2:

Zip / postal code:

City:

Country:

Your Contact Information

Phone:

Domain registration

The domain name is the unique name of your Microsoft subscription. Use only the Latin alphabet for Domain Name. Characters are not allowed. Attention! The Domain Name can not be changed after the registration is completed.

Domain name:
.onmicrosoft.com

Domain name confirmation:
.onmicrosoft.com

2.4 Domain name availability control:

During registration of the domain name (selection of the domain name), you need to check its availability. If the domain is available, continue your registration.


If the domain is taken, you need to try another available name or add characters and numbers to the existing one.

Domain registration

The domain name is the unique name of your Microsoft subscription. Use only the Latin alphabet for Domain Name. Characters are not allowed. Attention! The Domain Name can not be changed after the registration is completed.

Domain name: .onmicrosoft.com

Domain name confirmation: .onmicrosoft.com




⏪ Wait...

☐ I accept Microsoft Cloud Agreement [\(read\)](#)

2.5 Finishing Registration

In order to finish registration, accept Microsoft Cloud Agreement by checking the field "I accept the conditions" and press **"Register"** button.


☒ I accept Microsoft Cloud Agreement [\(read\)](#)

In case your company has already registered and is using Microsoft cloud-based services (has an active tenant*.onmicrosoft.com), or if you are currently not interested in purchasing CSP products, you can skip this step and you **do not need** to register a new company subscription. Follow the link below in order to finalize your account registration.



Search store

Register

[Click here if you don't want to buy CSP products](#)

Company Details

After a successful registration you will receive a confirmation letter to the specified email.

We welcome you to [SMART.cloud](#).

Thanks so much for joining us.

Your username in Microsoft Online Services:

Your username in

For help with any of our online services, please email the store-owner: smartcloud@smart-it.com.

Note: This email address was provided on our registration page. If you own the email and did not register on our site, please send an email to smartcloud@smart-it.com.

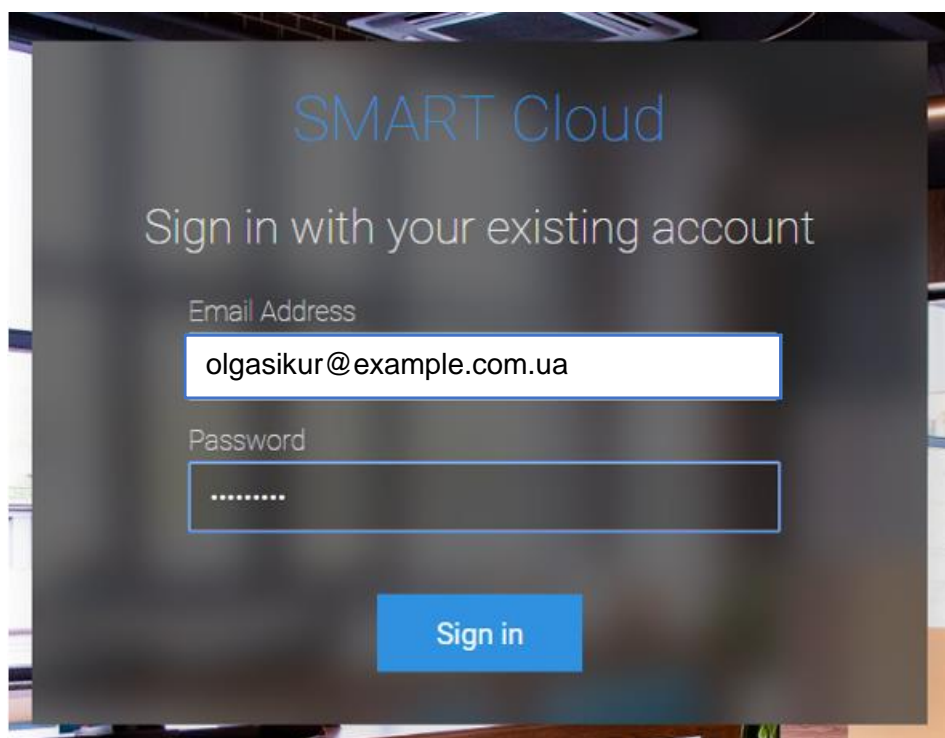
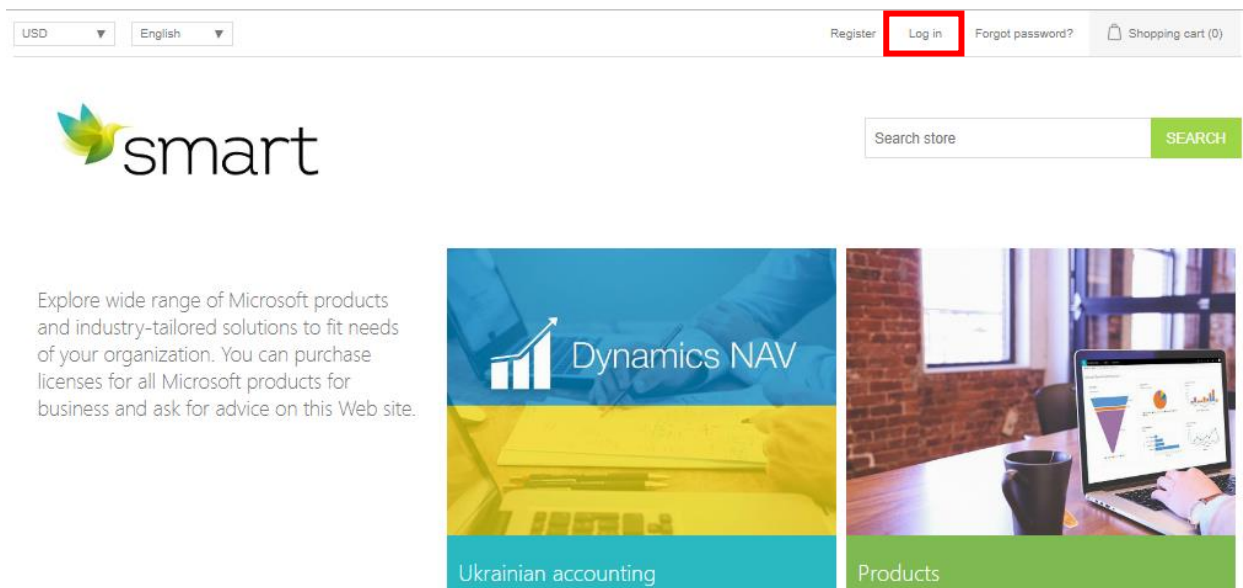


Have a nice day!

