

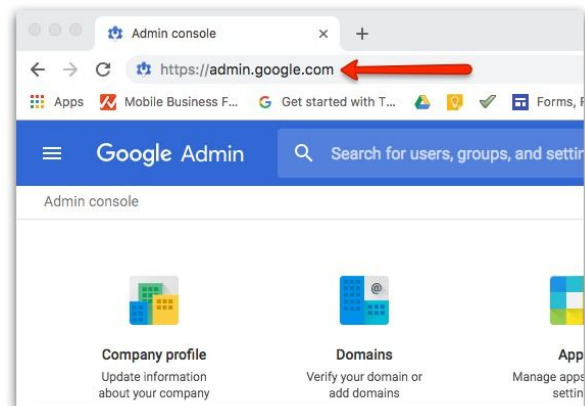
NEW! We are pleased to announce the arrival of our new license portal. Below you will find instructions on how to add licenses going forward. If you have any issues, reach out to our support team at helpdesk@sutiebriar.com and one of our support specialists will be happy to assist you!

Important Notes:

- When entering new licenses, you will enter the new TOTAL of licenses you need. This is combat accidental license addition.
- An email will be sent for final approval of the new licenses to the requester
- Once the email approval is complete, licenses are available immediately

Step 1. Access Admin Panel

Go to admin.google.com and sign in with your super admin credentials.



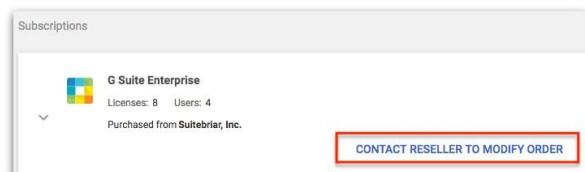
Step 2. Go To Billing

Locate and select 'Billing' within the G Suite admin console.



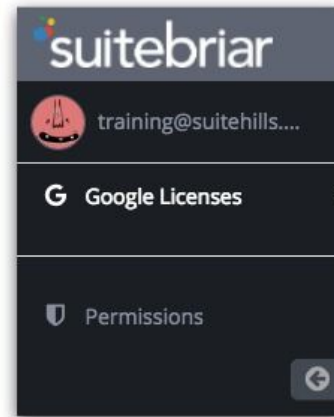
Step 3. Enter License Portal

Select '**Contact Reseller To Modify Order**'. This will automatically launch the licensing portal.



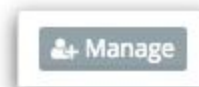
Step 4. View Existing Google Licenses

The portal will automatically direct you to the current Google License view. If not, you can select 'Google Licenses' on the left-side navigation.



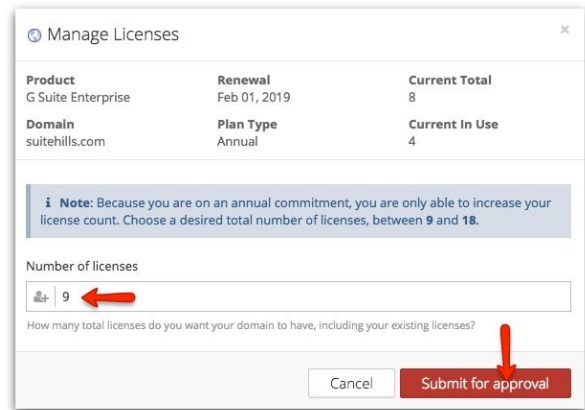
Step 5. Manage Licenses You Need To Add

Locate the license you need to increase and select 'Manage'. Note that you may have only one set of licenses to manage or several.



Step 6. Adjust License To New TOTAL

Be sure to enter the new TOTAL of licenses. For example, this account has 8 licenses and the user would like to increase by 1 license. The user enters 9 as the total. Then select 'Submit for Approval'.



Step 7. Approve License Request Email

An email will be sent to the requester for final review and approval. Follow the included link and select 'Approve'. Your licenses will become available immediately.