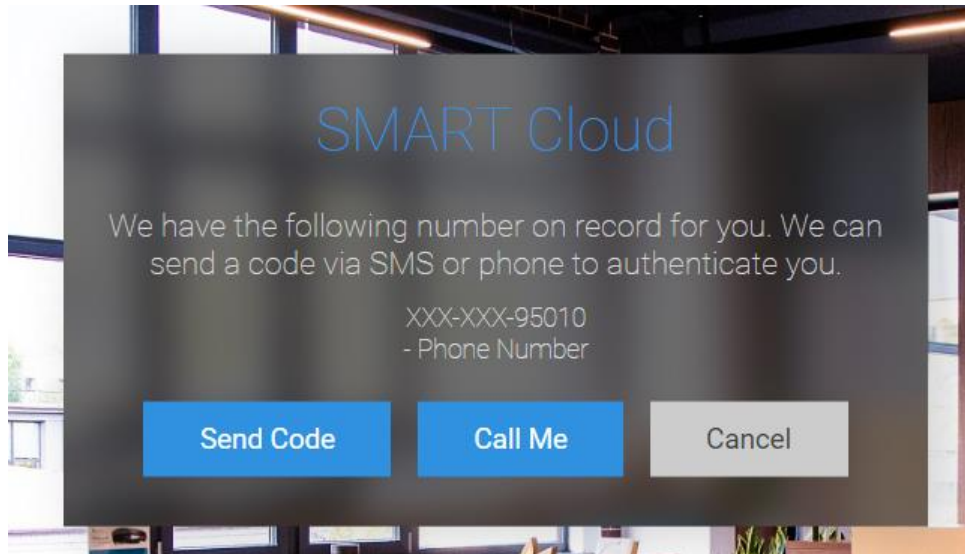
3. Login to the portal

3.1 Login for existing users

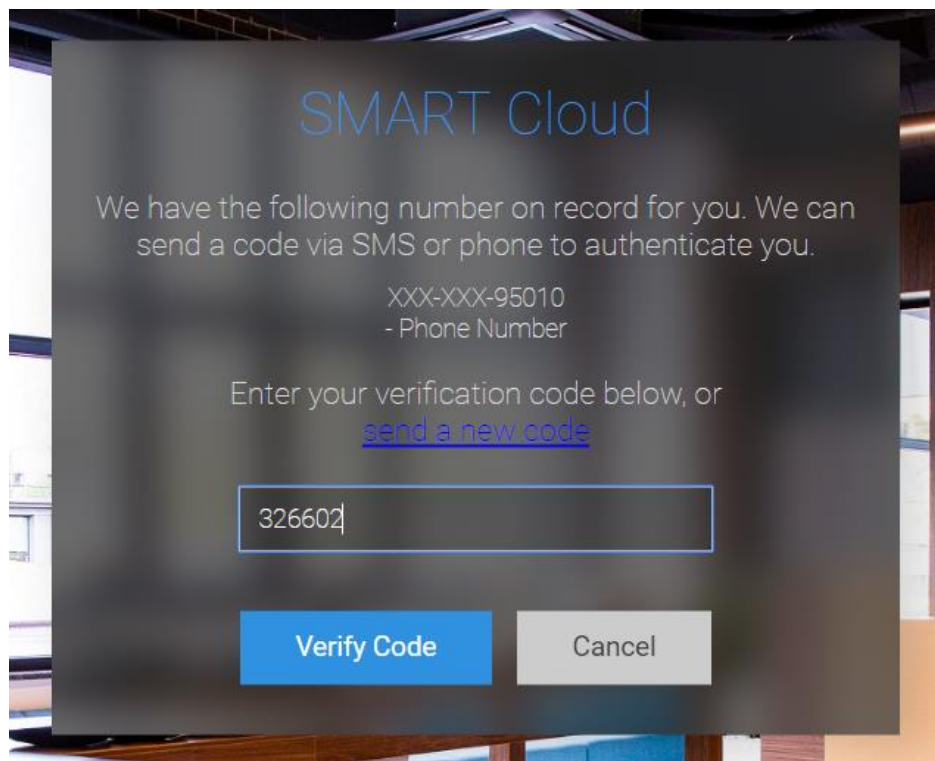
To login to an existing account at the smart-cloud.net portal, you need to press “**Log in**” button in the top corner and enter your registration details (email and password used during registration) in the respective fields.



Select the **Send Code** authentication method in the popup window.

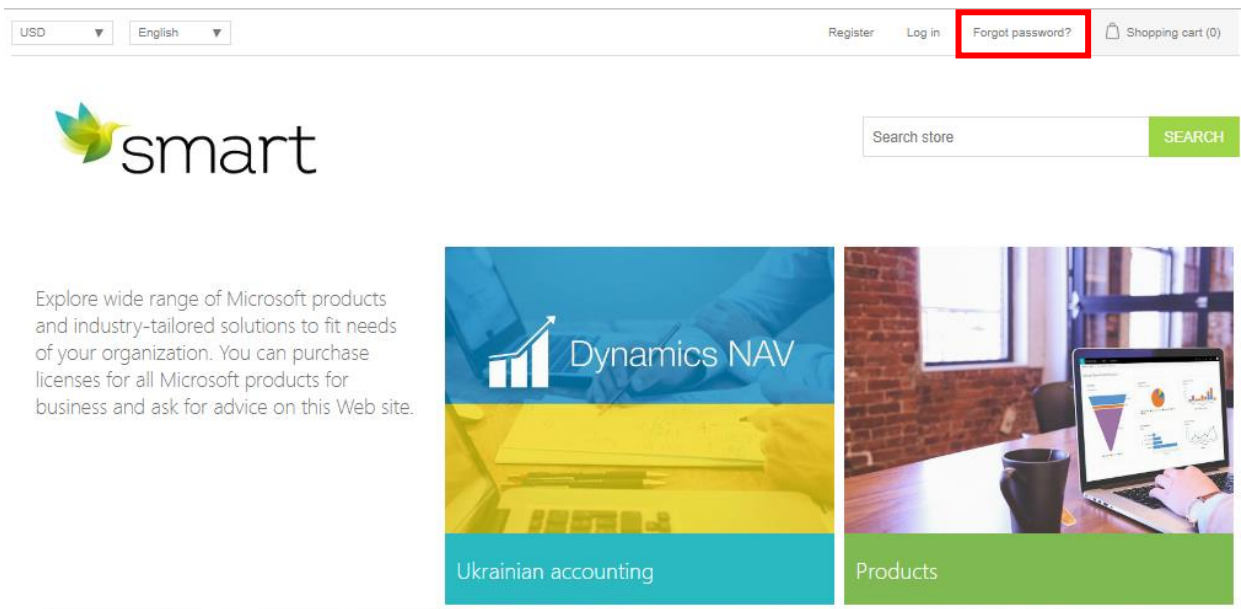


In order to finish authentication, you need to enter the verification code that will be sent to the registered phone number.

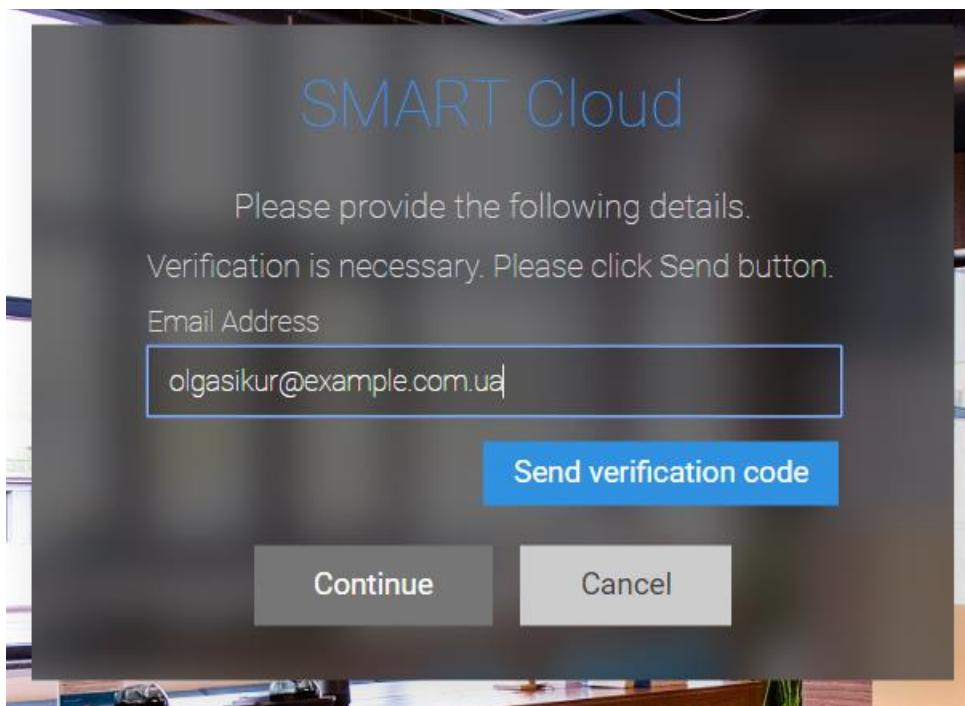


3.2 Password recovery

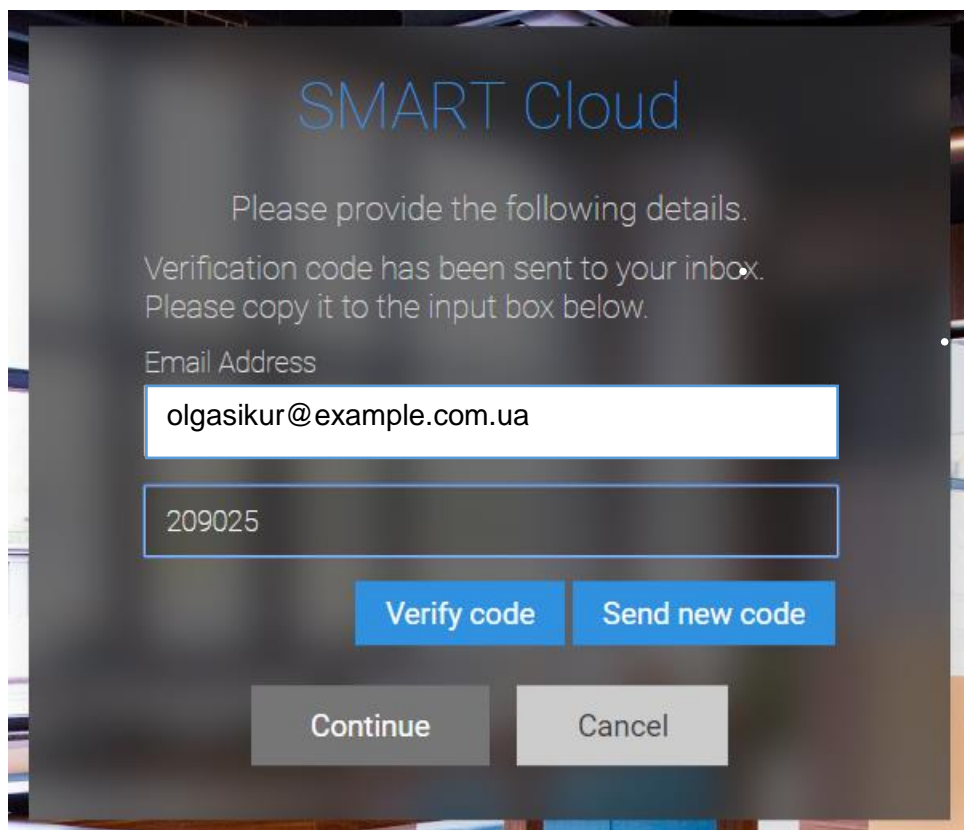
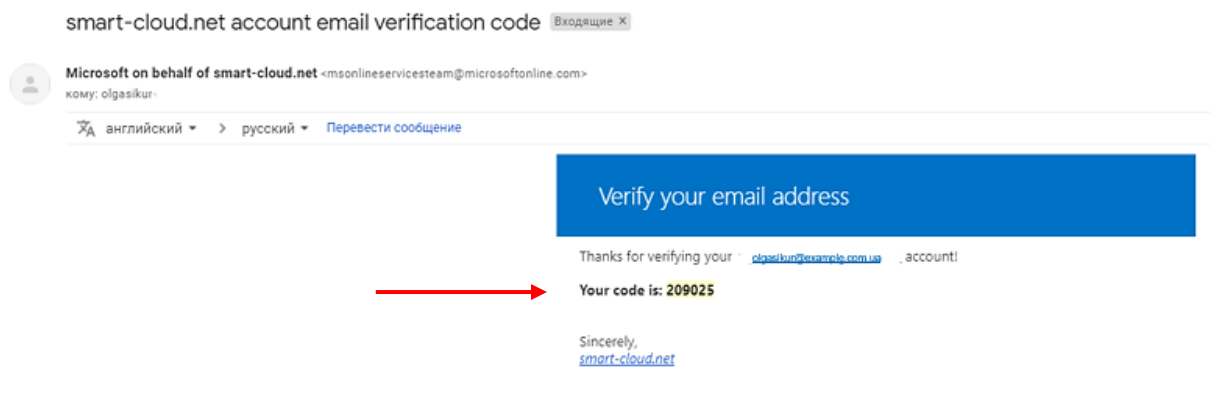
You can recover the password to enter the system if needed.
For this you need to press **“Forgot password?”** at the top of the page.



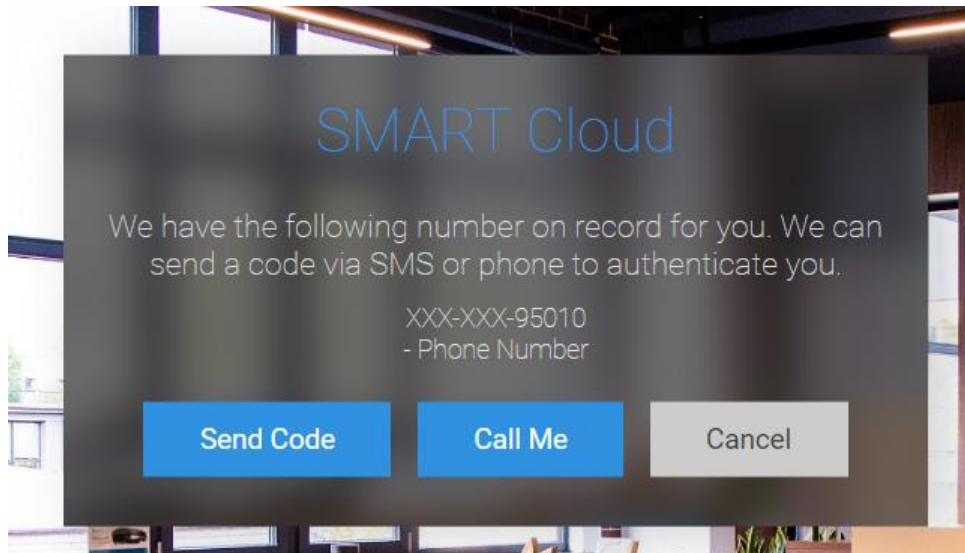
Next, enter the email used for registration.



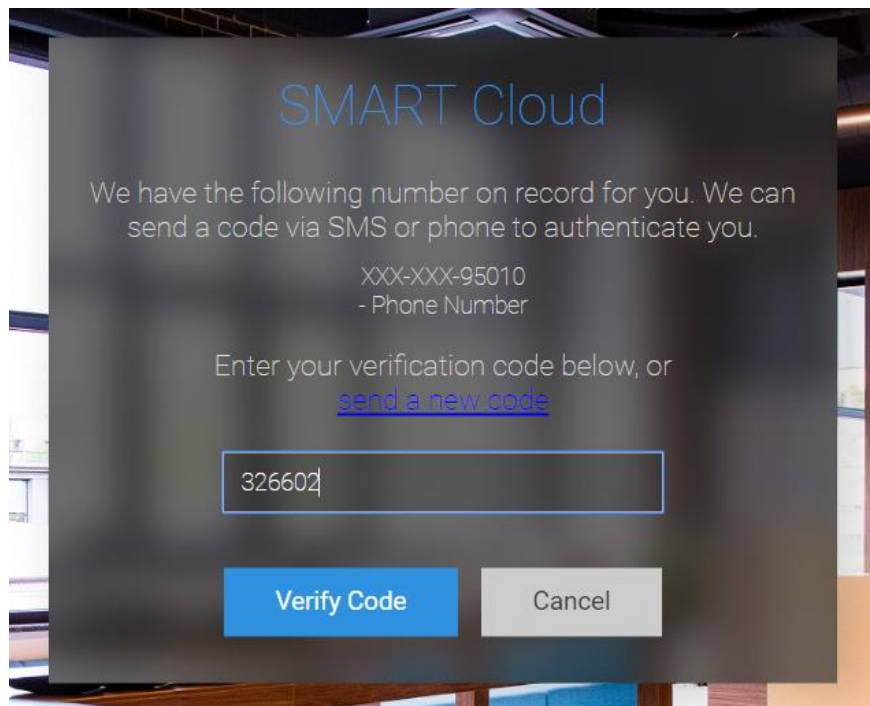
You will receive an email with a verification code that you will need to enter in the field of the SMART cloud portal registration form.



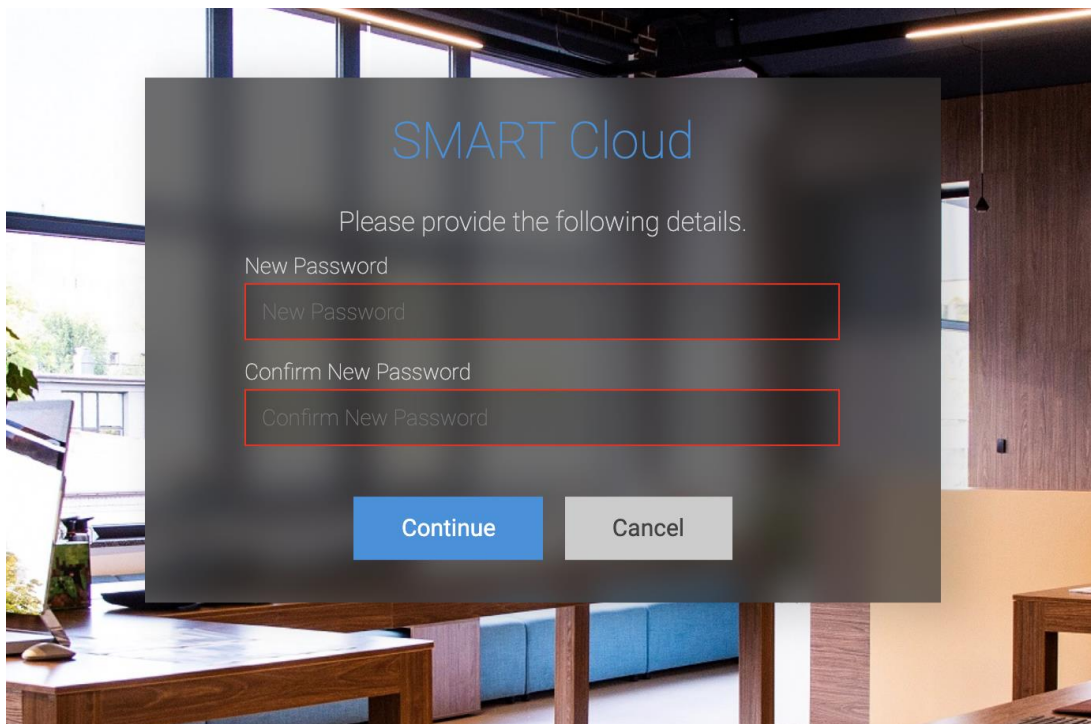
In the popup window, select the **Send Code** authentication method.



The verification code that will be sent to the registered phone number must be entered in the respective field of the form.



After authentication, enter the new password in order to login to SMART cloud portal.



SMART Cloud

Please provide the following details.

New Password

New Password

Confirm New Password

Confirm New Password

Continue Cancel

3.3 Access to personal data

Having logged in, click the username at the top of the screen to access your personal account. In the **"My account"** section, the user has access to all personal data, purchase history as well as password reset feature.

To reset password, go to the "Change password" section and follow the standard procedure as if you forgot the password (instructions above in Section 3.2).



My account

- Customer info
- Change password
- Orders
- Payment history
- Microsoft subscriptions
- Microsoft On-Premises

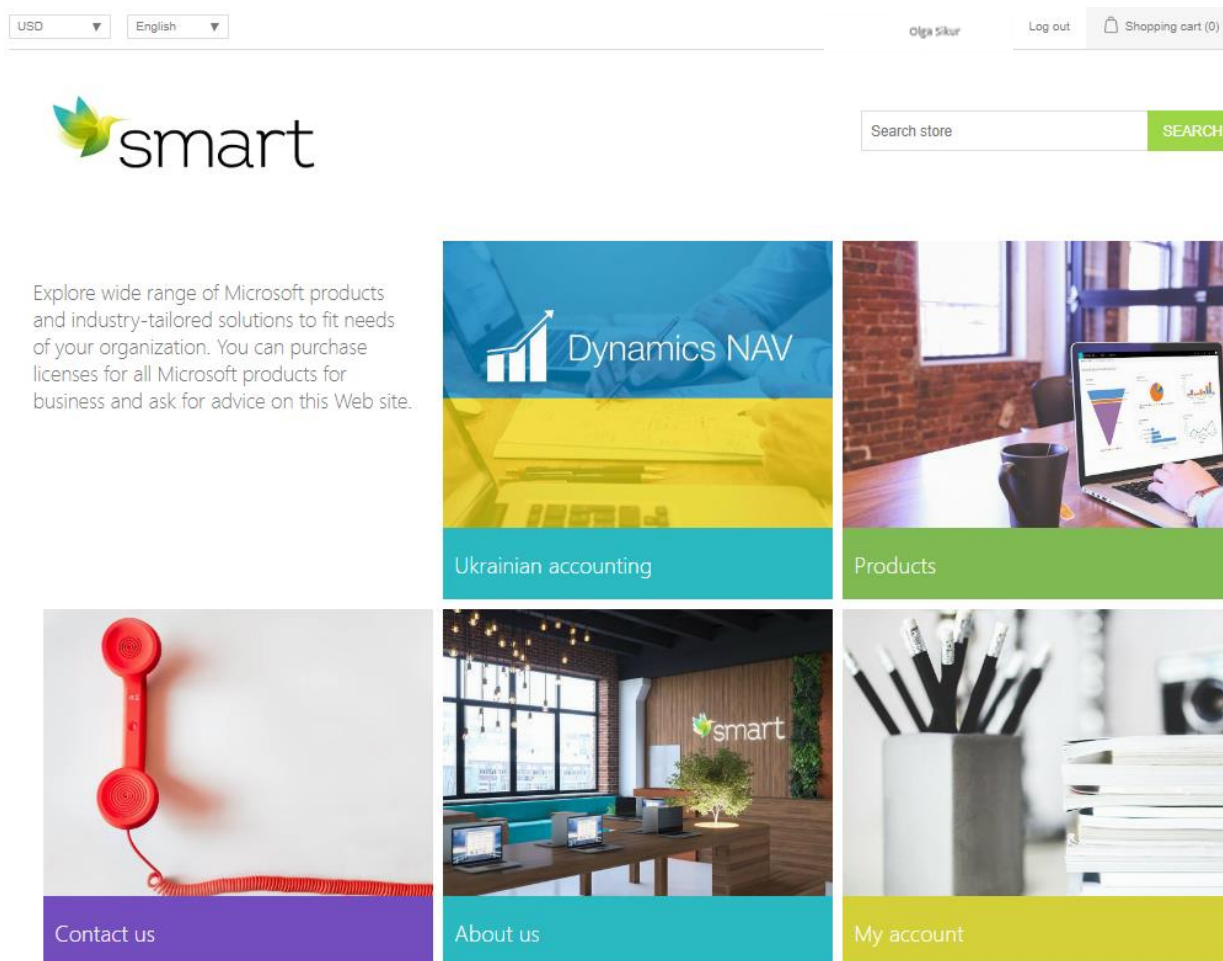
My account - Subscriptions info

No subscriptions.

4. Order placement

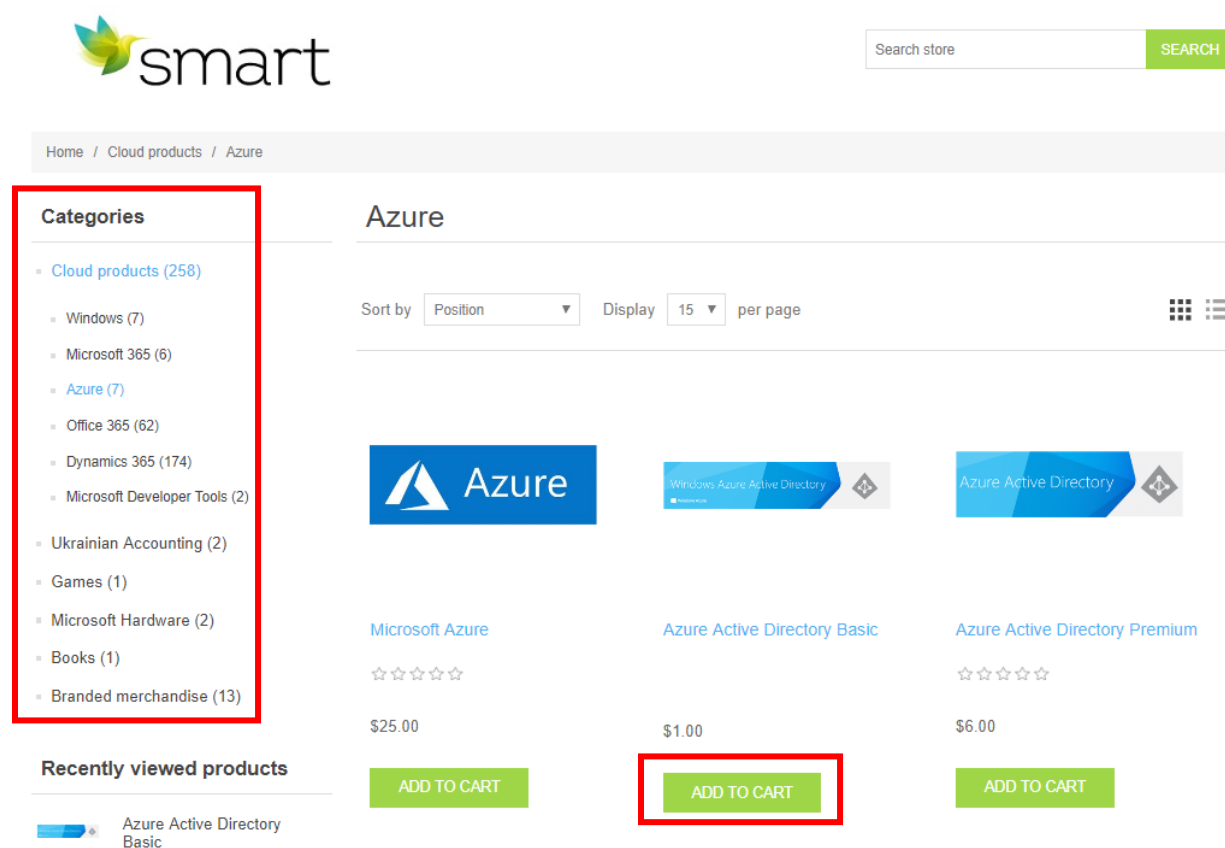
4.1 Products selection

Having entered the portal, you can select products and Microsoft licenses in the “Products” section.



In the “Products” section, you can search the necessary products by categories: Cloud products, Ukrainian Accounting, Microsoft Hardware, Books, Branded merchandise.


To buy a products' license, click **“Add to cart”** button below the chosen product.



Home / Cloud products / Azure

Azure

Sort by Display per page




Microsoft Azure

☆☆☆☆☆

\$25.00

ADD TO CART




Azure Active Directory Basic

☆☆☆☆☆

\$1.00

ADD TO CART




Azure Active Directory Premium

☆☆☆☆☆

\$6.00

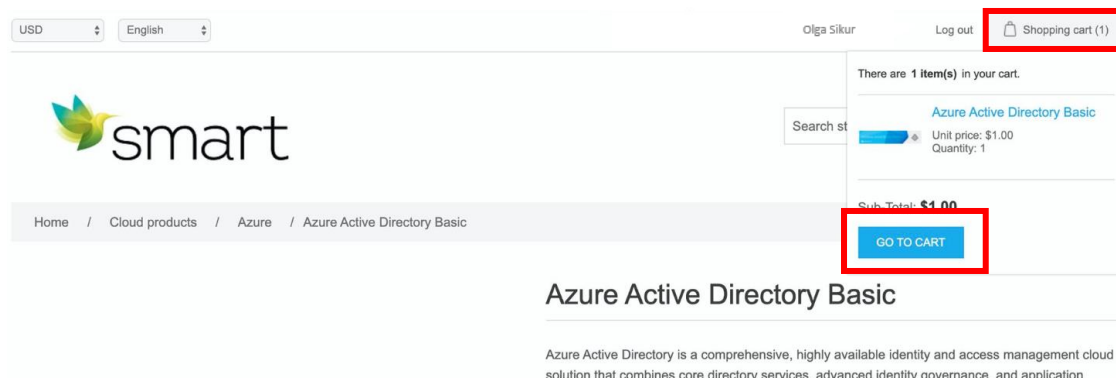
ADD TO CART

Recently viewed products

 Azure Active Directory Basic

4.2 Shopping cart

Having selected one or several products, you can proceed to the Shopping cart. Click the "Shopping cart" button in the top right corner and select "Go to cart" in the dropdown menu.



USD English Olga Sikur Log out **Shopping cart (1)**

There are 1 item(s) in your cart.

Azure Active Directory Basic

Unit price: \$1.00
Quantity: 1

Sub Total: **\$1.00**

GO TO CART

Azure Active Directory Basic



Azure Active Directory is a comprehensive, highly available identity and access management cloud solution that combines core directory services, advanced identity governance, and application

In the «Shopping cart» section, you can see the added products, continue shopping or proceed to checkout.

4.3 Discounts

If you have a promo-code for the order or the product, use it in the “**Discount code**” field.

Shopping cart

Remove	Image	Product(s)	Price	Qty.	Total
		Azure Active Directory Basic	\$1.00	<input type="text" value="1"/>	\$1.00

Update shopping cart
Continue shopping

Discount Code


Enter your coupon here

APPLY COUPON



4.4 Order placement procedure.

To finalize the order, accept Microsoft Cloud Agreement by checking the respective field and click “Checkout”.

USD
English
Olga Sikur
Log out
Shopping cart (1)



Shopping cart

Remove	Image	Product(s)	Price	Qty.	Total
		Azure Active Directory Basic	\$1.00	<input type="text" value="1"/>	\$1.00

Update shopping cart
Continue shopping

Discount Code

Enter your coupon here

Sub-Total:	\$1.00
Extra charge:	\$0.00
Shipping:	Not required
Tax:	\$0.00
Total:	\$1.00

☐ I accept Microsoft Cloud Agreement [\(read\)](#)

5. Payment methods

5.1 Checkout for contractual customers

For contractual customers, the payment is made according to an invoice which is formed automatically and is sent to the specified email within the period mentioned in the contract.

For contractual customers the products² will be available in their tenant once the order is placed as described in Section 4.4.

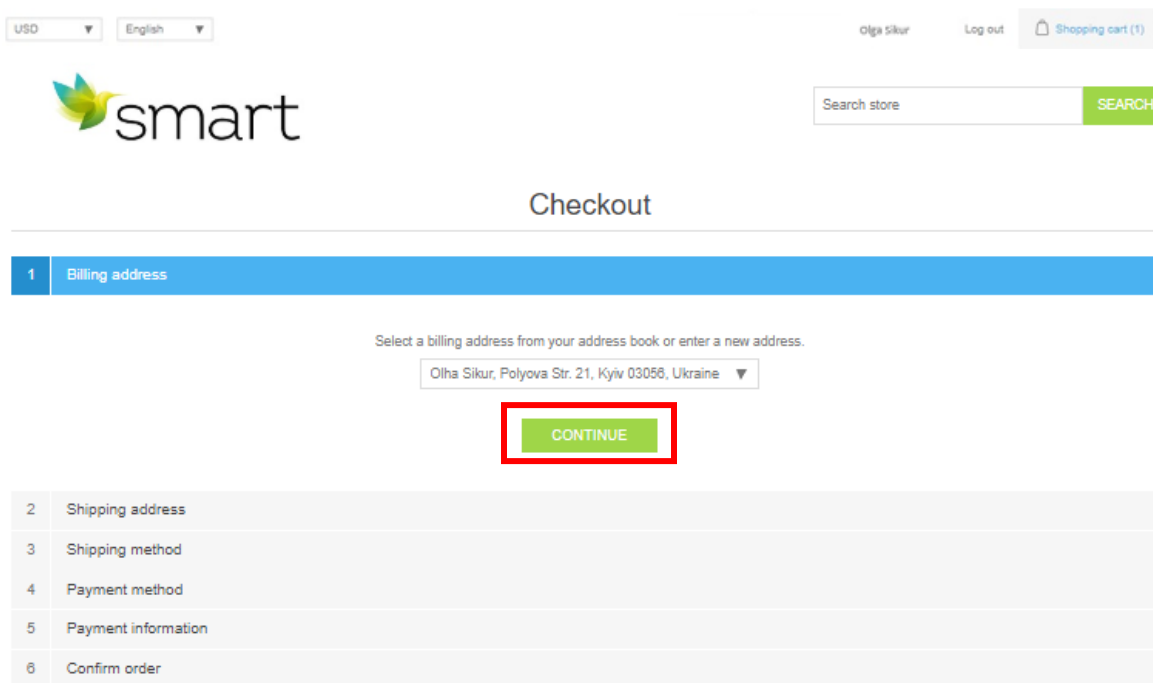
5.2 Checkout with LiqPay

The option of payment through LiqPay service is also available. This is a service that allows to pay and transfer money with a mobile phone, Internet and with different payment cards around the world.

Follow the steps described below to make a payment using LiqPay.

5.2.1 Payment address selection

Select the payment address from the dropdown list and click **“Continue”**.



The screenshot shows the 'smart' checkout interface. At the top, there are dropdowns for 'USD' and 'English', and links for 'Olga Sikur', 'Log out', and 'Shopping cart (1)'. The 'smart' logo is on the left, and a search bar is on the right. The main heading is 'Checkout'. Below it, a blue bar indicates the current step: '1 Billing address'. The instruction reads: 'Select a billing address from your address book or enter a new address.' A dropdown menu shows the selected address: 'Olha Sikur, Polyova Str. 21, Kyiv 03056, Ukraine'. Below this, a green 'CONTINUE' button is highlighted with a red rectangle. At the bottom, a list of steps is shown: 1 Billing address, 2 Shipping address, 3 Shipping method, 4 Payment method, 5 Payment information, and 6 Confirm order.

² Subscription to the cloud services

5.2.2 Payment method selection

Select LiqPay from the payment options and click “**Continue**”.


USD ▼

English ▼

Olga Sikur

Log out

Shopping cart (3)



Search store


SEARCH


Checkout

1 Billing address

2 Payment method

LIQPAY >>

 LiqPay

 Sales invoice

Back

CONTINUE

3 Payment information

4 Confirm order

5.2.3 Order confirmation


At the verification stage, check if the selected products, billing address and payment option are correct, and click **“Continue”**. After that you will be redirected to the payment page. Use BACK button if you need to adjust the information above.

USD

English

Log out

Shopping cart (1)



Search store

SEARCH

Checkout

- Billing address
- Payment method
- Payment information
- Confirm order

Billing Address

Olha Sikur

Email:

Phone: +380672498010

Fax:

LLC SMART business Ukraine


Polyova Str. 21

Kyiv , 03058

Ukraine

Payment

Payment Method: LiqPay

Image	Product(s)	Price	Qty.	Total
	Azure Active Directory Basic	\$1.00	1	\$1.00

Sub-Total: \$1.00

Shipping: Not required

Tax: \$0.00


Total: \$1.00

Back


CONFIRM

5.2.4 Payment

The payment itself is redirected to the page of the payment service provider where you need to enter the card number, period of validity and CVV2 code. Press **“Confirm”** to confirm the payment.


SMART cloud

QR code for payment



Use Privat24

To pay: 1.00 USD

Payment for smart-cloud.net services

Pay with Privat24

24 Pay

or

Card
Another method

Card number


.....

Expiration

MM / YY

CVV2


...





By pressing the button «Pay» you accept [Terms and conditions](#)


Pay

Decline payment



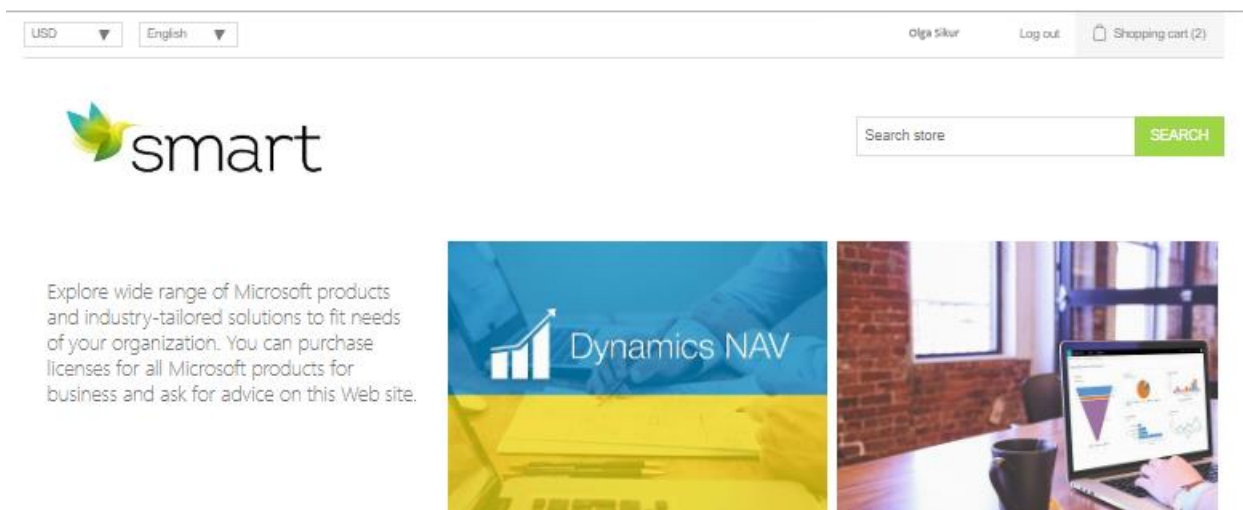
Verified by


Mastercard


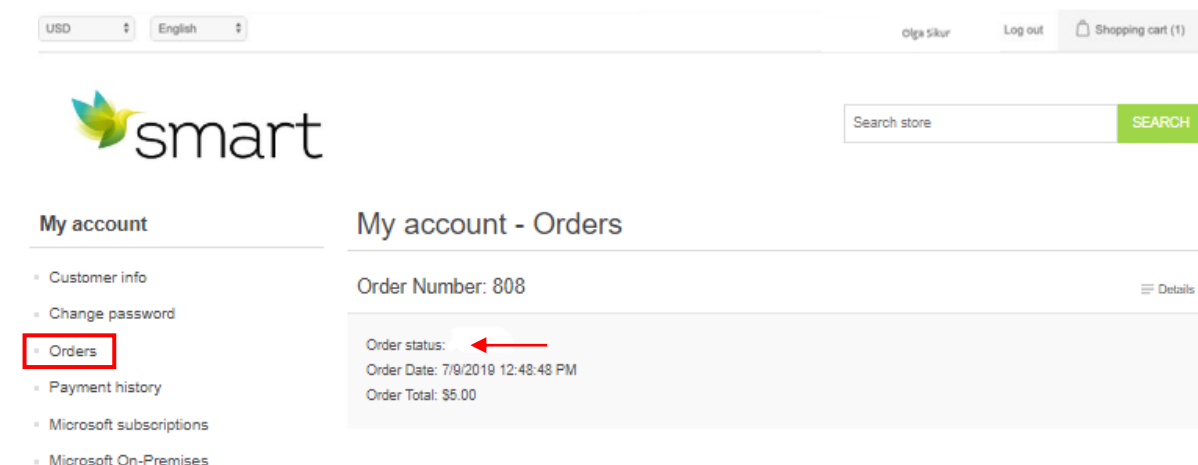
Powered by


6. Order status

In order to see finalized orders placed and their status, you need to login to your account by clicking the username in the top corner of the page.



“Orders” tab shows all the user's orders, as well as their amount, date and status.



7. Licenses management

“Microsoft subscriptions” tab displays all the product subscriptions that you have purchased.

My account

- Customer info
- Change password
- Orders
- Payment history
- Microsoft subscriptions**
- Microsoft On-Premises

My account - Subscriptions info

Name	State	Quantity	Creation date	Price	
Office 365 Enterprise E1	Active	610	10/06/2019	6.56 USD	Details...
Office 365 Enterprise E3	Active	100	10/06/2019	16.4 USD	Details...

7.1 Detailed information about the subscription

By clicking "Details", you can see detailed information about your subscription – purchase date, quantity of specific user licenses and the current status.

My account

- Customer info
- Change password
- Orders
- Payment history
- Microsoft subscriptions
- Microsoft On-Premises

Subscription details

Office 365 Enterprise E1

State	Active
Quantity	610
Creation date	10/06/2019
Price	6.56 USD
Total Amount	4001.6 USD

610

Change quantity

Suspend

Reactivate

7.2 Pausing / activation of the subscription

While checking licensing details you can suspend / reactivate the subscriptions. To do this, click “Suspend” or “Reactivate” button respectively.

My account

- Customer info
- Change password
- Orders
- Payment history
- Microsoft subscriptions
- Microsoft On-Premises

Subscription details

Office 365 Enterprise E1

State	Active
Quantity	610
Creation date	10/06/2019
Price	6.56 USD
Total Amount	4001.6 USD

610

Change quantity

Suspend

Reactivate

7.3 Changing the amount of subscription

To change the number of licenses, enter a number in the respective box and click **“Change quantity”**.

My account

- Customer info
- Change password
- Orders
- Payment history
- Microsoft subscriptions
- Microsoft On-Premises

Subscription details

Office 365 Enterprise E1

State	Active
Quantity	610
Creation date	10/06/2019
Price	6.56 USD
Total Amount	4001.6 USD

610

Change quantity

Suspend

Reactivate

8. Support

In case of any questions arising during the registration process or when using the portal, please contact SMART business CSP Support by calling +380-44-585 3550, or send an email to cspsupport@smart-it.com (24/7 support).